UNIVERSITY OF
DETROIT MERCY
SCHOOL OF DENTISTRY

ACADEMIC POLICIES HANDBOOK

2019 – 2020

(Administrative sections approved by the Faculty Assembly July 10, 2019)

This handbook contains the official academic policies for all Predoctoral and Dental Hygiene Students and Post-Graduate Residents enrolled in the School of Dentistry for the 2019-2020 Academic Year

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OVERVIEW

INTRODUCTION

The University of Detroit Mercy School of Dentistry Academic Policies Handbook provides students, residents, faculty, and staff with a consolidated reference for policies, procedures and resources relevant to School of Dentistry programs in dental, dental hygiene, and advanced dental education. School of Dentistry policies are developed and published in the School of Dentistry Academic Policies Handbook to support the University of Detroit Mercy School of Dentistry programs and curriculum. The policies may be the same or similar to University policies published in the University of Detroit Mercy Graduate Catalog, but in many cases will be distinct from, or more specific than, University policies. Where there is a difference, School of Dentistry policies in this Handbook supersede University policies. In the absence of a School of Dentistry policy, University policy will apply. This Handbook does not constitute an "express or implied contract" with students or residents.

Policy Changes and Notification

Unless otherwise noted, School of Dentistry policies are in effect at the time of publication of this Handbook. These policies are monitored on a continuous basis, and may be modified, amended, or deleted by School of Dentistry Faculty Assembly, Administration, or the University at any time. Any changes to policies will become effective immediately after they are published on the School of Dentistry website and notification is sent to student and faculty University email accounts. Policies printed in hard copy format should be cross-referenced with the electronic version published on the School of Dentistry website to verify the most current policy in effect.

UNIVERSITY OF DETROIT MERCY: FOUNDATION, MISSION, AND VISION

Foundation

The University evolved from the educational traditions of its sponsors, the Sisters of Mercy and the Society of Jesus. Both Catholic traditions emphasize concern for the dignity of the person and for the common good of the world community. The Society of Jesus (Jesuits) founded the University of Detroit in 1877. The Sisters of Mercy, Province of Detroit, founded Mercy College of Detroit in 1941. Together these religious congregations created a partnership in higher education to establish the University of Detroit Mercy in 1990. Each religious congregation brings its spirit to the mission of the University. This spirit includes commitment to quality education, the service of faith and promotion of justice, and compassionate service to persons in need.

Mission

The University of Detroit Mercy, a Catholic University in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of our students.

Vision

The University of Detroit Mercy will be recognized as a premier private university in the Great Lakes region, distinguished by graduates who lead and serve in their communities.

UNIVERSITY OF DETROIT MERCY: HISTORY

The Sisters of Mercy, Province of Detroit, founded Mercy College of Detroit in 1941. The Society of Jesus founded the University of Detroit Mercy in 1877. In 1990, the University of Detroit and Mercy College of Detroit combined their resources and operations in a consolidated institution with the same ongoing commitments. Each religious community brings its spirit to the mission of the University. This spirit includes compassionate service of persons in need, commitment to quality education, the service of faith, and the promotion of justice. Together, these congregations created a partnership in higher education on behalf of the students of the University of Detroit Mercy.

University of Detroit Mercy is an independent Catholic institution of higher education, which exists primarily for teaching, learning, and research. The University takes its mission from its educational traditions, which emphasize concern for the dignity of the person, and for the common good of the world community. This education seeks to integrate intellectual, spiritual, moral, and social development.

The University provides excellent undergraduate programs, graduate programs, and professional education. In order to accommodate a wide range of educational needs, the University makes these programs available in three broad ways:

- Undergraduate programs with a core curriculum in the liberal arts and sciences, and graduate and professional education;
- Undergraduate and graduate programs for adults returning to study; and
- Programs provided under contract to businesses and institutions.

The University ensures equal educational access and opportunity for the diverse populations it seeks to serve.

Undergraduate liberal arts, sciences and professional programs are supported by a comprehensive core curriculum through which intellectual inquiry challenges students to an understanding of their social, leadership, and service responsibilities. The University demonstrates its own responsibility by providing a value-based, holistic education of exceptional quality and supporting research and service. Located in Detroit, the University views the city as an important context in which to examine and address issues of social justice.

All members of the University of Detroit Mercy community embrace a learner-centered, learner-first philosophy of service. In so doing, the University seeks to maintain a reputation for excellence in promoting intellectual, spiritual, religious, personal and professional development.

UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY: VISION, MISSION, AND VALUES

Vision

The University of Detroit Mercy School of Dentistry will be a leader in advancing health in a diverse and global society.

Mission

The University of Detroit Mercy School of Dentistry, in the Jesuit and Mercy tradition, through the integration of scholarly activity, evidence-based teaching, and service, fosters a forward thinking, inclusive learning environment committed to developing competent, socially and ethically sensitive healthcare professionals who are committed to patient care and community wellness.

Values

The faculty and staff of the School of Dentistry identified five core values as intrinsic to our academic community. These values are evidenced in our daily activities and guide planning for the future.

Integrity: We embrace integrity in all our daily activities and consider it essential to our identity.

Excellence: We value and reward excellence.

Service: We are committed to serving our community, students, colleagues, institution and the profession of dentistry.

Respect: We promote respect of self and others and value diversity.

Life-long Learning: We value life-long learning and promote development to achieve our potential.

ACCREDITATION

The University of Detroit Mercy School of Dentistry's programs in dental hygiene, predoctoral dental education, and advanced specialty education (Advanced Education in General Dentistry, Endodontics, Orthodontics and Dentofacial Orthopedics, and Periodontics) are fully accredited by the America Dental Association's Commission on Dental Accreditation (CODA). The University of Detroit Mercy is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

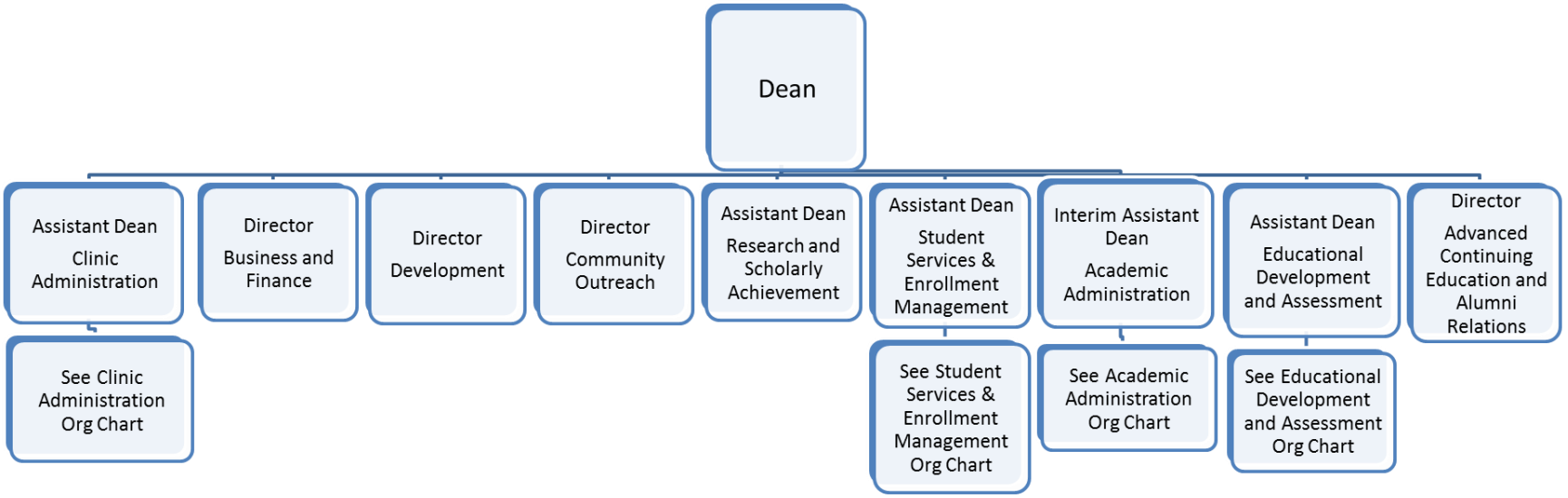
Commission on Dental Accreditation Complaint Policy

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

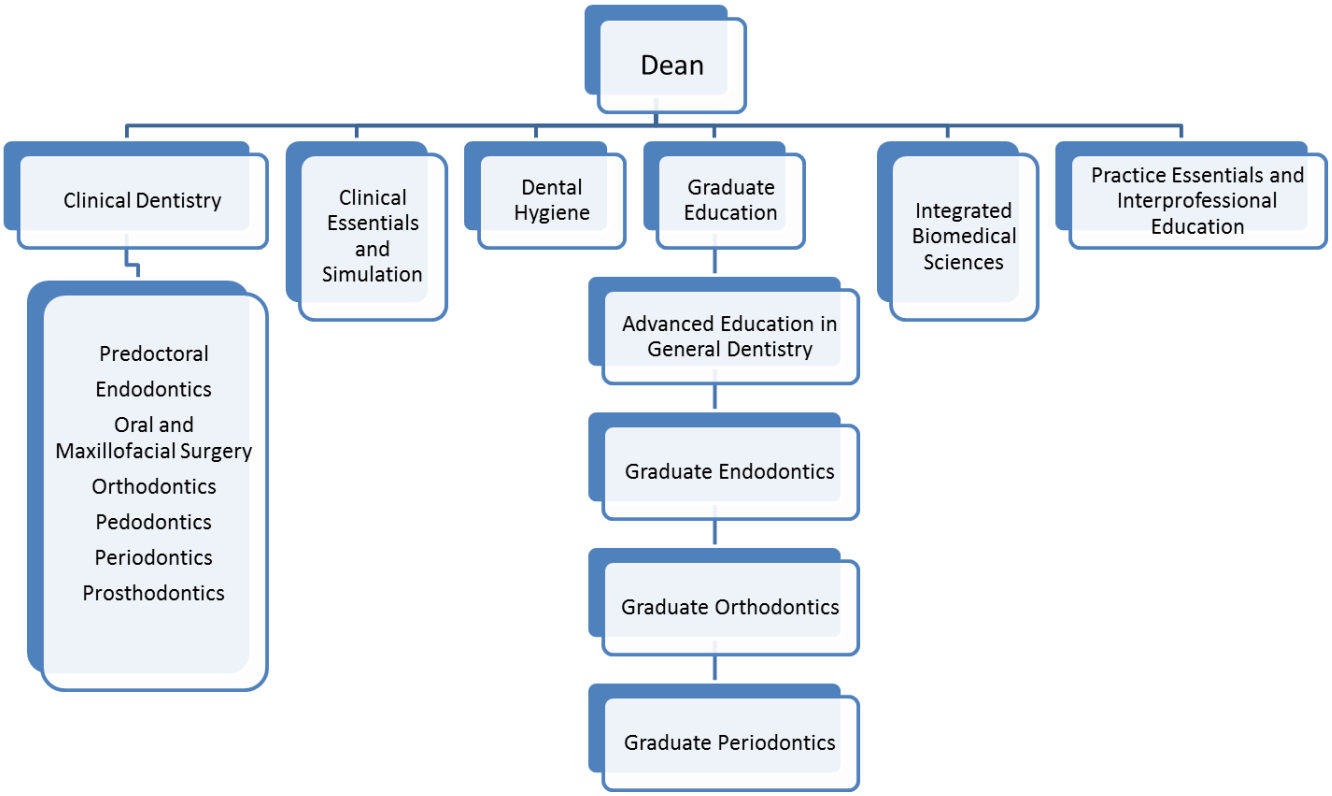
A copy of the appropriate accreditation standards and/or the Commission's policy and procedures for submission of complaints may be obtained by calling the Commission at (800) 621-8099 extension 2719 or by contacting at the following address:

American Dental Association
Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611

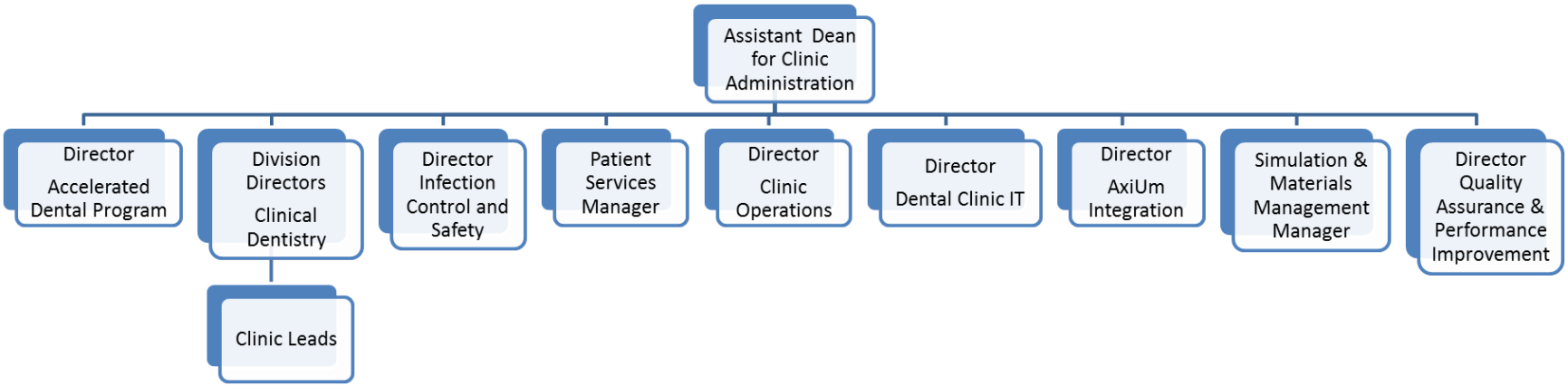
Organizational Chart: Dean's Office



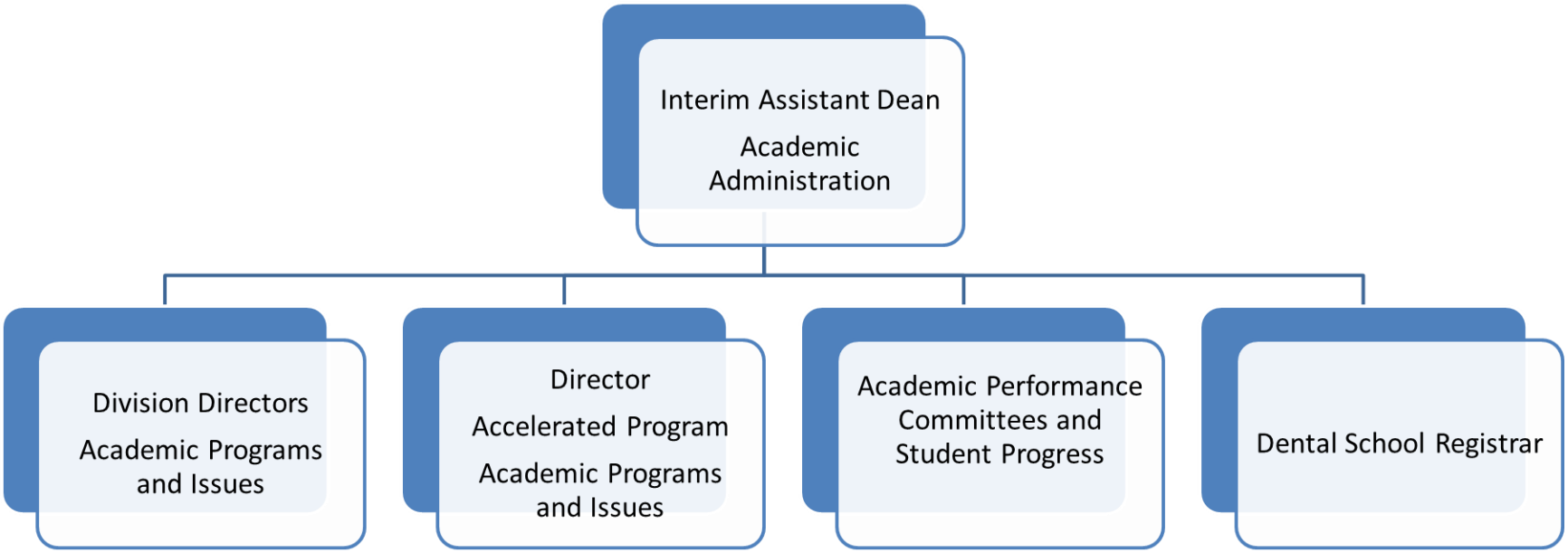
Organizational Chart: School of Dentistry Academic Divisions



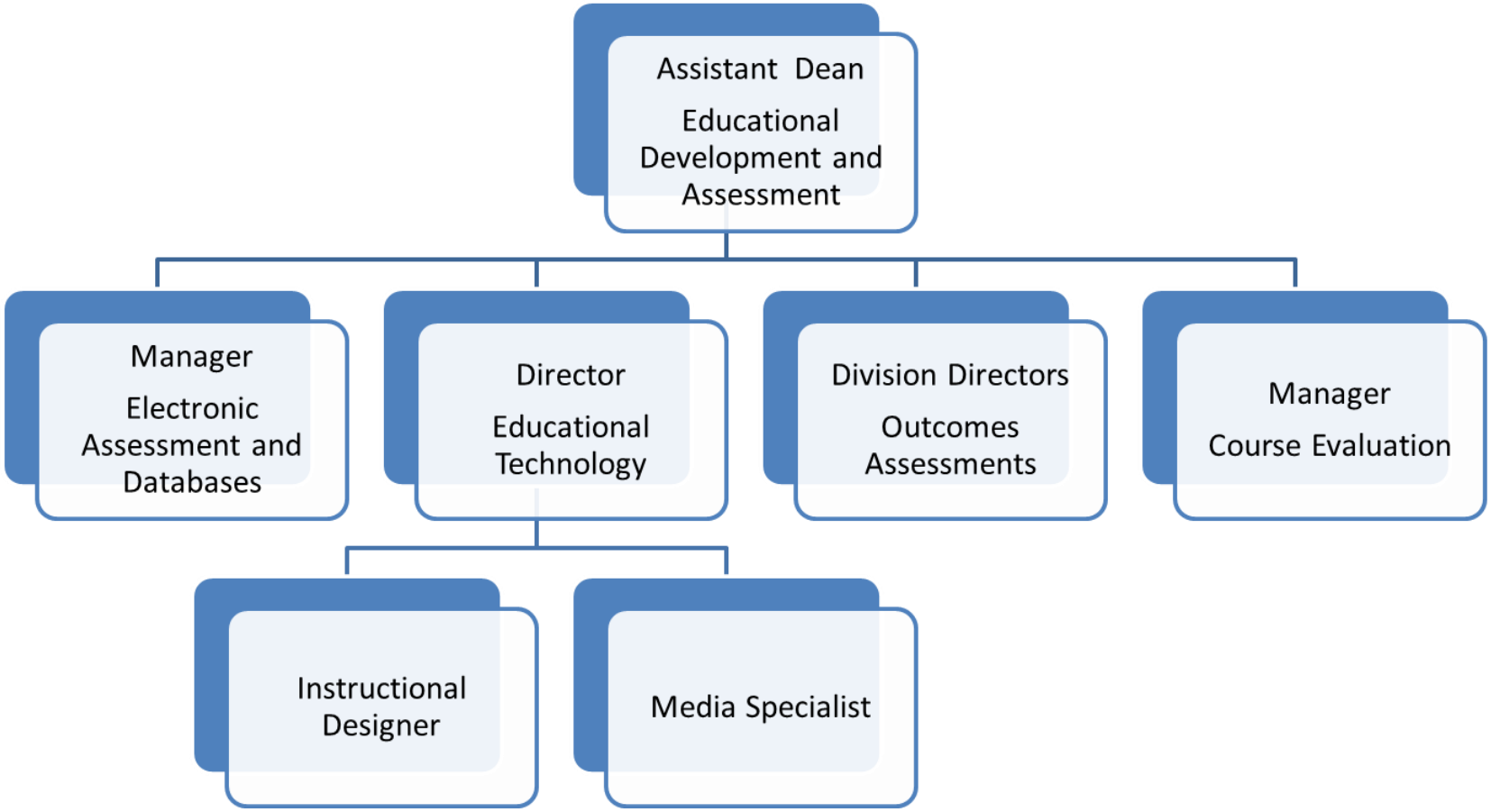
Organizational Chart: Clinic Administration



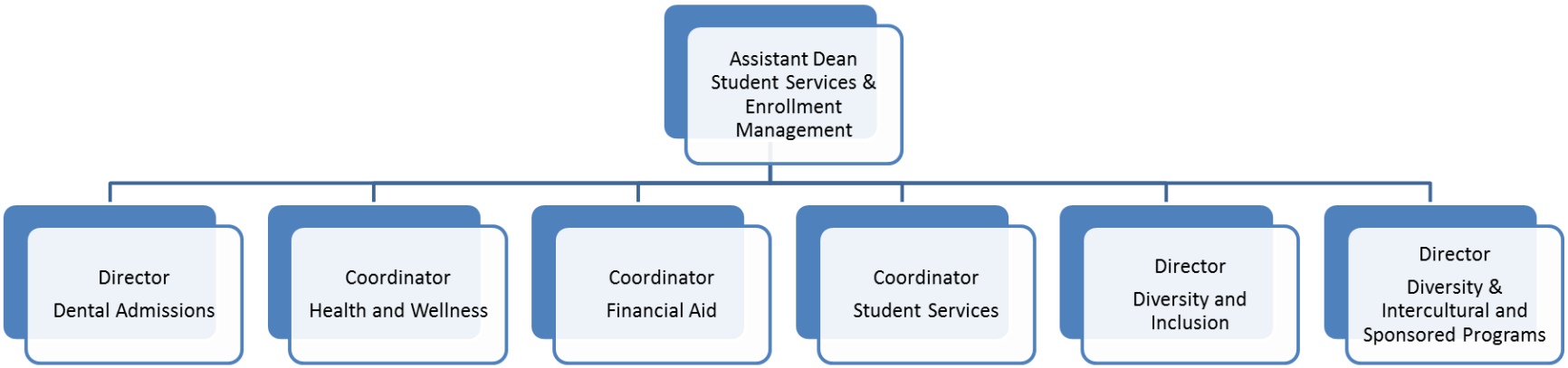
Organizational Chart: Academic Administration



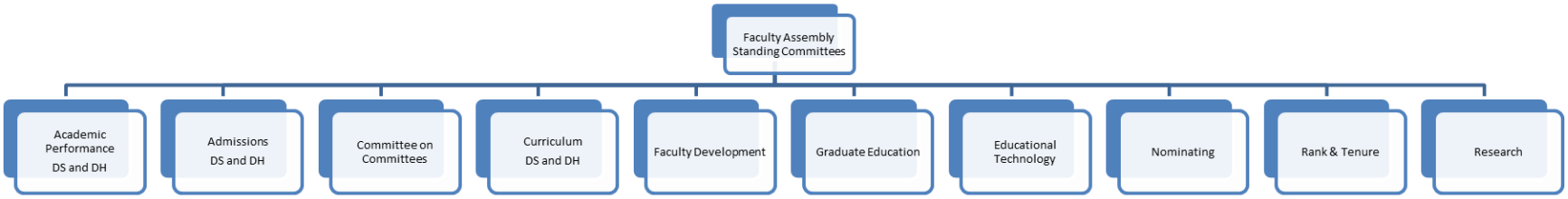
Organizational Chart: Educational Technology and Assessment



Organizational Chart: Student Services & Enrollment Management



Organizational Chart: Standing Committees of the Faculty Assembly



STUDENT INFORMATION AND RESOURCES

UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY CORKTOWN CAMPUS

Corktown Building Hours

Corktown Buildings are open from 6:00 AM to 10:00 PM on days when classes and/or clinics are in session at the School of Dentistry. Students are permitted in the clinic area up until one hour after patient care ends. All students must leave the clinic areas in the evenings to permit housekeeping activities.

All students are permitted to use the simulation laboratory until 10:00 PM on weekdays and until one hour before closing time on the weekends. During the fall and winter semesters the preclinical simulation laboratory and the clinical support laboratory is open for student use on weekends from 10:00 AM to 8:00 PM. The simulation laboratory is a multi-use facility; due to Continuing Education or other uses the laboratory may not be opened on specific dates. Students will be notified in a timely manner regarding the lack of availability.

Closure at specific times is to allow for housekeeping activities. Exceptions will be posted at the entrance to the laboratory. Please note: students not enrolled in the laboratory course are not permitted to enter the laboratory while a class is in session.

All students are expected to have visible identification at all times while on campus and in the clinic building, and are required to present identification when requested by administration, faculty, staff, and Public Safety officers. No patients should be permitted to pass through the clinics unescorted. Students are expected to escort patients to protect the private protected health information that is a part of patient care.

Corktown and UHC Clinic Hours

The hours for the Corktown clinics on Monday through Thursday are from 8:30 AM to 5:30 PM and UHC from 9:00 AM to 5:30 PM except on Wednesday when UHC is closed in the AM session. On Friday the hours are 8:30 AM to 12:30 PM at Corktown and from 9:00 AM to 12:30 PM at UHC. No clinical activity is permitted outside these hours.

Parking Permits

All student and resident parking is available in Lot N. University of Detroit Mercy School of Dentistry parking hangtag permits must be displayed on the rear-view mirror while on any University of Detroit Mercy campus. Replacements for lost permits are available from Public Safety for a fee of $10.00. For further assistance, contact the Titan Info Center at the McNichols Campus (Student Center First Floor), (313) 578-0341. Fall & Winter Term: Monday through Thursday 10:00 AM to 6:30 PM; Friday 10:00 AM to 4:30 PM; Summer Term: Monday through Friday 10:00 AM to 4:30 PM.

Student ID Access Card

Photo identification cards are issued from the University of Detroit Mercy McNichols Main Campus and then activated at the University of Detroit Mercy School of Dentistry Corktown Campus Office of Academic Administration, during Orientation Week. Photo ID's are to be worn and visible at all times

while on any University Campus. In addition to acting as identification for students, these identification cards also contain a "proximity chip" which permits students to access non-public areas, including the Classroom Building and floors 2, 3, and 4 of the Clinic Building. Students are required to present identification when requested by administration, faculty, staff, and Public Safety officers. Failure to present the University-issued photo identification card when requested may result in denial of admission to any University facility. Students are required to check in with the Office of Public Safety, located at the entrance to the Dental Clinic, to present an alternative form of photo identification and be issued a temporary identification card for entry into any School of Dentistry building or facility. Failure to do so may result in disciplinary action due to professional misconduct.

Students may be asked to show ID for admittance to any campus building or facility, to libraries and checking out books, and admission to computing centers, recreation facilities, and athletic events. The University of Detroit Mercy social and home athletic events are open to all dental and dental hygiene students with this identification card. Replacements for lost ID cards may be obtained from the McNichols Campus, Student Center Building (first floor Titan Information Center) for a fee. For further assistance, contact the Titan Info Center at the McNichols Campus (Student Center First Floor), (313) 578-0341. Fall & Winter Term: Monday through Thursday 10:00 AM to 6:30 PM; Friday 10:00 AM to 4:30 PM; Summer Term: Monday through Friday 10:00 AM to 4:30 PM.

Student Lockers

Student lockers are located on the 4th floor of the Classroom Building, beside the Student Activity Center. Each student will be assigned a locker for storing personal belongings and school materials while they are enrolled at the School of Dentistry. Locker assignments and lock combinations will be provided in the Orientation Week binders. During the graduation checkout process all student graduates will empty their lockers, leaving assigned locks fastened on locker doors. Contact Ms. Lauri Moore, Office: (313) 494-6620, Email: moorela2@udmercy.edu. Ms. Moore is located on the 4th Floor Clinic Building for questions regarding locker assignments and lock combinations.

Computer and Other Student Technology: Student Computer Requirements

The School of Dentistry utilizes tablet-style portable PCs as a required technological adjunct for Dental and Dental Hygiene students. The primary purpose for the utilization of the academic/clinical software is for clinical chair side applications. Wireless internet in the clinic enables students to access patient education web sites at chair-side, or anywhere on the Corktown Campus. In addition, the laptop PCs are used by students throughout their program to access the Blackboard Learning Management site where course content is made available.

Student laptops are distributed to students during orientation and preloaded with all required software. Before a student can sign-out (at the time of graduation or separation) with Clinic IT they must bring their laptop to the service center. The service center will uninstall any University software. The laptop is then returned to the student.

University of Detroit Mercy
School of Dentistry

CORKTOWN CAMPUS PARKING GUIDELINES

Anyone experiencing problems accessing their assigned parking area should contact Ms. Lauri Moore at (313) 494-6655 or moorela2@udmercy.edu as soon as possible. **Parking assignments will be strictly enforced.**

Information Technology Support

University of Detroit Mercy School of Dentistry Clinic IT Support

For all Clinic IT support please contact the Clinic IT Service Center. The Service Center is located near the elevator banks on the 1st Floor of the Clinic Building.

Contact: (313) 494-6710
Hours of Operation: Monday through Friday 8:00 AM to 6:30 PM

Corktown Computer Facilities

Computer facilities are located in computer labs both in the library and in the student lounge area adjacent to the DS4 clinic area. All computers are connected to the University of Detroit Mercy network and provide access to electronic communication both within the University and worldwide. The library lab is staffed at hours throughout the day and evening at times convenient for student access. Students may access the clinical computer system through terminals located conveniently throughout the Patient Care Facility.

Corktown Campus Mailroom

Student Personal Mailbox- Each student is assigned a mailbox. These boxes are located in the mailroom (DC 1110). Mail from departments, faculty, and the administration is distributed to these mailboxes. It is important that students check their mailbox daily. All information distributed to student mailboxes is considered delivered to the student, and students will be held responsible for the content of the information after time of delivery.

Food Services

The Corktown Cafeteria

- Location: Second Floor of Clinic Building
- Phone: (313) 993-1213 (Metz Catering)
- Hours: Monday through Friday 11:00 AM to 2:00 PM

University of Detroit Mercy School of Dentistry Corktown Library

The Corktown Campus Library contains dental collections for the academic needs of faculty and students. The facility is located on the second floor of the Clinic Building. The Library houses media, including video and audio recordings, transparencies and slide collections, and offers listening and viewing facilities.

Books in the Corktown Campus Library are shelved in open stacks by Library of Congress (L.C.) call number. Current and bound periodicals are shelved by L.C. and Superintendent of Documents numbers. The library provides Internet access and electronic databases to students and faculty.

Room 2000 Clinic Building
(313) 494-6900
Please refer to Library Website for hours: research.Detroit Mercy Dental.edu/

University of Detroit Mercy School of Dentistry Book Store

The University of Detroit Mercy Bookstore management notifies the School of Dentistry regarding open days and times at the Corktown Campus on a monthly basis. School of Dentistry Bookstore times are

posted for each month. Contact Ms. Brenda Dubay, University of Detroit Mercy Bookstore, at (313) 993-1030 with any questions or concerns.

University Ministry

University Ministry at the University of Detroit Mercy assists the entire University community in living out its Mission, especially as it seeks to integrate the spiritual, ethical, and social development of students with their intellectual learning. University Ministry seeks to support people of all faith-traditions in their spiritual development. Activities include liturgies, prayer and worship services, overnight and on-campus retreats, faith-support groups, scripture study, guest lecturers, pastoral counseling, faith-based political action, community volunteer services, and University-wide religious celebrations. The University Minister can provide confidential support and a listening presence for those who seek to deepen their faith perspective, to attain resources for prayer or spiritual reflection, or to find support for dealing with emotional or spiritual concerns.

Reflection Room and Muslim Prayer Room

The Reflection Room is located on the fourth floor of the Clinic Building. This room may be used for prayer or quiet reflection. Please contact the Assistant Dean of Student Services & Enrollment Management for more information concerning the Reflection Room at (313) 494-6850.

The Muslim Prayer Room is located on the fourth floor of the Clinic Building in Room 4-106. Please contact the Assistant Dean of Student Services & Enrollment Management for more information concerning the Prayer Room at (313) 494-6850 or DC Room 470.

Detroit Mercy School of Dentistry Continuing Education Courses

University of Detroit Mercy School of Dentistry pre-doctoral (DS1-4) and dental hygiene (DH1-2) students and all University of Detroit Mercy School of Dentistry residents may attend any non-limited attendance continuing education (CE) lecture courses at no charge.

Limited attendance and hands-on continuing education (CE) courses are available on a space available basis for a fifty percent (50%) discount to pre-doctoral (DS1-4) and dental hygiene (DH1-2) students, as well as all residents with the exception of any outside partnership courses, which are not available at a discounted rate. Registrations for limited attendance and hands-on courses will be granted in the order in which they were received and will be confirmed one (1) week prior to the course start date. If a pre-doctoral (DS1-4) or dental hygiene (DH1-2) student or resident would like a confirmed seat in the course they may pay the full tuition at the time of registration, without a refund should the course not sell out. Travel programs are excluded from this benefit, with exception of the “Multiple Level, Hands-On Comprehensive Implant Program” which is held in Carlsbad, CA and is available to students and residents at a reduced rate of $1,500. Please note this benefit cannot be combined with the alumni discount.

How to Register

Residents and students must register online for CE courses at http://www.dental.Detroit Mercy Dental.edu/ce/. Please note, a login ID and password is required to register for all courses. The login ID and password is not the same as your University of Detroit Mercy e-mail. If you do not have a login ID and password please create one by clicking on “New Users”. Please contact the CE Administrative Assistant at

313-494-6626 to obtain a student code for each course. The code will need to be used in the discount code box in order to register without a fee. Please make every effort to register for all courses at least two weeks in advance. For your convenience however, you may register up to 72 hours prior to the start of the course with no additional charge. Note: an additional non-refundable fee of $20 dollars per person, per course will be assessed to any registrations received 72 hours or less prior to the start of the course, including any walk-in registrations.

Cancellation or No Show

Unless otherwise posted, a full refund will be granted if notification of cancellation is received by the Institute for Advanced Continuing Dental Education office two weeks (14 or more days) prior to the start of a hands-on course. If a cancellation is received 13 or less days prior to the start of a hands-on course, no refund will be granted. All cancellations received after 3:00 PM on the day prior to a course will be considered a no show and will be assessed a $50 fee that must be paid prior to registering or attending any additional courses. Refunds cannot be given for same day cancellations or no-shows.

PUBLIC SAFETY

Overview of Services

The Corktown Public Safety Office is located on the first floor of Clinic Building at the front entrance of the Corktown Campus. The Corktown Campus Public Safety Office telephone number is (313) 993-6706. Requests for other public safety services should be directed to the dispatcher at the McNichols Campus at (313) 993-1233 or 1234.

Public Safety Services include:

- Battery starts and vehicle lockouts
- Campus escort service
- Emergency services
- Educational services
- Security surveys
- Operation and parking identification
- Personal identification

Stolen Instruments/Equipment

All students are expected to maintain adequate security of instruments and equipment. Instruments or equipment should not be left unattended or unsecured! Lockable drawers and separate combination locks are provided in the Sim Lab in addition to a cupboard in the wet lab, and each student is assigned a locker. Many pieces of equipment have serial numbers; these should be recorded and kept in a safe place. All student purchases should be marked clearly. Engraving an identification symbol is an excellent way to protect your property. Public Safety will engrave equipment upon request.

All incidents of theft involving university property should be handled by filing a claim with the Office of the Assistant Dean for Clinic Administration. If theft is the alleged reason for the loss, a report must be filed with the University Public Safety Office.

Emergency Response Plan

The University of Detroit Mercy Department of Public Safety maintains all information related to Emergency Preparedness. Please visit https://www.udmercy.edu/life/public-safety/emergency.php for the current Emergency Response Plan. An abbreviated version of the Emergency Response Plan as it applies to the School of Dentistry is listed below.

Building Evacuation Procedures: School of Dentistry Corktown Campus

The first person to discover a fire or evacuation situation is responsible for immediately activating the nearest fire pull station and calling the Department of Public Safety from a safe location. Be calm and carefully give all information requested.

You can reach the Department of Public Safety from any campus phone by dialing:

McNichols Campus phone: 123
Corktown Campus School of Dentistry (313) 494-6706 or 9-993-1123
Riverfront Campus School of Law 9-993-1123
Non-University telephones (313) 993-1123

EVACUATE IMMEDIATELY in case of a fire or upon notification. DO NOT USE ELEVATORS.

- When an emergency evacuation is ordered or when audio or visual alarms are activated, all persons are required to evacuate the premises immediately.
- All alarms must be treated as warning of an actual emergency. Do not take time to get personal possessions.
- If smoke is present, stay close to the floor as you exit.
- If possible and safe, turn off laboratory gases, exhaust fans, and close doors/windows as you exit.
- All faculty and staff should help direct students and visitors to obey evacuation orders.
- Faculty should assure that students in their class who have mobility difficulty are assisted in the evacuation, making sure these students get at least to a stairwell landing.
- All University employees are responsible for knowing the location of exits and be able to identify their building's evacuation route(s) in an emergency.
- Designated Building Coordinators shall ensure, to the extent practical, that the site-specific Evacuation Plan of their building is followed and that the evacuation of the facility proceeds until emergency personnel arrive.
- Exit the building using the nearest marked exit and posted evacuation route.
- Proceed to designated outside Gathering Points (Dental Clinic Parking Areas) shown on the evacuation map posted in the building.
- Obey the directions of emergency response personnel or the Building Coordinator(s).
- Be alert to the presence of persons requiring evacuation assistance and assist as much as possible to get them out or to a stairwell landing.
- Notify emergency personnel immediately upon arrival of the exact location of any person(s) who may have difficulty evacuating.
- Emergency response personnel will direct persons if it will be necessary to proceed to another location.

- Do not return to an evacuated building until the Department of Public Safety announces the all clear.

Emergency Notification System

The University of Detroit Mercy uses the RAVE Mobile Safety system to provide the campus community with notification of emergencies via text message and email. All faculty, staff and students are enrolled in the free program but must register to confirm contact information and choose notification preferences (cell phones, landline phones, text pagers or emails). After registration, individuals will receive emergency communications alerts regarding school closures, class cancellations, or other emergencies using the preferred mode of communication.

To complete registration, go to https://www.getrave.com/login/udmercy. Use your Titan Connect user name and password and then click the Log in button. Follow the screen prompts to modify contact information and select notification devices.

If you experience problems logging in, please contact the **ITS Helpdesk** at (**313) 993-1500** or email helpdesk@udmercy.edu.

Clery Reports and Statistics

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Clery Act is enforced by the United States Department of Education. (Clerycenter.org, 2014)

In compliance with the U.S. Department of Education regulations, University of Detroit Mercy maintains, enforces, and annually discloses crime statistics for incidents occurring on and around the University's campuses. The annual disclosure is meant to inform the University of Detroit Mercy community of criminal activity regardless of the severity of the incident. This information can be found at http://udmercy.edu/life/public-safety/clery/index.php.

TITAN PASS

Overview

The online service for University of Detroit Mercy is called TitanPass. The TitanPass portal is the secure personalized site where all students, faculty and administration may access all available online services through one computer account. This portal is available 24 hours a day. TitanPass can be accessed through the University of Detroit Mercy Home Page https://my.udmercy.edu.

Log into the portal using your University of Detroit Mercy user code and password. If this is your first time logging in, your user code is the first portion (part before the @ symbol) of your e-mail address and your password is your six-digit date of birth. You will be prompted to change your password. Please make a note to remember this password for future logins. First time users will also have to establish two security questions and answers.

Step by Step Guide To TitanPass

The address for the University of Detroit Mercy TitanPass page is https://my.udmercy.edu. Contact the Helpdesk if you have a problem logging in. Their contact information is http://www.udmercy.edu/about/its/index.php or by phone at (313) 993-1500.

If this is the first time you are logging in, the system will immediately report that your password has expired and you will need to change it to something new. For security reasons, password changes are required every 90 days. Enter a new password according to the password rules as stated on the right of the screen. Re-enter your new password in the confirmation box and click save changes.

TitanPass Self-Service Link

University of Detroit Mercy School of Dentistry students are not able to register for their own classes; however you can check your email, view your registration and student account status, the university catalog, make online payments, change your address, order transcripts, review your grades, academic history, and obtain proof of enrollment.

Name Change

Submit documented proof of name change to Diana Squires, Dental School Registrar, DC Room 461

Address Changes

Address Changes are to be completed in two steps. Change your address in TitanPass by clicking on TitanPass Self-Service Channel link, go to Personal Information, then go to Update Addresses and Phone. You must also submit a change of address to Diana Squires, Dental School Registrar located in DC Room 461, squired1@udmercy.edu, or call (313) 494-6616.

Check your Student Account

Click Student Tab, then click on Student Account. You can then select from Account Summary, Summary by Term, Account Detail by Term, Statement and Payment History, View Holds, or Make a Payment (select "prepay"). Credit/Debit card payments can only be made online and are assessed a 2.75% processing fee per transaction.

Grades and Academic History

Select a Semester and click on Student Info - term courses, grade and GPA will display. A complete history of all courses and grades earned at University of Detroit Mercy since 1990 will display. Transfer courses and other earned credits are also shown. Use the scroll bar to locate this option.

Enrollment Verification/Order Official Transcript through National Student Clearinghouse

Click Student Tab– then click on Student Records, then select National Student Clearinghouse. At that site you can select from Student & Alumni (at the top of the page), or Verify Current Enrollment. Input your student information to order an official transcript.

ACADEMIC SUPPORT SERVICES

Academic Success Program

The Office of Academic Administration and the Office of Student Services & Enrollment Management have established a resource of tutors and teaching assistants available to students in the dental and dental hygiene program. Students in the third and fourth year of the dental program with consistent, documented academic success in School of Dentistry biomedical sciences courses as well as select preclinical courses have been identified as potential teaching assistants or tutors. The TAs and tutors work with faculty course directors to provide academic support for enrolled students in both the dental and dental hygiene program. Once a student is assigned a TA/tutor, the students will coordinate meetings or tutoring sessions according to a mutually agreed upon schedule. Students interested in receiving support from a TA or tutor should contact the course director for the specific course causing academic difficulty, in addition to the Student Services Coordinator or the Assistant Dean of Student Services & Enrollment Management. Each term, a list of available tutors and Teaching Assistants will be posted on the Student Resource Center in Blackboard.

Faculty-Student Mentoring Program

The Faculty-Student Mentoring Program is a beneficial resource allowing students to engage and interact with a faculty member who is able to provide support and guidance during the first two years as a student at the School of Dentistry. Each first-year student is assigned a faculty mentor and is expected to meet with their assigned mentor twice per term for the first two years of dental school. Faculty mentors are available to provide mentorship and personal support to students regarding the transition and adjustment to dental school, as well as to help students navigate personal, professional, and academic challenges. Any questions regarding the Faculty-Student Mentoring Program can be directed to the Office of Student Services & Enrollment Management.

Educational Support

The Office of Student Services & Enrollment Management is available for one-on-one support for students in need of developing academic success tools such as study skills, test-taking strategies, and time management. To schedule a session with the Student Services Coordinator or the Assistant Dean of Student Services & Enrollment Management, students can call, email or stop by for a one-on-one skill building session. In addition, the Office of Student Services & Enrollment Management and the Office of Health and Wellness will coordinate periodic Academic Success Workshops to create opportunities for students to engage in educational sessions in areas related to study strategies, time management, exam preparation and test-taking, avoiding procrastination, and other academic skill-building topics.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is very important for students to be proactive with regard to requesting their disability accommodations every semester. While it is never required that you disclose your disability to your professors, all students at Detroit Mercy are encouraged to talk with their professors to discuss their needs and concerns. However, you must be registered with Disability & Accessibility Support Services, and your faculty must

receive official notification from their office before they can make arrangements for your accommodations.

Disability and Accessibility Support Services

If you require an accommodation due to a disability, pregnancy, or emergency medical condition or need special arrangements in case of a building evacuation, please contact:

Laura Bagdady
Assistant Director Disability & Accessibility Support Services
Student Success Center Room 319 McNichols Campus Library
(313) 993-1158
bagdadlm@udmercy.edu

ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Accommodations for Students with Disabilities

The University of Detroit Mercy is committed to assisting students with disabilities or pregnancy issues to receive reasonable and appropriate learning or other accommodations to ensure their equal access to a full learning experience. This is supported by the Mission of the University and is in compliance with the Americans with Disability Act (ADA) of 1990, as amended in 2008, Section 504 of the Rehabilitation Act of 1973, and Title IX. All students, including those with disabilities, must be capable of meeting the technical standards and essential functions, and other essential requirements of their programs, with or without accommodations. In order to receive accommodations, students should contact the Disability and Accessibility Support Services (DAS) as soon as possible after being admitted, to learn of the of the necessary steps for requesting accommodations.

Disability and Accessibility Support Services (DAS)

Disability and accessibility support services are available to all currently enrolled students who have documented disabilities that substantially limit them in one or more major life activities. Individuals eligible for services may have, but are not limited to, the following types of disabilities: mobility, orthopedic, pregnancy-related, hearing, visual, learning, psychological, and attentional. The DAS Office arranges accommodations, adjustments, and special equipment for students with all types of disabilities. An accommodation plan is always individualized based upon a student's disability and needs, and accommodations must be reasonable and appropriate to meet those needs. Accommodations provide access, they do not guarantee success.

Student Responsibilities in the Accommodation Process

- The student is responsible for making contact initially with the Assistant Director of DAS to start the accommodation process as soon as possible after being admitted or enrolling in coursework, and at any time during their enrollment that they feel their needs are not being met. This should be a proactive process. Accommodations that have not been requested or used are never approved retroactively.
- The student is responsible for carrying their part of implementing accommodations. This could include the following: making early requests for accommodation each semester, being

prompt and prepared for lectures and alternative testing, tutorial appointments, and consulting with their professors in advance of the need for an accommodation, etc.

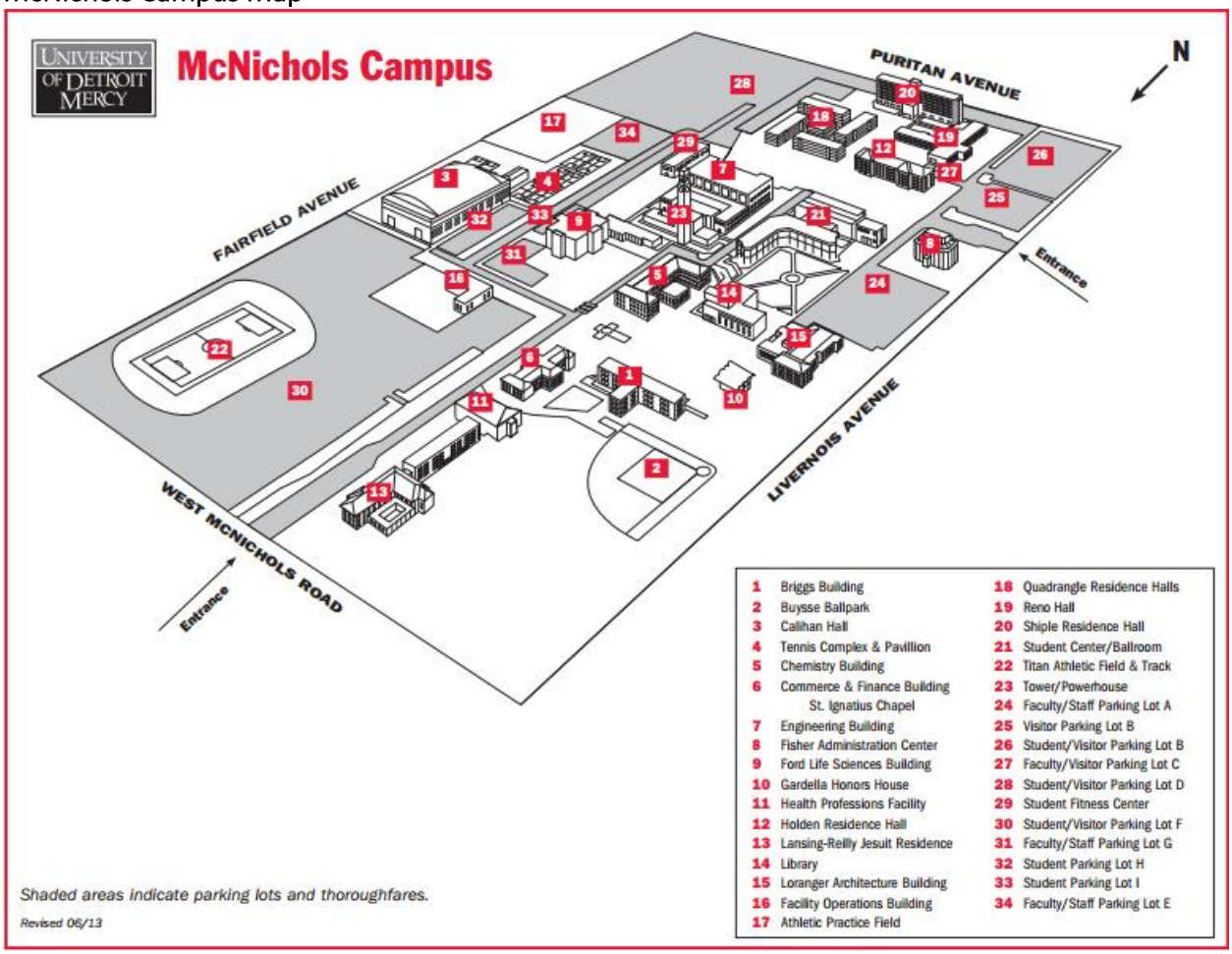
- The student is responsible for contacting the DAS every term they want accommodations to be implemented.

It is very important for students to be proactive with regard to requesting their disability accommodations every semester. While it is never required that you disclose your disability to your professors, all students at University of Detroit Mercy School of Dentistry are encouraged to talk with their professors to discuss their needs and concerns. However, you must be registered with Disability & Accessibility Support Services, and your faculty must receive official notification from their office before they can make arrangements for your accommodations.

Laura Bagdady
Assistant Director Disability & Accessibility Support Services
Student Success Center Room 319 McNichols Campus Library
(313) 993-1158
bagdadlm@udmercy.edu

MCNICHOLS CAMPUS RESOURCES

McNichols Campus Map



HEALTH AND WELLNESS

Aetna Student Health Insurance Enroll/Waive Process

Every student at Detroit Mercy School of Dentistry must have health insurance coverage, either through your own policy or through the University Aetna Student Health Policy. Every registered student has been assessed the Health Insurance Fee $2,***397 (with a $16.00 yearly deductible)*** to their Student Account for Fall Term Tuition and Fees. Go to the Aetna Website at www.aetnastudenthealth.com to finalize your waiver or enrollment (as well as for your dependents). All students wishing to waive out of the Aetna Health Insurance Plan must complete the online waiver by September 27, 2019 or you will be automatically enrolled and the fee cannot be removed. See directions below for the Waiver or Enroll process, first go to www.aetnastudenthealth.com

- Use the drop down box to select "University of Detroit Mercy," click on the Enroll/Waive button
- You will be taken to "Step 1 Begin Your Application"
- Select "School of Dentistry Students"
- Enter your Titan Pass Student ID Number (T0 --------)
- Enter your Date of Birth (Your Date of Birth and Student ID Number must match the system in order to proceed.
- If you are given a message that you cannot proceed and it directs you to see your Registrar, you may have a Student Hold - please contact 313-494-6616
- Click "Get Started"
- Click your way through the Enrollment or Waive-Out process
- All students that are enrolling their spouse or dependents must pay Aetna directly at the time of registration - follow the steps
- You can also print off your card as well as the policy document

For those students that waive out of the Health Insurance Plan please watch your student account to ensure the health insurance fee of $2,397.00 (yearly $16.00 deductible) is removed which should take no more than two weeks. Please contact me if you have any questions or issues.

Students in need of medical attention can access health services as outlined below at the University of Detroit Mercy Student Health Center located at the McNichols Campus. Any student who is unable to secure transportation to the University of Detroit Mercy Student Health Center can request assistance from Public Safety. In addition, Public Safety is available to arrange for transportation via EMS to a local hospital for any student who is in need of urgent medical attention.

University of Detroit Mercy Student Health Clinic McNichols Campus

The Student Health Clinic is available to all Detroit Mercy students, including students at the law and dental campuses. We strive to keep students healthy so they can succeed in their academic and personal lives. We offer a variety of health services to promote health and wellness by providing a variety of primary care services. If you have specialized medical needs, we can get you connected to a provider in the area. https://www.udmercy.edu/life/health/index.php.

Schedule an appointment by calling:

Personal counseling: 313-993-1459

Health clinic: 313-993-1185

Health Clinic hours

Fall and Winter

Monday through Friday 9:00 AM to 4:00 PM

Spring and Summer

Monday through Friday 9:00 AM to 2:00 PM

Location

West Quad, Room 104
Detroit Mercy McNichols Campus
4001 W. McNichols Rd
Detroit, MI 48221

All students are welcome at the Health Center! The nurse practitioner will work with you to get the care you need.

Services Offered

Services provided by the health clinic promote preventative health care and foster compliance with the objective and aims of the Center for Disease Control and The American College Health Association. Health services offered:

- Primary care, health maintenance and preventative screening
- Urgent care, acute illness and injury care
- Chronic illness and medical condition management
- Women's health
- Immunizations and TB testing
- Travel immunization and counseling
- Health and medical clearance for School of Health Professions, School of Nursing and Dental School
- Sexually transmitted infections testing and treatment
- Referral to medical specialists and psychological and counseling services

The Detroit Mercy health clinic is a fully equipped medical office, which includes two exam rooms, medication dispensary and a diagnostic lab. Flexible scheduling, same day, and walk-in appointments are available. Contact Olga Parfenov FNP-BC at (313) 993-1185 or parfenol@udmercy.edu for additional information, questions, or concerns.

Personal Counseling

Fall/Winter and Spring/Summer Semesters
Monday through Friday
8:30 AM to 5:00 PM

Psychological and Counseling Services Offered

Professional outpatient counseling and psychotherapeutic treatment is available to students at no charge. Services are provided by a clinical psychologist, clinical social workers, and mental health counselors who are licensed in the state of Michigan at the highest level of practice. Students seek counseling for many different reasons including:

- Anxiety and depression
- Mood swings
- Adjustment and developmental concerns
- Self-esteem concerns
- Relationship concerns
- Stress: academic and social pressures
- Troublesome feelings including loneliness, shyness, fear, and anger
- Grief and loss
- Academic performance and motivation
- Drug and alcohol use issues

We are committed to enhancing the physical, psychological, emotional and relational well-being of the student in an attempt to promote personal growth and the achievement of academic success. Appointments can be made by phone or email.

Annamaria Silveri, PhD
(313) 993-1459
silveran@udmercy.edu

Erica Budson, MA, LPC, NCC, ATR
(313) 993-1545
budsonel@udmercy.edu

Rachel Radjewski, LMSW
(313) 993-1170
bennetrn1@udmercy.edu

Rachel Bennett, LMSW
(313) 993-1170
bennetrn1@udmercy.edu

Natalie Wicks LMSW, ACSW
(313) 578-0496
wicksnk@udmercy.edu

Updated June 2019

International Student Services

The International Services Office on the McNichols Campus (313) 993-1205 assists students with questions regarding visas along with other issues vital to study, residency, and post-graduation plans. Anyone planning to work in the U.S. while either in school or after graduation must contact the International Services Office prior to accepting a position.

Employment Opportunities

Please refer to the student web page for a current listing of dental and dental hygiene employment opportunities http://dental.Detroit Mercy Dental.edu/professional-resources/careers.php.

Student Fitness Center and Titan Athletics

Students may use the facilities at the Student Fitness Center at the University of Detroit Mercy McNichols campus. Students must use their ID card to access the facility. All University of Detroit Mercy students receive free admission to home athletic events for all Titan sports.

STUDENT GOVERNANCE AND ORGANIZATIONS

The School of Dentistry is committed to carrying out the Jesuit and Mercy mission of educational excellence in an urban setting. Our mission is built upon an ethic that recognizes the human diversity of cultures, traditions, and experiences. We respect the individuality of all students, staff, faculty, and administrators and strive to create an atmosphere that is welcoming to everyone.

Student activities at the University of Detroit Mercy School of Dentistry are a positive addition to the educational program. Student activities and school-wide events are announced on bulletin boards, by class officers, and through e-mail.

Student Government

The Student Government is the governing structure of the student body. It is composed of an Executive Board, representatives of student organizations, and officers from each dental and dental hygiene class.

The Executive Board consists of a president, vice-president, secretary, treasurer, and a dental hygiene representative. Student Government meets monthly. Students are encouraged to participate actively.

Class Officers: Each class annually elects a president, vice-resident, treasurer, secretary, and representatives. First-year dental students elect their class officers in September of each year and first year dental hygiene students elect their officers in August of each year. Upper level class elections for dental and dental hygiene are held in the spring to provide leadership for the following academic year.

Although each class and individual officers are different, this document is intended to serve as a baseline for class officer responsibilities, including classroom support.

Class Officer Responsibilities

- Represent the class at monthly Student Government meetings
- Plan events for the class (i.e. fundraisers, social activities, educational programs)
- Serve as a point of contact for administration
- Attend Dean's Meetings to share global class concerns
- Work with the Office of Academic Administration on final exam schedules
- Represent the student voice on committees as assigned
- Work with course directors to address class concerns

Guidelines for Faculty-Class Officer Relations

1. Class officers support their peers by communicating with their class, but do not directly support course directors with classroom management, technology, or attendance.

2. Class officers are students first. Asking them to take on time-consuming duties like collecting information from their classmates may not be appropriate. If you're asking class officers to take on extra duties like making a poll, make sure they have an option to say "no."
3. Class officers are encouraged to develop mechanisms by which their peers can bring up issues that affect the whole class. This may mean that class officers are the ones who communicate those issues to faculty, but other students may reach out with issues as well.
4. Since they may have a sense of the big picture of the class, class officers are good resources to go to when course directors would like information about how something is going for a class.
5. Some class officers may divide course directors amongst themselves to avoid any one officer being overwhelmed by communication duties. Please honor these requests.

Class officers are not responsible for:

1. Time-consuming tasks like collecting practice questions from students in the class
2. Organizing schedules and to-do lists for the class
3. Collecting all student opinions to share with course directors

Student Organizations

- Alliance for Inclusion
- Alpha Omega Dental Fraternity Alpha Nu Chapter
- American Association of Public Health Dentistry (AAPHD)
- American Association of Women Dentists
- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Arab American Student Dental Group
- Canadian Student Association
- Chaldean Student Dental Association
- Christian Dental Association
- Delta Sigma Delta International Professional Fraternity
- Detroit Mercy Dental Asian Student Association
- Detroit Mercy Dental Fit Club
- Dental Outreach and Community Service (D.O.C.S.)
- Hispanic Student Dental Association
- Korean Student Dental Organization
- Muslim Student Dental Association
- Oral and Maxillofacial Surgery Society
- Orofacial Pain and Sleep Medicine Club
- Orthodontics Club
- Outdoors Club
- Pediatric Dental Club
- Periodontal Implant Study Club
- Persian Dental Society
- Student American Dental Hygiene Association (SADHA)—Detroit Mercy Chapter
- Student National Dental Association (SNDA/SNDHA)
- Student Research Group (SRG)

Revised 7/19

UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY SUPPORT OFFICES

Office of Student Services & Enrollment Management

The University is dedicated to promoting the intellectual, spiritual, religious, personal, and professional development of students. The Office of Student Services & Enrollment Management provides guidance to all dental and dental hygiene students needing assistance in the following areas:

- Academic Counseling (including study and test-taking skills)
- Advocacy in Academic Disciplinary Hearings
- Personal Counseling
- Requests for Tutoring
- Leadership Skills
- Sexual Harassment Prevention
- Substance Abuse Treatment
- Career Counseling
- Student Organization Projects
- Health Insurance
- Post-doctoral Application Support Service (PASS) and MATCH Applications
- Employment Opportunities

The Assistant Dean of Student Services & Enrollment Management is liaison to the following:

- School of Dentistry Administration
- Health and Wellness Program
- Campus Ministry
- University Academic Advising Services
- University Student Life
- University of Detroit Mercy School of Dentistry Alumni Association
- American Dental Association
- Michigan Dental Association
- Detroit District Dental Society
- Student Government

Assistant Dean of Student Services & Enrollment Management

Juliette Daniels, MA
DC 470
(313) 494-6850
danieljc@udmercy.edu

Office of Wellness and Personal Counseling

The Office of Health and Wellness is a resource for all students at the School of Dentistry to have access to personal counseling and coaching services. Students can take advantage of one-on-one counseling sessions for support in all areas of life including mental health issues, emotional wellness, relationship issues, professional growth and development, performance enhancement, and other issues. Students can walk-in for appointments, schedule regular sessions, or meet on an as-needed basis. Group sessions are

also offered in addition to workshops on various topics for students to learn skills and strategies for personal, academic, and professional success in an environment that is safe, supportive, and engaging.

Some of the services offered include:

- Individual counseling services to registered School of Dentistry students
- Crisis intervention for students and the university/campus community
- Workshops and educational activities
- Support groups, educational groups and therapy groups
- Self-care information
- Additional resources

The counseling services are available to help you understand and cope with issues such as:

- Academic performance
- Stress/Anger management
- Motivation
- Self-Esteem/Self-Respect
- Relationship building
- Anxiety
- Depression
- Loss and life adjustments

These services are provided by our on-site counselor in an ethical and confidential manner and is usually provided in a short-term solution-focused model. Individual therapy involves meeting with our counselor one-on-one. Individual therapy sessions may focus on any of the above issues or perhaps ones that are more pressing to the student.

Personal Counseling and Wellness Center Director

The University of Detroit Mercy School of Dentistry Office of Health and Wellness is happy to announce that scheduling an appointment with our personal counselor is easier than ever! Click this link https://calendly.com/detroitmercydentalwellness to view a list of available appointment times on the date of your choosing.

Appointments are available throughout the day on Monday through Friday, and from 10:00 AM to 2:00 PM on Saturdays. Saturday appointments must be made before noon on Friday. If you would like to meet at 6:00 PM or later, please email the Wellness Coordinator, Bailey Andersen at anderstb@udmercy.edu. Evening appointments can easily be accommodated. Sessions with the on-site counselor are free of charge, completely confidential, and generally follow a short-term, solution-focused model. Any needs that cannot be met within the Office of Health and Wellness will be addressed via a referral to an outside clinic, community mental health agency, other Detroit Mercy resource, or private practitioner.

Bailey Andersen, LMSW
Personal Counselor & Wellness Coordinator
University of Detroit Mercy
Telephone: (313) 494-6938
anderstb@udmercy.edu

Office of Diversity and Inclusion

The Office of Diversity and Inclusion is committed to embracing, respecting, and honoring the various forms of diversity within the University of Detroit Mercy School of Dentistry community. Our students, faculty, staff, and patients possess a wide array of racial, ethnic, socioeconomic, geographic, religious, gender, sexual orientation, (dis)ability, and other backgrounds that reflect the national population. The Office of Diversity and Inclusion provides advising, programming, and intercultural competence training to support the unique needs of our students, faculty, and staff, and to meaningfully engage across our diverse backgrounds.

Some of the services offered include:

- Recruitment of Underrepresented and Disadvantaged Students
- Pre-Dental Pipeline Programs
- Academic Advising
- Programming for Students, Staff, and Faculty
- Cultural Competency Training
- Creating a More Inclusive University of Detroit Mercy School of Dentistry Environment

Director of Diversity and Inclusion

Lola Banks, MA
DC 455
Telephone: (313) 494-6957
lawaloo@udmercy.edu

Office of Financial Aid

The Office of Financial Aid serves to coordinate all aspects of financial aid administration that includes determining student eligibility, verifying information, awarding aid, and counseling over 600 dental and dental hygiene students annually. The Office of Financial Aid also provides assistance to Dental Admissions to meet recruitment goals.

The Financial Aid Coordinator:

- Discusses financial aid programs with current and prospective students on a one-to-one basis, assisting students and parents with problems or questions concerning aid eligibility, processes and procedures
- Audits files for completion and determines the need for additional documentation
- Completes verification when required
- Package/repackages financial aid for which students are eligible; this may include federal, state, private grants, loans, and University of Detroit Mercy scholarships
- Coordinates and participates in financial aid presentations for all dental school programs
- Interfaces with outside organizations such as guaranty agencies, lenders, state and federal departments of education, and others to facilitate the receipt of funds by students and troubleshoot problems that occur, as well as prepare appropriate reports
- Secures transport of all dental/dental hygiene student loan checks and refund checks from the Student Accounting Office to the School of Dentistry and distributes same
- Collaborates with the School of Dentistry Registrar

Students are strongly encouraged to apply for financial aid early, even before they have been officially accepted. Detailed information concerning available assistance is mailed to all applicants to the Doctor of Dental Surgery (DDS) and Dental Hygiene programs. A financial aid professional, dedicated to Dental and Dental Hygiene students, is available to answer any questions.

Financial Aid Coordinator - School of Dentistry

Angela Orlando
DC 460
Telephone: (313) 494-6617
orlandan@udmercy.edu

University of Detroit Mercy School of Dentistry Emergency Loan Fund

This fund is designated for the University of Detroit Mercy student enrolled in the School of Dentistry in order to meet emergency expenses only. Applications are available from the Office of Financial Aid. Students must complete an application and discuss the need for the loan with the Assistant Dean of Student Services & Enrollment Management or designee. There is a limit for the amount of the loan, which must be repaid by the next academic semester. Emergency loan applications are monitored by the Office of Student Services & Enrollment Management, the Office of Financial Aid, and the Office of the Bursar.

Office of Academic Administration

The Office of Academic Administration provides support for faculty, staff, and students on multiple levels, including but not limited to resource information, academic support, coordination of special academic events, student progress and faculty monitoring, and other activities and projects. The following highlights important information available from the office, but does not represent a comprehensive list. Faculty, staff, and students with questions should contact either the Office of Academic Administration or be referred to the appropriate source of information. Faculty, staff, and students can receive assistance or guidance in the following areas:

- Academic Programs and Student/Faculty Issues
    - Predoctoral Program
    - Dental Hygiene Program
    - Accelerated Dental Program
    - Graduate Programs
    - Seven Year Program
- Academic Policies and Procedures
    - Academic Integrity/Misconduct/Professionalism
    - Academic Performance/Progress
    - Attendance
    - Leave of Absence/Re entry
- Academic Calendar
- Curriculum Development
- Faculty Search processes

Interim Assistant Dean for Academic Administration, Research, and Scholarly Achievement

Michelle Wheater, Ph.D.
DC 465
(313) 494-6656
wheatemi@udmercy.edu

Office of the Dental School Registrar

The Office of the Dental School Registrar serves as a source of information and support for students and faculty at the School of Dentistry.

The Dental School Registrar

- Acts as a liaison for students and faculty
- Acts as a liaison for the University's Department of Financial Aid and Student Accounting Office
- Collaborates with the School of Dentistry Financial Aid Coordinator
- Collects/maintains all grades and change of grade status
- Coordinates dental class rankings
- Coordinates final examination schedules
- Coordinates graduation checkout procedures for DDS, DH, and Graduate Students
- Coordinates National Board Part I and Part II Examinations
- Coordinates classroom assignments
- Distributes fee assessment information to students
- Maintains academic files
- Records student change of email address, local and permanent address, and telephone information
- Maintains and records changes in students' academic status
- Registers students for all courses
- Verifies enrollment and deferment forms
- Maintains and distributes term schedules for DDS and DH programs
- Distributes class composites
- Responds to faculty and administrative requests

Dental School Registrar

Diana Squires
DC 461
Phone: (313) 494-6616
squired1@udmercy.edu

Office of Educational Development and Assessment

The Office of Educational Development and Assessment supports the teaching and learning process in order to enhance the acquisition of student knowledge, skills and values. The mission is to enhance faculty development and student learning through various programs and support services. Areas of oversight include:

- Curriculum Management
- Academic Resources, (e.g. Web, Blackboard)
- Course Evaluation
- Educational Development

- Educational Technology
- Faculty Development
- Dental Faculty Resource Blackboard website
- Instructional Design
- Media Support
- Student Assessment Methods/Competency Monitoring

Assistant Dean for Educational Development and Assessment

Kathi R. Shepherd, RDH, MS
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ADMINISTRATORS AND FULL-TIME FACULTY LISTING AS OF 6/3/19

http://dental.udmercy.edu/about/ADMINISTRATOR%20AND%20FACULTY%20LIST%202017.pdf

CLINIC BUILDING CONFERENCE ROOMS

Second Floor Clinic Building Conference Rooms

2140 CE/DH Classroom: This room is located at the opposite end of the hallway from the Library, just outside the Dental Hygiene Sim-Lab.
2300c West: This conference room is located next to the clinic administration offices and is used for faculty in-services and meetings.

Third Floor Clinic Building Conference Rooms

301c West (Loa Petri Conference Room): This conference room is located in the Dental Hygiene faculty office area and is used for faculty in-services and meetings.
312c West (Harold A. Maxmen Conference Room): This conference room is located in the back portion of the Divisions of Endodontics and Pediatric Dentistry faculty office area.
335c North: This conference room is located in the back portion of the Division of Clinical Dentistry faculty office area.
367c South: This conference room is located in the Division of Periodontology faculty office area.
5c, 6c, 7c South: These three conference rooms are located in the back portion of the Division of Periodontology and used for resident classes. The area is available on weekends and after 5:00 PM Monday through Friday.

Fourth Floor Clinic Building Conference Rooms

403a West: This conference/study room located in the Division of Clinical Essentials & Simulation faculty office area.
403c West: This conference/study room located in the Division of Clinical Essentials & Simulation faculty office area.
413a West: This conference/study room is located in the back portion of the Division of Clinical Essentials and Simulation faculty office area and has many individual study cubicles.

421c West: This conference room is located in the hallway leading into the Division of Clinical Essentials & Simulation faculty office area. A small kitchen area precedes this room.
423c West: This conference room is located in the hallway leading into the Division of Clinical Essentials & Simulation faculty office area.
435c North: This conference room is located in the back portion of the Division of Integrated Biomedical Sciences faculty office area.
459c South: This conference room is located near the School of Dentistry administrative offices directly across from the Office of the Registrar.

Special Testing Rooms: 474, 475, 476
These rooms are located in the corridor just beyond the reflection rooms in the School of Dentistry administrative area and are designated for special testing accommodations. They are accessible on weekends, on weekdays after 4:00 PM, or with permission from Ms. Lauri Moore.

NOTE: ALL STUDENTS ARE WELCOME TO STUDY IN ANY CLASSROOM IN THE CLASSROOM BUILDING WHEN CLASSES ARE NOT IN SESSION.

DENTAL PROGRAM COURSE LIST

University of Detroit Mercy School of Dentistry Course List by Term 2019-2020

Approved by DCC 4/1/19, Faculty Assembly 4/17/19, Print Date: 7/12/19

Class	Division	Course No.	Course Title	Cr. Hr	Course Director
			DS 1 Fall Term 2019		
DS1-2023	Integrated Biomedical Sciences	DBS 8110	Gross Anatomy I	2.5	M. Ahmad
DS1-2023	Integrated Biomedical Sciences	DBS 8101	Biomedical Sciences I	9	D. Fischer
DS1-2023	Clinical Essentials and Simulations	DENT 8100	Dental School 101 - 1st Year Seminar	0.0 (P/F)	J. Daniels
DS1-2023	Practice Essentials and Interprofessional Education	DENT 8001	Practice Essentials & IPE Module I	2	M.Mayberry/D. Byrappagari
DS1-2023	Clinical Essentials and Simulations	DRD 8001	Integrated Clinical Foundations and Simulation I	8	R. Pacheco/S. Chitre
DS1-2023	Integrated Biomedical Sciences	DSD 8140	Foundations of Evidence-Based Dentistry	1	N. Sleiman
DS1-2023	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman
			DS1 Winter Term 2020		
DS1-2023	Integrated Biomedical Sciences	DBS 8102	Biomedical Sciences II	11.5	D. Fischer
DS1-2023	Integrated Biomedical Sciences	DBS 8140	Gross Anatomy II	4	M. Ahmad
DS1-2023	Clinical Essentials and Simulations	DRD 8002	Integrated Clinical Foundations and Simulation II	8	S. Chitre/R. Pacheco
DS1-2023	Practice Essentials and Interprofessional Education	DENT 8002	Practice Essentials & IPE Module II	2	N. Poznick/D. Byrappagari
DS1-2023	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman

Class	Division	Course No.	Course Title	Cr. Hr	Course Director
			DS 2 Summer Term 2019		
DS2-2022	Integrated Biomedical Sciences	DBS 8220	Pharmacology I	DEF (2)	S. Chand
DS2-2022	Integrated Biomedical Sciences	DBS 8103	Biomedical Sciences III	6	D. Fischer
DS2-2022	Clinical Essentials and Simulations	DOM 8220	Radiology	DEF (3)	J. Geist/K. Okolisan-Mulligan
DS2-2022	Integrated Biomedical Sciences	DOS 8390	Physical Assessment	DEF (2)	D. Nair
DS2-2022	Clinical Essentials and Simulations	DRD 8003	Integrated Clinical Foundations and Simulation III	5	Y. Antczak/J. Felsenfeld/R. Bishai/T. Thompson-Sloan
DS2-2022	Practice Essentials and Interprofessional Education	DENT 8003	Practice Essentials & IPE Module III	1	P. Zarkowski/N. Poznick
DS2-2022	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman
			DS 2 Fall Term 2019		
DS2-2022	Integrated Biomedical Sciences	DBS 8220	Pharmacology I	2	S. Chand
DS2-2022	Integrated Biomedical Sciences	DOD 8200	Growth and Development	1	R. Al-Qawasmi/F. Khosrow-Shahian
DS2-2022	Clinical Essentials and Simulations	DOD 8201	Orthodontics	2	H. Kang/F. Plaza
DS2-2022	Clinical Essentials and Simulations	DOM 8220	Radiology	3	J. Geist/K. Okolisan-Mulligan
DS2-2022	Integrated Biomedical Sciences	DOM 8250	Oral Diagnosis and Radiology	2	R. Geist/A. Muradi
DS2-2022	Integrated Biomedical Sciences	DOM 8260	Oral Pathology and Radiographic Interpretation	DEF (4)	J. Ojha/J. Geist
DS2-2022	Clinical Essentials and Simulations	DOS 8220	Pain and Anxiety Control	1	I. Zakhary
DS2-2022	Integrated Biomedical Sciences	DOS 8390	Physical Assessment	2	D. Nair
DS2-2022	Practice Essentials and Interprofessional Education	DENT 8004	Practice Essentials & IPE Module IV	2	D. Byrappagri/M. Mayberry
DS2-2022	Clinical Essentials and Simulations	DRD 8004	Integrated Clinical Foundations and Simulation IV	8	J. Felsenfeld
DS2-2022	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman

Class	Division	Course No.	Course Title	Cr. Hr	Course Director
			DS 2 Winter Term 2020		
DS2-2022	Integrated Biomedical Sciences	DBS 8310	Pharmacology II	DEF (3)	S. Chand
DS2-2022	Clinical Essentials and Simulations	DOD 8210	Preclinical Orthodontics	2	R. Al-Qawasmi/F.Plaza
DS2-2022	Integrated Biomedical Sciences	DOM 8260	Oral Pathology and Radiographic Interpretation	4	J. Ojha/J. Geist
DS2-2022	Clinical Dentistry	DOM 8280	Principles of Treatment Planning	2	N. Kashani/D. Kacir/R. Geist
DS2-2022	Clinical Dentistry	DOS 8340	Oral Surgery I	1	I. Zakhary
DS2-2022	Clinical Dentistry	DPD 8201	Pediatric Dentistry	1	F. Siddiqui
DS2-2022	Clinical Dentistry	DPE 8240	Periodontal Therapy II	1	M. Campos/T. Thompson
DS2-2022	Practice Essentials and Interprofessional Education	DENT 8005	Practice Essentials & IPE Module V	2	M. Mayberry
DS2-2022	Clinical Essentials and Simulations	DRD 8005	Integrated Clinical Foundations and Simulation V	8	J. Felsenfeld
DS2-2022	Integrated Biomedical Sciences	DSD 8230	Evidence-Based Dentistry II	.5	N. Sleiman
DS2-2022	All	DZD 8010	Course Evaluation	1	M. Coleman
			DS 3 Summer Term 2019		
DS3-2021	Integrated Biomedical Sciences	DBS 8310	Pharmacology II	3	S. Chand
DS3-2021	Clinical Dentistry	DCL 8301	Integrated Clinical Patient Care I	6	N. Kashani/D. Gurun
DS3-2021	Clinical Dentistry	DOS 8310	Clinical Oral Surgery	DEF (1)	H. Perez
DS3-2021	Clinical Dentistry	DOS 8320	Oral Surgery II	DEF (1.5)	A. Yakan/M.Sadek
DS3-2021	Clinical Dentistry	DOS 8250	Management of Medical Emergencies	0.5	D. Nair
DS3-2021	Clinical Dentistry	DPD 8302	Pediatric Dentistry	1	S. Atwan
DS3-2021	Clinical Dentistry	DPD 8320	Clinical Pediatrics	DEF (3)	S. Atwan/C. Zeitz
DS3-2021	Clinical Essentials and Simulations	DRD 8006	Integrated Clinical Foundations and Simulation VI	0.5	J. Felsenfeld
DS3-2021	Practice Essentials and Interprofessional Education	DSD 8370	Clinical Service Learning	DEF (2 P/F)	D. Byrappagari/G. Diakonov
DS3-2021	Practice Essentials and Interprofessional Education	DENT 8006	Practice Essentials and Interprofessional Education Module VI	1	M. Mayberry/D. Byrappagari
DS3-2021	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman

Class	Division	Course No.	Course Title	Cr. Hr	Course Director
			DS 3 Fall Term 2019		
DS3-2021	Clinical Dentistry	DCD 8340	Removable Prosthodontics	1	A. Fard
DS3-2021	Clinical Dentistry	DCL 8302	Integrated Clinical Patient Care II	10	N. Kashani/D. Gurun
DS3-2021	Clinical Dentistry	DOD 8310	Clinical Orthodontic Seminar	DEF (1)	H. Kang/F. Plaza
DS3-2021	Integrated Biomedical Sciences	DOM 8370	Oral Medicine I	2	R. Geist
DS3-2021	Clinical Dentistry	DOM 8380	TMJ Pathology and Facial Pain	1	F. Plaza
DS3-2021	Clinical Dentistry	DOS 8310	Clinical Oral Surgery	DEF (1)	H. Perez
DS3-2021	Clinical Dentistry	DOS 8320	Oral Surgery II	1.5	A. Yakan/M.Sadek
DS3-2021	Integrated Biomedical Sciences	DOS 8300	Applied Clinical Therapeutics	DEF (2)	S. Chand/D. Nair
DS3-2021	Clinical Dentistry	DPD 8320	Clinical Pediatrics	DEF (3)	S. Atwan/C. Zeitz
DS3-2021	Practice Essentials and Interprofessional Education (IPE)	DSD 8370	Clinical Service Learning	DEF (2 P/F)	D. Byrappagari/G. Diakonov
DS3-2021	Practice Essentials and IPE	DENT 8007	Practice Essentials and Interprofessional Education Module VII	1	N. Poznick/D. Byrappagari
DS3-2021	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman
			DS 3 Winter Term 2020		
DS3-2021	Clinical Dentistry	DCD 8330	Fixed Partial Denture Treatment Planning	1	A. Fard
DS3-2021	Clinical Dentistry	DCL 8303	Integrated Clinical Patient Care III	10	N. Kashani/D. Gurun
DS3-2021	Clinical Dentistry	DEN 8410	Endodontics (Didactic)	1	A. Andrada
DS3-2021	Clinical Dentistry	DOD 8310	Clinical Orthodontic Seminar	1	H. Kang/F. Plaza
DS3-2021	Integrated Biomedical Science	DOM 8430	Oral Medicine II	1	R. Geist
DS3-2021	Clinical Dentistry	DOS 8310	Clinical Oral Surgery	1	H. Perez
DS3-2021	Clinical Dentistry	DOS 8300	Applied Clinical Therapeutics	2	S. Chand/D. Nair
DS3-2021	Clinical Dentistry	DOS 8410	Topics in Oral and Maxillofacial Surgery	1	M. Sadek
DS3-2021	Clinical Dentistry	DPD 8320	Clinical Pediatrics	3	S. Atwan/C. Zeitz
DS3-2021	Practice Essentials and Interprofessional Education	DSD 8370	Clinical Service Learning	2 (P/F)	D. Byrappagari/G. Diakonov
DS3-2021	Practice Essentials and Interprofessional Education	DSD 8400	Practice Management I	1.5	M. Mayberry
DS3-2021	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman

Class	Division	Course No.	Course Title	Cr. Hr	Course Director
			DS 4 Summer Term 2019		
DS4-2020	Clinical Dentistry	DCD 8430	Oral and Maxillofacial Implants	1.5	A. Fard/D. Gurun
DS4-2020	Clinical Dentistry	DCL 8401	Integrated Clinical Patient Care IV	6	N. Kashani/D. Gurun
DS4-2020	Clinical Dentistry	DOS 8430	Clinical Oral Surgery	DEF (1)	H. Perez
DS4-2020	Clinical Dentistry	DPD 8410	Clinical Pediatrics	DEF (2)	S. Atwan
DS4-2020	Practice Essentials and Interprofessional Education	DSD 8410	Practice Management II	1	M. Mayberry
DS4-2020	Practice Essentials and Interprofessional Education	DSD 8470	Clinical Service Learning	DEF (3 P/F)	D. Byrappagari/G. Diakonov
DS4-2020	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman
			DS 4 Fall Term 2019		
DS4-2020	Clinical Dentistry	DCL 8402	Integrated Clinical Patient Care V	10	N. Kashani/D. Gurun
DS4-2020	Clinical Dentistry	DOS 8430	Clinical Oral Surgery	DEF (1)	H. Perez
DS4-2020	Clinical Dentistry	DPD 8410	Clinical Pediatrics	DEF (2)	S. Atwan
DS4-2020	Practice Essentials and Interprofessional Education	DSD 8460	Practice Management III	1	M. Mayberry
DS4-2020	Practice Essentials and Interprofessional Education	DSD 8470	Clinical Service Learning	DEF (3 P/F)	D. Byrappagari/G. Diakonov
DS4-2020	All	DZD 8010	Course Evaluation	DEF (1)	M. Coleman
			DS 4 Winter Term 2020		
DS4-2020	Clinical Dentistry	DCL 8403	Integrated Clinical Patient Care VI	10	N. Kashani/D. Gurun
DS4-2020	Clinical Dentistry	DOS 8430	Clinical Oral Surgery	1	H. Perez
DS4-2020	Clinical Dentistry	DPD 8410	Clinical Pediatrics	2	S. Atwan
DS4-2020	Practice Essentials and Interprofessional Education	DSD 8470	Clinical Service Learning	3 (P/F)	D. Byrappagari/G. Diakonov
DS4-2020	Practice Essentials and Interprofessional Education	DENT 8420	Dental Rounds III	1	P. Zarkowski/N. Poznick
DS4-2020	All	DZD 8010	Course Evaluation	1	M. Coleman

COMPETENCIES FOR THE GRADUATING DETROIT MERCY GENERAL DENTIST

(Including Foundation Knowledge and Skills)

Preamble

Competencies for the Graduating UDM General Dentist identifies and organizes the knowledge, skills, and values the graduate must acquire to become a competent practitioner in general dentistry. The document also reflects a curriculum that is patient centered, person focused, competency-based, and criterion referenced.

The general dentist is the primary oral health care provider, integrated in a team of dental specialists, allied dental professionals, and other health care providers. The general dentist will address health care issues beyond traditional oral health care and must be able to independently and collaboratively practice evidence-based comprehensive dentistry with the ultimate goal of improving the health of society. The general dentist must have a broad integrated biomedical, behavioral, and clinical education and be able to demonstrate professional and ethical behavior as well as effective communication and interpersonal skills. In addition, he/she must have the ability to evaluate and use emerging technologies, continue professional development, and use problem-solving and critical thinking skills effectively to address current and future issues in health care.

Competency is a complex behavior or ability essential for the general dentist to begin independent, unsupervised dental practice. Competency includes knowledge, experience, critical thinking and problem-solving skills, professionalism, ethical values, and technical and procedural skills. These components become an integrated whole during the delivery of patient care by the competent general dentist. Competency assumes that all behaviors are performed with a degree of quality consistent with patient well-being and that the general dentist can self-evaluate treatment effectiveness. In competency-based dental education, what students learn is based upon clearly articulated competencies. All behaviors/abilities are supported by foundation knowledge and psychomotor skills in biomedical, behavioral, ethical, clinical dental science, and informatics areas that are essential for independent and unsupervised performance as an entry-level general dentist.

Competencies serve as a framework for the curriculum. Both learning experiences and assessment tools are guided by the competency statements. Formative feedback serves as the basis for developing competence. Summative assessment serves as the basis for demonstrating competence.

Domains:

1. Critical Thinking
2. Professionalism
3. Communication and Interpersonal Skills
4. Health Promotion
5. Practice Management and Informatics
6. Patient Management
    a. Assessment, Diagnosis, and Treatment Planning
    b. Establishment and Maintenance of Oral Health

1. Critical Thinking
   1.1. Evaluate and integrate emerging trends in health care as appropriate.
   - Trends in health care
   - Health care policy
   - Economic principles of health care delivery
   - Health care organization and delivery models
   - Quality assessment and quality assurance
   - Demographics of the oral health care relationships
   - Relationship of systemic health to oral health and disease
   - Impact of political and social climate on health care delivery
   - Critical evaluation of health care literature

   1.2. Use critical thinking and problem-solving skills
   - Application of scientific method to clinical problem-solving
   - Evidence-based delivery of oral health care
   - Clinical reasoning skills
   - Diagnostic skills
   - Treatment planning
   - Self-assessment
   - Reading comprehension
   - Verbal and written communication skills
   - Computer literacy

   1.3. Evaluate and integrate best research with clinical expertise and patient values for evidence-based practice
   - Application of scientific method to clinical problem-solving
   - Evidence-based delivery of oral health care
   - Critical thinking and problem-solving skills
   - Cultural competence
   - Communication skills, verbal and written
   - Reading comprehension
   - Ethics
   - Statistics literacy
   - Computer literacy
   - Epidemiological methods

2. Professionalism
   2.1. Apply ethical and legal standards in the provision of dental care
   - Ethical decision making and conflicting obligations
   - Legal and regulatory principles and standards

   2.2. Practice within one's scope of competence, and consult with or refer to professional colleagues when indicated.
   - Self-assessment of competence
   - Standards of care

- Communication skills, both orally and in writing, with patients, patients' families, colleagues, and others with whom other health care providers must exchange information in carrying out their responsibilities.
- Scope of practice of dental and medical specialties and social support services
- Identification of community resources for referrals
- Person well being

3. Communication and Interpersonal Skills

3.1. Apply appropriate interpersonal and communication skills.

- Communication theory and skills
  - Interpersonal (one-on-one) communication principles
  - Verbal and nonverbal communication principles
  - Conflict resolution
  - Reflective listening
- Collaborative teamwork
- Emotional and behavioral development and sensitivity
- Physiological and psychological indications of anxiety and fear
- Addressing patient concerns/issues/problems
- Behavior modification and motivation techniques
- Special needs/diversity of patients
- Health literacy
- Language barriers
- Cognitive barriers

3.2. Apply psychosocial and behavioral principles in health care.

- Counseling skills and motivational interviewing principles
- Social and behavioral applied sciences
- Behavior modification
- Fear and anxiety management
- Pain management (acute and chronic pain)
- Geriatrics
- Special patient needs
- Cultural competence

3.3. Communicate effectively with individuals from diverse populations.

- Influence of culture on health and illness behaviors
- Culture related to oral health
- Complementary and alternative therapies
- Communication in a culturally sensitive manner
- Communication in overcoming language barriers
- Communication with special needs patients
- Communication skills to prevent and address diversity- related conflict

4. Health Promotion
   4.1. Provide prevention, intervention, and educational strategies.
   - Patient and family communication
   - Education of patient and/or family
   - Risk assessment
   - Prevention strategies (intervention, motivation, nutrition)
   - Clinical evaluation

   4.2. Participate with dental team members and other health care professionals in the management and health promotion for all patients.
   - Various practice settings (community settings)
   - Organizational behavior of team
   - Professional communication
   - Collaborative and leadership skills
   - Interprofessional education

   4.3. Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in traditional practice settings.
   - Cultural competence
   - Alternative oral health delivery systems
   - Barriers to improving oral health
   - Global health
   - Population trends
   - National and international health goals

5. Practice Management and Informatics
   5.1. Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.
   - Data analysis for disease trends
   - Basic understanding of computer software
   - Basic computer utilization skills
   - Evidence-based literature on practice management
   - Models of dental practice and types of delivery systems
   - Application of contemporary electronic information systems
   - Computer systems for practice management

   5.2. Evaluate and manage current models of oral health care management and delivery.
   - Business models of dental practice
   - Effects of governmental health policy decisions
   - Workforce models
   - Auxiliary utilization principles
   - Application of contemporary clinical information systems
   - Ergonomic principles

5.3. Apply principles of risk management including informed consent and appropriate record keeping in patient care.
- Principles of record keeping/documentation
- Concepts of professional liability
- Risk management protocols
- Legal responsibilities in patient care management
- Legal responsibilities in personnel management
- Management of patient information
- Quality assurance

5.4. Demonstrate effective business, financial management, and human resource skills.
- Effective functioning of the oral health care team
- Principles of business management
- Employment laws and regulations
- Reimbursement systems
- Basic communication skills
- Leadership and motivation skills
- Organizational behavior

5.5. Apply quality assurance, assessment, and improvement concepts.
- Self-assessment for quality improvement
- Concepts and principles of quality assurance and quality assessment
- Awareness of continuous professional development (lifelong learning)

5.6. Comply with local, state, and federal regulations including OSHA and HIPAA.
- Elements of applicable local, state, and federal regulations
- Methods of effective application and pursuance of local, state, and federal regulations

6. Patient Care

A. Assessment, Diagnosis, and Treatment Planning

6.1. Manage the oral health care of patients throughout all stages of life as well as the unique needs of geriatric and special needs patients.
- Human development (structure and function)
- Pathophysiology of oral and systemic disease
- Patient physical assessment and social/family assessment
- Communication
- History taking
- Exam techniques
- Diagnostic tests and evaluation
- Diagnosis
- Risk assessment
- Treatment planning
- Implementation
- Outcomes assessment

6.2. Prevent, identify, and manage oral diseases and other disorders.

- Epidemiology of trauma, oral diseases, and other disorders
- Patient motivation/education for prevention
- Prevention principles and therapies
- Patient assessment and treatment planning
- Risk analysis
- Lab findings
- Systemic conditions
- Diagnostic skills
- Pharmacology and patient medications
- Clinical evaluation
- Applied biomedical sciences related to trauma, oral diseases, and other disorders
- Recognize temporomandibular symptoms and determine need for referral.

6.3. Select, obtain, and interpret patient/medical data, including a thorough intra/extraoral examination, and use these findings to accurately assess and manage all patients.

- History acquisition and interpretation
- Pharmacotherapeutics
- Clinical evaluation
- Medical, dental and other healthcare provider referrals
- Risk assessment
- Assessment and management of patient behaviors
- Assessment and management of patient social context

6.4. Select, obtain, and interpret diagnostic images for the individual patient.

- Select appropriate diagnostic imaging modalities
- Interpret forms of imaging used in dental practice
- Differential diagnosis
- Imaging safety protocols
- Imaging technologies and techniques

6.5. Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.

- Systemic manifestations of oral disease
- Systemic medical conditions that affect oral health and treatment
- Oral conditions that affect systemic health

6.6. Formulate a comprehensive diagnosis, treatment, and/or referral plan for the management of patients.

- Clinical evaluation
- Diagnostic skills and techniques
- Risk assessment and analysis
- Patient assessment
- Sequencing of treatment
- Critical thinking and analysis

- Evidence-based health care
- Treatment presentation, communication, and considerations
- Treatment alternatives and financial considerations
- Self-assessment of clinical competence and limitations
- Referrals
- Case management

B. Establishment and Maintenance of Oral Health

Competency 6.1 serves as an umbrella competency for all competencies (6.7 – 6.20) under Establishment of Maintenance of Oral Health

6.7. Utilize current infection control guidelines for all clinical procedures.

- Local/state/federal regulatory guidelines
- Current infection control protocols
- Applied biomedical sciences related to transmission of disease

6.8. Prevent, recognize, and manage medical and dental emergencies.

- Emergency protocols
- Pharmacotherapeutics
- Multidisciplinary approaches
- Non-pharmacologic approaches
- Applied biomedical sciences related to emergency care

6.9. Recognize and manage patient abuse and/or neglect.

- Signs and symptoms of abuse, neglect, and human trafficking
- Cultural awareness
- Behavioral modification
- Multidisciplinary approaches
- Ethical/legal principles and responsibilities

6.10. Recognize substance use disorder.

- Signs and symptoms of substance use
- Cultural awareness
- Behavioral modification
- Multidisciplinary approaches
- Ethical/legal principles and responsibilities
- Applied biomedical sciences related to substance use
- Consideration of the impact of prescribing practices and substance use disorder

6.11. Evaluate outcomes of comprehensive dental care.

- Criteria for evaluation
- Evaluation methods
- Mechanisms for continuous quality improvement

The following foundational knowledge and skills apply to competencies 6.12 – 6.20:

- Epidemiology
- Oral manifestations of systemic disease
- Classification, prognosis and risk assessment
- Non-surgical and surgical management
- Pharmacotherepeutic management
- Principles of applicable biomechanical and biomaterial concepts
- Applied behavioral and biomedical sciences
- Multidisciplinary approaches

6.12. Prevent, diagnose, and manage pain and anxiety in the dental patient.
6.13. Prevent, diagnose, and manage periodontal diseases.
6.14. Prevent, diagnose and manage caries.
6.15. Manage restorative procedures that preserve tooth structure, replace missing or defective tooth structure, maintain function and esthetics, and promote soft and hard tissue health.
6.16. Diagnose and manage developmental or acquired occlusal abnormalities.
6.17. Manage the replacement of teeth for the partially or completely edentulous patient.
6.18. Diagnose, identify, and manage pulpal and periradicular diseases.
6.19. Diagnose and manage oral surgical treatment needs.
6.20. Diagnose, identify, and manage oral mucosal and osseous diseases.

Edited 6/19

UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY TECHNICAL STANDARDS FOR THE DENTAL AND DENTAL HYGIENE PROGRAMS

University of Detroit Mercy School of Dentistry is committed to the principle of diversity. Consistent with that commitment, admission to the School of Dentistry is open to all qualified individuals and complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1993). These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the dental and dental hygiene school curriculum, including the clinical component, which involves treating the Universities' patients.

The following technical standards describe the essential functions that all students must demonstrate in order to be admitted and fulfill the dental and dental hygiene programs, and thus, are required for advancement through and graduation from the program. To successfully complete the dental programs at University of Detroit Mercy School of Dentistry, students must be able to meet the following technical standards with or without a reasonable accommodation. Reasonable accommodations do not require a change in fundamental program requirements of the curriculum, create a direct threat to the health or safety of others, or create an undue burden on the university.

1. Sensory/Observation
   Students must be able to acquire defined levels of required information and skills as presented through demonstrations and experiences in the basic, behavioral, biomedical, and clinical sciences. A student must be able to observe patients accurately and understand verbal as well as non-verbal communication when assessing a patient.

The student must be able to:

- Perform dental examinations and treatments that require the use of sight and touch
- See fine detail, focus at a variety of distances, and distinguish the differences and variations in color, shape, size, and texture of soft and hard tissues, including discerning accurate depth of field
- Employ tactile sensitivity to diagnose directly by palpation or indirectly by sensations transmitted through instruments
- Use visual acuity to read charts, radiographs, computers, videos
- Acquire information from written documents and evaluate information presented as images from paper, films, slides, photographs, or video
- Interpret radiographs and other (illustrative) images

2. Cognitive

   A student must be able to use critical thinking skills to problem solve, measure, calculate, reason, analyze, integrate, and synthesize. A student must be able to perform these problem solving skills in a timely fashion for effective patient treatment and as required in emergency clinical situations. The student must also be able to:

   - Comprehend and mentally visualize three-dimensional relationships and understand the spatial relationships of structures

3. Motor Skills

   A student must have sufficient motor function to execute movements essential to providing all necessary patient treatment. Such actions require coordination of both gross and fine muscular movements and equilibrium. This includes the use of motor skills for:

   - Performing palpation, percussion, auscultation and other diagnostic exercises
   - Performing hard and soft tissue surgical procedures (dental only)
   - Coordination of gross and fine muscular movements
   - Maintaining self-equilibrium
   - Functional uses of the senses during dental procedures such as touch and vision
   - The ability to operate controls for the use of high-speed or low-speed dental hand pieces
   - The ability to use hand instrumentation for such procedures as scaling, root planning, and surgical interventions

4. Communication

   A student must be able to communicate effectively and sensitively with patients, faculty, staff, and classmates in an effort to:

   - Convey or exchange information at a sufficient level that produces an accurate health history
   - Identify health and treatment problems and provide alternative solutions and treatment options using evidence-based decision making skills
   - Provide patient directions during treatment and post-treatment

- Provide and understand effective and efficient instructions with all members of the health care team

5. Emotional and Behavioral

   A student must possess the physiological, psychological, and emotional health competencies essential for full utilization of his or her intellectual abilities. This includes:

   - Exercising good judgment in a professional manner at all times including classroom, clinical, and social situations
   - Development of mature, sensitive and effective relationships with patients and colleagues
   - Enduring physically and mentally challenging workloads and functioning effectively under stress
   - Managing apprehensive patients with a range of behaviors in a respectful and congenial manner
   - Accepting criticism and responding with appropriate modification of behavior

6. Ethics and Professionalism

   A student must maintain the standards of conduct for ethics and professionalism as set forth in The American Dental Association and The American Dental Hygiene Association Codes of Ethics, the ADEA Statement on Professionalism in Dental Education, and the University of Detroit Mercy School of Dentistry Academic Policies Handbook. The Standards are as follows:

- Autonomy- respecting the confidentiality of patients, faculty, staff and classmate's information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of confidence.
- Non-maleficence- accepting our fundamental obligation to provide service in a manner that protects all patients and minimizes harm to them and others involved in their treatment.
- Beneficence- recognizing the primary role is promoting the well-being of individuals and the public.
- Justice- value justice and support fairness by demonstrating consistency and even-handedness in dealings with others.
- Veracity- accepting our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.
- Being accountable for one's actions, recognizing and acting upon the special obligations to others that one assumes in joining a profession.
- Developing collaborative professional relationships and exchanging knowledge to enhance our own lifelong professional development.
- Acquiring and maintaining a high level of special knowledge, technical ability, and professional behavior necessary for the provision of clinical care to patients and for functioning in the dental education environment.
- Being honest and demonstrating congruence between one's values, words, and actions.

The Dental and Dental Hygiene Admissions Committees reserve the right to deny admission for any applicant who does not fulfill the required technical standards listed above.

These technical standards are not all inclusive and may be updated, revised, or withdrawn at the discretion of University of Detroit Mercy School of Dentistry without notice.

Approved by Dental and Dental Hygiene Admissions Committees, June 2017

DENTAL HYGIENE PROGRAM: CURRICULUM OVERVIEW

The University of Detroit Mercy School of Dentistry, of which the Dental Hygiene Program is an integral part, strives to develop technically and diagnostically skilled, scientifically based, socially and ethically sensitive dental professionals who are committed to continued professional growth and development. The Dental Hygiene Program Philosophy reflects those of the University and the School of Dentistry encompassing teaching, service and scholarship.

Students entering the Dental Hygiene program must have a strong background in the areas of communication, social sciences, and general sciences. The prerequisite courses for the program include English, Psychology, Sociology, Speech, Chemistry, Biology, Anatomy, Physiology, Microbiology, and Nutrition. These courses provide general foundational knowledge, reading, writing and oral communication skills, appreciation for the behavioral and biomedical sciences, and develop and reinforce critical thinking skills. Further, the student entering the program most often has completed coursework that goes beyond the minimum prerequisites and has completed requirements towards the Bachelor of Science degree. Core courses required by the University of Detroit Mercy include Knowledge Areas (Mathematics and Statistics, Communications, Religion and Philosophy, Essential Humanities, Ethics and Social Responsibility) as well as Integrating Themes (Reading, Writing, and Research across the Curriculum, Critical Thinking, Cultural Diversity, Human Difference, Personal Spiritual Development, and Spirituality and Social Justice). The requirements of the prerequisite courses and the additional core courses are intended to assist in the development of the well-rounded individual who is an intellectual, spiritual, moral, and socially sensitive being.

The Dental Hygiene program reinforces the University's Mission and Philosophy. There is a heavy emphasis in the biomedical sciences during the first three semesters and the development of the Pre-Clinical/Clinical sciences. The biomedical sciences are crucial for the development of foundational knowledge. Dental Hygiene students develop and strengthen their clinical skills, and learn the basic procedures and how to interact professionally with patients, faculty, staff and students.

The transition between the first and second year of Dental Hygiene occurs in the fourth semester or Summer term of the second year of the curriculum. The majority of the student's time is spent in clinical or rotational settings. The emphasis in this term is for the development of competent clinical skills, effective patient interaction, behavior modification and positive communication skills. As part of their clinical rotations they become involved with service learning and understand how important it is to give back to the community. For the remainder of their second year, skills are developed until the student is

deemed competent in each clinical area. The Summer, Fall and Winter terms of the second year emphasize the development of the dental hygienist as a professional.

In the fourth semester students become aware of community responsibilities and issues in COM 8210: Concepts in Community Health. Starting in the fall of the second year, as part of COM 8220: Community Oral Health Education, students engage in the community gaining an appreciation for their role in increasing access to dental care. Every student is required to provide care and provide oral health instruction in the City of Detroit, mirroring the University's philosophy of community engagement.

Other areas of development are critical thinking skills, self-evaluation, research, moral, ethical, and professional judgment, and knowledge synthesis and analysis. While these skills are sharpened throughout the two years of the dental hygiene program, much attention is focused on these skills in their last two semesters. DHY 8240: Ethical and Legal Issues II, DHY 8200: Concepts in Professionalism, COM 8220: Community Oral Health Education and DHY 8350: Scientific Presentations are four courses that concentrate on critical thinking.

The goal of the Dental Hygiene Program is to meet the mission and philosophies of the University while maintaining a reputation for clinically competent and professional graduates. The Program and the University of Detroit Mercy School of Dentistry strive to maintain a reputation for graduates who are technically and diagnostically skilled, scientifically-based, socially and ethically sensitive Dental Hygiene professionals who are committed to lifelong learning and professional growth. Their reputations enhance the Mission of the University by promoting intellectual, spiritual, personal, and professional growth and development.

2019-2020 DENTAL HYGIENE CURRICULUM

DH 1 SUMMER TERM 2019

	Course Title	Course Director	Course Cr. Hr.
BSC 8030	Foundations of Integrated Biomedical Sciences	J. Scheys	1.5
BSC 8120	Head and Neck Anatomy	S. Chand	2
BSC 8150	Histology	M. Wheater	1
DHY 0000	Professional Hour	Staff	0
DHY 8010	Dental Hygiene Success Seminar	E. Relich	0 (Pass/Fail)
DHY 8080	Oral Health Assessment I	M. VanHook	1
DHY 8100	Dental Hygiene Care I	M. VanHook	1.5
DHY 8130	Radiology I	K. Okolisan-Mulligan	1
DHY 8170	Dental Anatomy	L. Morgan	0.5

DHY 8280	Scientific Literature	A. Neely/J. Jaeger	2
DHY 8320	Introduction to Ethical and Legal Issues	J. Jaeger/ S. Ammar	1
DZD 8020	Course Evaluation	M. Coleman	DEF

DH 1 FALL TERM 2019

Course No.	Course Title	Course Director	Course Cr. Hr.
BSC 8040	Integrated Biomedical Sciences I	J. Scheys	2
BSC 8140	Oral Microbiology	E. Krukonis	1
DHY 0000	Professional Hour	Staff	0
DHY 8081	Oral Health Assessment II	M. VanHook	1.5
DHY 8101	Dental Hygiene Care II	M. VanHook	3.5
DHY 8131	Radiology II	K. Okolisan-Mulligan	2
DHY 8150	Dental Materials	J. Jaeger/ M. Buehner	3
DHY 8171	Dental Anatomy II	L. Morgan	1.5
DHY 8230	Periodontal Therapy I	T. Thompson-Sloan/J. Flores-Davies	1
DZD 8020	Course Evaluation	M. Coleman	DEF

DH 1 WINTER TERM 2020

Course No.	Course Title	Course Director	Course Cr. Hr.
BSC 8050	Integrated Biomedical Sciences II	S. Chand/J. Scheys	4
BSC 8190	Infectious Diseases for Dental Hygiene	J. Thomson	2
CLN 8140	Clinic Dental Hygiene I / Clinic Rounds	E. Relich	4
DHY 0000	Professional Hour	Staff	0
DHY 8140	Strategies for Prevention of Oral Diseases	M. VanHook	3
DHY 8180	Child /Adolescent Patient	C. Zeitz	1
DHY 8300	Periodontal Therapy II	J. Flores-Davies	1
DHS 8200	Pain and Anxiety	L. Morgan/A. Janic	2
DZD 8020	Course Evaluation	M. Coleman	0.5

DH 2 SUMMER TERM 2019

Course No.	Course Title	Course Director	Course Cr. Hr.
BSC 8260	General and Oral Pathology for Dental Hygiene I	K. Okolisan-Mulligan/J. Ojha	0.5
CLN 8150	Clinic Dental Hygiene II	E. Relich	5
COM 8210	Concepts in Community Health	P. Gibes/K. Shepherd	1
DHY 8210	Special Patient Care	M. Buehner/B.Purifoy-Seldon	2
DHY 8350	Scientific Presentationv I	K. Shepherd/M. Wheater	0.5
DZD 8020	Course Evaluation	M. Coleman	DEF
CLN 8280 (Elective)	Clinical RDA Expanded Functions	J. Jaeger/M. Buehner	DEF (elective)

DH 2 FALL TERM 2019

Course No.	Course Title	Course Director	Course Cr. Hr.
BSC 8261	General and Oral Pathology for Dental Hygiene II	K. Okolisan-Mulligan/J. Ojha	1.5
CLN 8260	Clinic Dental Hygiene III	E. Relich	6
COM 8220	Community Oral Health Education I	P. Gibes/K. Shepherd	1.5
DHY 0000	Professional Hour	Staff	0
DHY 8220	Dental Hygiene Board Review I	J. Jaeger/K. Shepherd	1 (Pass/Fail)
DHY 8351	Scientific Presentation II	K. Shepherd/M. Wheater	0.5
DHS 8110	Physical Assessment & Management of Medical Emergencies	A.Adams	1.5
DZD 8020	Course Evaluation	M. Coleman	DEF
CLN 8280 (Elective)	Clinical RDA Expanded Functions	J. Jaeger/M. Buehner	DEF (elective)

DH 2 WINTER TERM 2020

Course No.	Course Title	Course Director	Course Cr. Hr.
COM 8230	Community Oral Health Education II	P. Gibes/K. Shepherd	0.5
CLN 8270	Clinic Dental Hygiene IV	E. Relich	5
DHY 0000	Professional Hour	Staff	0

DHY 8200	Concepts in Professionalism	M. Buehner	3
DHY 8221	Dental Hygiene Board Review II	J. Jaeger/K. Shepherd	2(Pass/Fail)
DHY 8240	Ethical, Legal Issues II	J. Jaeger	2
DHY 8250	Radiographic Interpretation	J. Geist/K. Okolisan-Mulligan	1
DZD 8020	Course Evaluation	M. Coleman	0.5
CLN 8280 (Elective)	Clinical RDA Expanded Functions	J. Jaeger/M. Buehner	0.5 (elective)

*This document is subject to change.

Dental Hygiene Curriculum Committee Approved: 3/13/19
Faculty Assembly Approved: 4/17/19
Document Print Date: 08/07/19

DENTAL HYGIENE PROGRAM COMPETENCIES

Introduction

Competencies for the Dental Hygienist identifies and organizes the knowledge and skills the graduate must acquire to become a critically thinking, competent practitioner in the delivery of dental hygiene services in clinical and alternative practice settings. The document also reflects an evidenced-based curriculum that is patient driven, competency based, and criterion referenced.

The competencies define the core content of the curriculum. This document states the graduate knowledge and skills attained by completing the dental hygiene program, and establishes a basis for the content of all courses. The competencies set standards for identifying relevant content and provide guidance in making decisions related to pedagogy and course sequencing.

The document sets forth individual measurable competencies that a student must demonstrate to qualify for graduation and entry into the profession. These competencies assess the degree to which a student can provide the defined standard of dental hygiene care to patients.

Competencies for the Dental Hygienist should be viewed as dynamic standards that must be responsive to the professional environment. It is recognized that this educational plan will require regular review for continual improvement.

Competency as an Educational Concept

This document has been organized using the concept of “competencies”. The term competent is described as the repeated demonstration of the student’s independent performance of a skill to a defined standard as measured against relevant, valid, and reliable criteria.

Organization

Domains

The organization of this document is structured to list competencies from general to more specific. The model depicts six domains centered on the patient: Professionalism, Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations, Critical Thinking, Health Promotion, Practice Management and Informatics, and Patient Care. The concept of domains is intended to encourage an interdisciplinary structure and process in the dental hygiene curriculum.

Encompassing all aspects of dental hygiene care is Professionalism. This domain includes personal and professional responsibility to the welfare of society through service activities and Practice within the ethical and legal standards in the provision of dental hygiene care. It includes participation in professional organizations at the local, state and/or national level, practice within one's scope of competence, and consultation or referral to professional colleagues when indicated. These domains thread throughout the entire dental hygiene care process and are strategically placed as outer circles in the Competency Model.

Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations includes applying appropriate interpersonal and communication skills with patients and other health care team members. Students learn to apply psychosocial and behavioral principles in patient-centered health care and communication with individuals from diverse populations.

Critical Thinking includes evaluation of emerging health care trends and determination of their value in dental hygiene practice, using critical thinking and problem solving skills, and integrating best research with clinical expertise and patient values for evidence-based practice.

Health Promotion includes providing prevention, intervention, and education strategies, participating with dental and other health professionals in the management and health promotion for all patients, and applying community dental health principles to prevent disease and promote health.

Practice Management and Informatics includes using emerging information including clinical and practice management technology, risk management principles, practice management skills, quality assurance, assessment and improvement concepts, and complying with local, state and federal regulations.

Patient Care includes obtaining record updates that are organized and accurate in regards to medical and dental histories and physical assessment to formulate dental hygiene diagnosis and care plans, manage medical emergencies, and use current infection control guidelines. Graduates deliver evidence-based treatment and education in accordance with the Standards of Care, evaluate outcomes of comprehensive dental hygiene care, and individualize maintenance and referrals to the appropriate health care providers.

Major Competencies

Within each domain, "Major Competencies" are involved. A Major Competency is defined as the ability to perform or provide a particular complex service or task. The complexity of the service suggests that multiple and more specific abilities are required to support the performance of any Major Competency.

Supporting Competencies

The more specific abilities are considered subdivisions of the "Major Competency" and are termed "Supporting Competencies". The acquisition and demonstration of a "Major Competency" requires mastery of all Supporting Competencies related to that particular service or task. While less complex than Major Competencies, Supporting Competencies also requires foundational knowledge.

Foundational Knowledge

Foundational knowledge is the product of didactic and laboratory instruction that imparts the information and experience that are prerequisites for satisfactory mastery of Supporting Competencies.

The biomedical, dental, behavioral, and clinical sciences all provide instruction at the foundational level. The Competency Model depicts these sciences as the foundational matrix for the entire dental hygiene care process. This education ensures an understanding of basic biological principles for student analysis and synthesis of the interrelationships of the body systems when making decisions regarding oral health services within the context of systemic health. The foundational sciences provide knowledge of oral health and disease as a basis for assuming responsibility for assessing, analyzing, planning, implementing, and evaluating dental hygiene care. Didactic, small group discussion, seminar, and laboratory instruction provide information and psychomotor experiences that enable students to acquire and demonstrate competence in the clinical setting.

COMPETENCIES FOR THE DENTAL HYGIENIST

1. Professionalism
   - 1.1. Demonstrate personal/professional responsibility to the welfare of society through service activities.
     - Service learning
     - Social justice
   - 1.2. Practice within the context of ethical and legal standards in the provision of dental hygiene care.
     - Ethical decision making and conflicting obligations
     - Legal and regulatory principles and standards
     - Practices within the context of professional obligations and jurisdictional Code of Ethics
   - 1.3. Participate in professional organizations at the local, state, and/or national level.
     - Organized dental hygiene association activities
   - 1.4. Practice within one's scope of competence, and consults with or refers to professional colleagues when indicated.
     - Self-assessment of competence
     - Demonstration of responsibility and accountability for actions within the various roles of the dental hygienist
     - Standards of care, regulations and policies
     - Communication skills, both orally and in writing, with patients, patients' families, colleagues, and others with whom other health care providers must exchange information in carrying out their responsibilities
     - Scope of practice of dental hygiene and medical specialties and social support services
     - Identification of community resources for referrals

- Personal well being
- Implementation of corrective measures to address personal and professional deficiencies of self

2. Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations

2.1 Apply appropriate interpersonal and communication skills with patients, dental and inter-professional health care team members.

- Communication theory and skills
- Interpersonal (one-on-one) communication principles
- Verbal and nonverbal communication principles
- Conflict resolution
- Reflective listening
- Collaboration with intra/ inter-professional health care team
- Emotional and behavioral development and sensitivity
- Physiological and psychological indications of anxiety and fear
- Addressing patient concerns/issues/problems
- Behavior modification and motivation techniques
- Special needs/diversity of patients
- Health literacy
- Language barriers
- Cognitive barriers

2.2 Apply psychosocial and behavioral principles in patient-centered health care.

- Counseling skills and motivational interviewing principles
- Social and behavioral applied sciences
- Behavior modification
- Fear and anxiety management
- Pain management (acute and chronic pain)
- Geriatrics
- Special patient needs
- Cultural competence

2.3 Communicate effectively with individuals from diverse populations.

- Influence of culture on health and illness behaviors
- Influence of culture related to oral health
- Complementary and alternative therapies
- Communication with patients, dental and inter-professional team members in a culturally sensitive manner
- Communication in overcoming language barriers
- Communication with special needs patients
- Communication skills to address diversity- related conflict

3. Critical Thinking

3.1 Evaluate and integrate emerging trends in health care and determine their value in dental hygiene practice.

- Trends in health care
- Health care policy
- Economic principles of health care delivery
- Health care organization and delivery models
- Quality assessment and quality assurance
- Demographics of the oral health care relationships
- Relationship of systemic health to oral health and disease
- Impact of political and social climate on health care delivery
- Critically evaluate health care literature
- Critically evaluate sales and continuing education presentations

3.2 Utilize critical thinking and problem-solving skills.

- Apply scientific method to clinical problem-solving
- Evidence-based delivery of oral health care
- Clinical reasoning skills
- Diagnostic skills
- Treatment planning
- Self-assessment
- Reading comprehension
- Verbal and written communication skills
- Computer literacy
- Utilization of current information systems to access medical/dental databases/ information

3.3 Evaluate and integrate best research with clinical expertise and patient values for evidence-based practice.

- Apply scientific method to clinical problem-solving
- Evidence-based delivery of oral health care
- Critical thinking and problem-solving skills
- Cultural competence
- Communication skills, verbal and written
- Reading comprehension
- Ethics
- Statistics literacy
- Computer literacy
- Utilization of current information systems to access medical/dental/databases/information
- Epidemiological methods

4. Health Promotion

4.1 Provide prevention, intervention, and educational strategies.

- Patient and family communication
- Education of patient and/or family

- Risk assessment
- Prevention strategies (intervention, motivation, nutrition)
- Clinical evaluation
- Use principles of learning and instruction in patient education

4.2 Participate with dental team members and other health care professionals in the management and health promotion for all patients.

- Various practice settings (community settings)
- Organizational behavior of team
- Professional communication
- Collaborative and leadership skills
- Inter-professional education

4.3 Apply community dental health principles (assess, plan, implement and evaluate programs) to prevent disease and promote health.

- Cultural competence
- Barriers to improving oral health
- Global health
- Population trends
- National and international health goals

5. Practice Management and Informatics

5.1 Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.

- Data analysis for dental hygiene care productivity
- Basic understanding of computer software
- Basic computer utilization skills
- Application of contemporary electronic information systems
- Computer systems for practice management

5.2 Apply principles of risk management including informed consent and appropriate record keeping in patient care.

- Principles of record keeping/documentation
- Concepts of professional liability
- Risk management protocols
- Legal responsibilities in patient care management
- Legal responsibilities in personnel management
- Management of patient information
- Quality assurance

5.3 Apply business and practice management skills.

- Employment laws and regulations
- Identification of career options
- Demonstration of effective time management skills
- Assesses patient satisfaction and responds appropriately

- Effective communication skills
- Leadership and motivation skills
- Organizational behavior
- Data analysis for dental hygiene care productivity

5.4 Apply quality assurance, assessment, and improvement concepts.

- Self-assessment for quality improvement
- Concepts and principles of quality assurance and quality assessment
- Awareness of continuous professional development (lifelong learning)

5.5 Comply with local, state, and federal regulations including OSHA and HIPAA.

- Elements of applicable local, state, and federal regulations
- Methods of effective application and pursuance of local, state, and federal regulations

6. Patient Care

6.1 Obtain, record, update and organize accurate and complete medical/dental histories including pertinent psychological and socioeconomic information.

- Establish a patient dialogue to obtain demographic, medical, family and dental histories, psychological and socioeconomic information relevant to dental hygiene care; and patient expectations and goals for dental hygiene care
- Establish a patient dialogue to obtain and record the chief complaint of the patient and the history of the present illness
- Establish and maintain the patient record as an accurate and consistent legal document of patient encounters
- Identify the patient's record including but not limited to medication(s), potential effect(s) on dental and systemic health, and impact on dental treatment
- Initiate necessary medical and/or dental consultation or referral in legal media to clarify questions related to the patient's dental and systemic health

6.2 Perform, record, and organize a physical assessment appropriate for dental hygiene care.

- Perform and record an appropriate physical examination not limited to the head and neck
- Record the intraoral examination findings, including but not limited to dental charting, periodontal examination, and indices
- Identify the need for and/or perform and record results of diagnostic procedures and tests
- Identify the signs and management of the symptoms of medical emergencies
- Identify the signs of physical, psychological, verbal and substance abuse
- Perform risk assessments

6.3 Formulate a dental hygiene diagnosis congruent with the diagnoses of the dentist and other health professionals.

- Interpret and correlate examination and assessment findings
- Determine the unmet needs of the patient based on analysis of assessment findings

- Formulate the dental hygiene diagnosis
- Determine priorities and establish oral health goals with the patient and/or family and/or guardian as an active participant
- Plan treatments that reflect the impact of behavioral, social and cultural differences in the provision of dental health care
- Develop dental hygiene care plans that reflect the impact of systemic disease and its management on the provision of dental care
- Develop dental hygiene care plans consistent with and supportive of the patient's overall dental treatment plan
- Establish a planned sequence of educational and clinical services that include health promotion, and therapeutic and maintenance care
- Communicate the plan for dental hygiene care to interdisciplinary health team members to determine its congruence with the overall plan for oral health care

6.4 Establish a mutually acceptable dental hygiene care plan with the patient.

- Present findings and/or diagnoses to the patient
- Explain dental hygiene care plan options to patients using understandable terminology
- Respond to patient's questions and concerns
- Record the final dental hygiene care plan
- Obtain written informed consent

6.5 Monitor and provide for patient comfort associated with dental hygiene care.

- Employ psychological and/or behavioral techniques to assure patient comfort
- Use evidence-based clinical techniques to provide for control of pain and anxiety

6.6 Prevent, recognize and manage medical emergencies and maintain basic life support.

- Use emergency protocols
- Apply biomedical sciences related to emergency care

6.7 Utilize current infection control guidelines for all clinical procedures.

- Local/state/federal regulatory guidelines
- Current infection control protocols
- Apply biomedical sciences related to transmission of disease

6.8 Deliver and/or manage the planned dental hygiene evidence-based treatment and education in sequence and in accordance with accepted Standards of Care.

- Deliver and/or manage dental hygiene treatment considering the impact of behavioral, social, and cultural manifestations contributing to difficulty
- Provide humane and compassionate care to all patients
- Deliver and/or manage periodontal therapy utilizing basic and advanced principles of instrumentation
- Modify dental hygiene care based on changing patient needs and/or evaluation of achievement of established care plan goals
- Deliver and/or manage oral health maintenance care
- Provide adjunct dental hygiene services

- Identify of the need for chemotherapeutic agents, selection and administration of them as appropriate and provision of pre-and post-treatment instructions

6.9 Evaluate outcomes of comprehensive dental hygiene care and determine an individualized maintenance schedule, additional treatment needs or refers to the appropriate health care provider.

- Criteria for evaluation
- Evaluation methods
- Mechanisms for continuous quality improvement
- Routine evaluation of professional skills, knowledge, and outcomes of clinical practice

University of Detroit Mercy School of Dentistry Key Dates for Academic Calendars 2019 – 2023*				
Fall Term	**2019-20***	**2020-21***	**2021-22***	**2022-23***
Dental Program Orientation (D1 only)	Aug 12-16	Aug 17-21	Aug 16-20	Aug 15-20
White Coat Ceremony	Aug 18, 2019	Aug 23, 2020	Aug 22, 2021	Aug 21, 2022
Faculty Development Program	Aug 19	Aug 24	Aug 23	Aug 22
Fall Term Classes and Clinic Begins	Aug 20	Aug 25	Aug 24	Aug 23
Labor Day Holiday	Sept 2	Sept 7	Sept 6	Sept 5
Academic Planning & Calibration (3:30-5:30 p.m.)	Sept 24,Nov 14	Sept 10, Nov 10	Sept. 13,Nov 11	Sept.12,Nov 17
Celebrate Spirit	Sept 12	Sept 17?	Sept 16?	Sept. 15?
CDCA Exam Dates	Sept 13 & 14	TBD	TBD	Sept 14-15
Midterm Fall APC Meetings	Oct 4, 10-15	Oct 9, 12-16	Oct 8, 11-15	Oct 7, 10-14
Curriculum Review/Acad Plan (1:30-5:30pm)	Oct 16	Oct 14	Oct 21	Oct 19
Thanksgiving Recess	Nov 28-29	Nov 26-27	Nov 25-26	Nov 24-25
Classes End	Dec 10	Dec 11	Dec 10	Dec 9
Final Exams**	Dec 11-17	Dec 14- 18	Dec 13-17	Dec 12-19
Fall Term Grades Due (one day after final for each DS and DH class)	Dec 18	Dec 21	Dec 17	Dec 20
Fall Term Ends & Clinic Closes (5:00 PM)	Dec 18	Dec 21	Dec 22	Dec 20?
APC Meetings	Dec 13, 19-20	Dec 18, 21-22	Dec 17, 20-21	Dec 16,19-22
Christmas Break (Campus Closed)	Dec 24- Jan 1	Dec 24- Jan 1	Dec 23- Jan 2	Dec 24- Jan1
Winter Term	2019-20*	2020-21*	**2021-22***	**2022-23***
Campus Opens & Winter Term Classes /Clinic Begin	Jan 2, 2020	Jan 5, 2021	Jan 4, 2022	Jan 2, 2023
Faculty Development Program	Jan 31 (Tent.)	Jan 4	Jan 3	Feb 1
MLK Holiday	Jan 20	Jan 18	Jan 17	Jan 16
Academic Planning & Calibration (3:30-5:30 PM)	Jan 21, Apr 23	Jan 21, Apr 20	Jan 20, Apr 8	Jan 19, Apr 7
CDCA Exam Dates	TBD	TBD	TBD	TBD
Curriculum Review/Acad Plan (1:30-5:30 PM)	Feb 26	Feb 24	Feb 21	Feb 20
Midterm Winter APC Meetings	Feb 28,Mar2-6	Feb 26, Mar 4-9	Mar 4, 7-11	Mar 3, 5-10
Spring Break Week (No Classes/Clinic)	Mar 16-20	Mar 14-20	TBA	TBD
Easter Recess (No Classes/Clinic)	Apr 10-12	Apr 2-4	Apr 15-17	Apr 7-9
Classes End	Apr 30	Apr 29	May 1	Apr 28
Final Exams**	May 1- 7	Apr 30- May 6	May 2-6	May 1-5
Winter Term Grades Due (one day after final for each DS and DH class)	May 8	May 6	May 3	May 9
Winter Term Ends & Clinic Closes (12:00 PM)	May 7	May 6	May 12	May 15
Graduation & Awards	May 7-10	May 6-7	May 12-13	May 11-12
APC Meetings	May 1, 11	Apr 30 & May 10	May 6 & 10	May 5, 15
Graduation Break (No Class/Clinic)*	May 11-22	May 10-21	May 16-27	May 15-26
Summer Term	**2019-20***	**2020-21***	**2021-22**	**2022-23***
Memorial Day Holiday	May 25, 2020	May 31, 2021	May 30, 2022	May 29, 2023
Summer Term Begins	May 26	May 24	May 31	May 30
Dental Hygiene Program Orientation	May 26- 29	May 25- 28	May 31-Jun 3	May 30-Jun 2
Academic Planning & Calibration (DS2-12:30-3:00 PM) (DS3/DS4-3:30-5:30 PM)	Jun10	Jun 9	Jun 7	Jun 12
Fourth of July Break (No Class/Clinic) *	Jun 29 - Jul 3	July 5 - Jul 9	Jul 4-8	Jul 3-7

Div Curriculum Rev/Acad Plan (1:30-5:30 PM)	Jul 15	Jul 14	Jul 13	Jul 21
Classes End	Jul 24	Jul 23	Jul 22	Jul 28
Final Exams**	Jul 27-31	Jul 26-30	Jul 25-29	Jul 31- Aug 4
Summer Term Grades Due (one day after final for each DS and DH class)	Jul 31	Jul 30	Jul 29	Aug 4
Summer Term Ends & Clinic Closes (5:00 PM)	Jul 31	Jul 30	Jul 29	Aug 4
APC Meetings	Jul 31- Aug 3	Jul 30 & Aug 2	Jul 29 & Aug 1	Aug 4 & 7

**University of Detroit Mercy have the right to change any of the above dates. Please refer to the on-line Academic Calendar each term for current dates.
***Please note that final exams may also be scheduled prior to designated final exam days as noted in course syllabi.

Revised 7-12-2019

CLASSROOM/INSTRUCTIONAL POLICIES & PROTOCOLS

The University of Detroit Mercy is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, veteran status, or any other trait protected by state or federal law in employment, educational programs and activities, and admissions. The University is firmly committed to an academic and work environment free of discrimination and harassment as provided by this policy and state and federal laws.

ACADEMIC INTEGRITY EXPECTED OF FACULTY

Faculty members are expected to conduct themselves in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic and dental communities.

Members of the faculty are expected to:

1. Describe to students in writing, no later than the first class meeting, the content, objectives, and expected competencies along with the methods and standards of evaluation. The description of evaluation must include description of the relative weight to be assigned to various factors, including the permissible materials, aids, or references allowed during the evaluation.
2. Provide other pertinent information such as policies on attendance, late submission of projects or assignments, make up work, and remediation as applicable.
3. Provide the students with the name of the faculty with primary administrative responsibility for the course and methods for contacting faculty including email and office telephone number.
4. Make appropriate preparation for classes and other meetings.
5. Meet scheduled classes and appointments promptly.
6. Be available at reasonable times for appointments with students.
7. Grade exams, quizzes or other student projects in a timely manner. Grades are due within 24 hours after a final exam OR 24 hours before the subsequent, scheduled APC meeting.
8. Base all academic evaluations upon objective professional judgment.
9. Convey examination results and grades in a manner that protect students' privacy. (See #18)
10. Notify students (via email, written memorandum) who have earned a failing grade at the end of a grading period within one week of submitting the grade to the School Registrar. The purpose of this notification is to ensure that the grade was calculated accurately and fairly as well as to allow the student time to present information relative to the grade.

11. Never exploit professional relationships with students for private advantage. Refrain from soliciting the assistance of students in a manner that infringes upon students' freedom of choice.
12. Provide recognition for contributions made by students in research, publication, service, etc.
13. Ask for and obtain informed consent from students when involving them as participants in research studies.
14. Respect the dignity of each student individually and all students collectively in the classroom, laboratory, clinics, and other academic contexts.
15. Encourage student evaluation of instruction.
16. Refrain from grading or supervising a student with whom there is a personal relationship. Faculty should make an effort to refrain from providing additional assistance in preclinical or clinical situations or actions that may be interpreted as favoritism. In situations where no other faculty members are available to supervise, supervision can occur, but no grade should be given.
17. Review the School of Dentistry Faculty Resource Handbook for guidelines related to roles and responsibilities.
18. Family Educational Rights and Privacy Act: "University of Detroit Mercy maintains the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. At Detroit Mercy, the University Registrar coordinates the inspection and review procedures for student records, which includes admissions, personal, academic and financial files as well as cooperative education and placement records.

No one outside the institution may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, except: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons. Personnel within the institution shall include administrative, supervisory, academic, research or support staff; a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting personnel within the institution in performing a task. All these exceptions are permitted under the act.

Educational records or components thereof may be made available without the student's written consent to personnel within the University who are determined by the institution to have a legitimate educational interest. The University will maintain a record of all requests and disclosures of personally identifiable information except those made to University of Detroit Mercy officials. Legitimate recipients of all such records will be informed that they are not permitted to disclose the information to others.

Students may review their education records by making a written request to the Registrar or appropriate Dean's office. Students may not inspect financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their right of inspection or review; or educational records containing information about more than one student. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

The University may disclose the following categories of public or "directory" information for any purpose, at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, previous institutions attended, awards, honors (includes Dean's List), degrees conferred (including dates), photographs, past and present participation in officially recognized activities and sports, and physical factors (e.g. weight and height of athletes).

Currently enrolled students may withhold disclosure of any such information under the Family Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received by the University Registrar prior to the first Friday following final registration for each semester of the period of study. Requests for non-disclosure will be honored by the institution until such time that the student requests that the non-disclosure be lifted.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Registrar at University of Detroit Mercy has been designated by the institution to coordinate the inspection and review procedures for student educational records.

Students wishing to review their educational records must make written requests to the Registrar listing the item or items of interest. A list of what educational records are kept where is available from the Registrar. Only records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial hold exists, or a transcript of an original or source document which exists elsewhere).

These copies would be made at the student's expense at prevailing rates. Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual, records of a law enforcement unit, student health records, employment records, or alumni records.

Students who believe that their educational records contain information which is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Registrar, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels to adjudicate such challenges will consist of the University Registrar, dean of Student Life, the dean (or their designee) from the college/school where the records are kept, if such are challenged, and two students appointed by the dean of Student Life through the Student Senate.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing panels, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place within the educational record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the educational record, maintained as part of the student's record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the University. Further, students who believe that their rights have been abridged, may file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202 or 202-260-3887 concerning the alleged failures of University of Detroit Mercy to comply with the Act.

Diane M. Praet, Associate Vice President and University Registrar, Edited 7/17; 6/19

PROFESSIONAL DECORUM POLICY FOR FACULTY, STAFF AND STUDENTS

Guidelines for Appearance and Behavior

Faculty, students, and staff are members of a health profession team. We create for our patients, colleagues, and visitors a professional atmosphere in all areas of the School of Dentistry campus and outreach sites. The appearance and behavior of the faculty, students and staff contributes to a professional environment. Unprofessional appearance and behavior may cause patients and visitors to question the standard of care offered at the School of Dentistry.

The following are guidelines for appearance and behavior on the Corktown Campus, University Health Center Clinic (UHC), and Outreach Rotations. Guidelines apply to all faculty, students, and staff and are in effect from 6:00 AM until 10:00 PM, Monday through Friday, in all buildings, classrooms, laboratories, and clinics. Specific attire is required in clinical patient care areas and the Corktown simulation laboratory. Course directors may provide special instructions for laboratory courses in other settings (e.g. the gross anatomy laboratory).

Appearance: Faculty, Staff, and Students in Non-Patient Care Settings

Non-patient care settings include all offices, classrooms, student lounges, and activity/wellness centers in all buildings, as well as financial services and reception areas in the clinic building.

1. Clothing will be clean, neat, and loose fitting. Business casual attire is appropriate for both men and women. Prohibited clothing include those that are form fitting, have bare midriffs (flesh showing between shirt and slacks/skirt) or show exposed cleavage, camisoles, halter-tops, or thin strapped tank tops, muscle shirts, T-shirts (of any kind), jeans (regardless of color), leggings without a top covering the midsection and upper thigh, and any undergarments showing through or around

clothing. Work-out attire such as athletic shorts, gym clothing, and fabrics made of spandex may only be allowed for its intended purpose.

2. Men and women must wear shoes with socks at all times. Shoes for men and women should be clean and, when appropriate, polished. A sandal may be worn in non-patient care settings.
3. Sweaters, fleeces, sweatshirts, or coats can be worn in the classroom to maintain comfort.
4. The dress code may be modified by administrative decision for special events such as Spirit Day.
5. Students choosing to wear scrubs in non-patient-care settings, e.g., in the classroom or preclinical laboratories, are required to follow the recommendations for wearing scrubs outlined in this document.

Appearance and Behavior: Faculty, Staff, and Students in Patient Care Settings and Simulation

The following dress code guidelines apply to patient-care settings and preclinical simulation. Faculty, staff, and students are required to adhere to the recommendations in all areas of the campus and offsite locations when representing the School of Dentistry.

1. Clean and pressed scrubs are the only acceptable clinic attire for students of the School of Dentistry. Scrubs must be worn in the simulation laboratory during school sessions. Scrubs, whether worn in the laboratory or clinic, must meet the exclusive criteria as outlined on the Marcus Uniform website https://marcusuniforms.com/ and phone: 1 (800) 453-3944, mention University of Detroit Mercy School of Dentistry.
2. Scrubs must be covered with a clinic coat in all patient care activities and simulation laboratory. Students are responsible for the purchase of scrubs and clinic coats meeting the approved criteria. Under no circumstances should students wear scrubs that are the property of another health care organization or facility. Exceptions to this policy may be required at specific hospital rotations. In addition, please note that:
   - Clinic coats are <u>not</u> to be worn outside the treatment area.
   - Exceptions to clinical dress code requirements may be made for interviews or other events requiring business attire.
   - Students, who for religious reasons must have their arms covered to the wrist, may wear long-sleeved shirts under their scrubs.
   - Beards must be neatly trimmed and covered and hair secured.
3. Faculty and staff are expected to comply with the guidelines outlined for students wearing scrubs.
4. Clinical faculty choosing not to wear scrubs should select clothing that is appropriate for patient-care situations. Please see guidelines outlined for clothing in non-patient care settings, section # 1-2.
5. In patient care areas, clean and presentable shoes (closed toed) must be worn with socks or hose. Footwear should be presentable and consistent with shoes worn by professionals in a hospital environment. Sandals and other style shoes that have openings on the top and side of the shoe are not acceptable footwear for individuals in patient-care or simulation areas. Staff may wear sandals with hose or socks in non-patient care areas located in clinic settings.
6. While on School premises, as a student or otherwise representing the School or University off campus, body piercing other than ears is not allowed. Visible tattoos are not allowed. If you believe you are unable to comply with this regulation because of religious concerns, a disability, or other

protected status, please contact the Assistant Dean, Office of Academic Administration. Body odor and unpleasant breath are to be avoided at all times.

7. Fingernails are to be clean and trimmed so that when viewing the palm side of the hand the nails cannot be seen. This policy applies to staff in specific areas such as the dispensary. The wearing of artificial nails or extenders is not acceptable in patient care areas and in clinic settings, as they cause gloves to tear more easily and have been associated with bacterial accumulation. Bracelets and bangles are not allowed. If rings are worn, the ring should be plain with no stone or gems. Nail polish is allowed.
8. Loud, crude, offensive, or inappropriate language will not be tolerated.
9. All buildings on the campus are smoke-free. The use of any tobacco product or vaporizing devices (such as an electronic cigarette) indoors is expressly forbidden.
10. All staff, faculty, and students are required to wear their University-issued identification "prox" cards.
11. All faculty, students, and staff are responsible for adherence to these policies. Student noncompliance should be reported to the Assistant Dean of Student Services & Enrollment Management or Assistant Dean, Clinic Administration. Any student failing to comply with these guidelines may be dismissed from the School of Dentistry campus until compliance is met or be subject to disciplinary action. Staff and faculty will be counseled by their supervisors or faculty by department chairs. Any changes in this policy will be distributed to faculty, staff and students.

Guidelines for Classroom and Preclinical Laboratory

Professional education requires attendance in classroom, preclinical and clinical settings. The following behaviors are required to facilitate learning and communication.

1. Arrive for class on time.
2. Remain in class for the entire time period.
3. Cell phones must be off or use an inaudible alert.
4. Disruptive behaviors, such as talking, whispering, laughing, or eating, are not acceptable.
5. FOOD and DRINK are not allowed in the Simulation Laboratory.
6. Course directors may assign specific seating arrangements for classroom or examination events. Students must cooperate and follow faculty guidelines.
7. Students are expected to conduct themselves in a mature, professional manner in all areas of the campus. *Adopted 6/95, Edited 8/04, 1/05, 05/08, 10/14, 08/16, 7/17, 7/18*

SCHOOL OF DENTISTRY FOOD AND DRINK GUIDELINES

All faculty, staff, students, and residents are required to follow these regulations. Please assist the School of Dentistry in maintaining the appearance and professional atmosphere of the offices, gathering areas, clinics, laboratories, and classrooms.

General Classroom Guidelines

The primary purpose of our classrooms is to create an environment that effectively facilitates learning and study. Out of respect for the course directors and other instructors, the option to allow food during a specific class period is left to the discretion of the course director, and students agree to respect his or

her request to keep food out of the classroom. However, in situations where food and drink are permitted in the classroom, the following guidelines will apply.

1. Students will respect their fellow classmates by only eating food that does not distract from the learning environment. Students will avoid food that is noisy, smelly, or otherwise distracting.
2. Students will take responsibility for the classroom environment by disposing of all garbage. If students, faculty, or staff raise complaints about the cleanliness of the classroom, the privilege of having food and drink in the classroom may be revoked.
3. Students will use their own good judgment to determine whether food is appropriate for class and will limit their food to "snack-type" food and will not bring entire meals to class. A good general rule to follow is that if the food requires a fork to eat it, it is not snack food.

Students will respect the work done by and demands placed on the housekeeping staff by taking all due care to avoid spills and stains. Students are expected to only drink from covered or lidded containers. Students will clean up any spills and will promptly report any spills or stains that require Housekeeping's attention to Ms. Laurie Moore moorela2@udmercy.edu.

Lunch and Learns

In order to facilitate lunch and learn programs while still maintaining a clean classroom environment, the following guidelines will be followed for lunch and learns:

1. Because housekeeping will not be in the classroom immediately after the lunch and learn, and in order to create a clean environment for students who will use the classroom later in the day, **the sponsoring group will take full responsibility for cleaning the classroom.** This includes wiping down tables, cleaning crumbs from the floor, disposing of garbage, etc. In situations where garbage may be distracting to students who use the classroom, the sponsoring group will remove the garbage from the classroom entirely.
2. Sponsoring groups understand that if they do not follow the guidelines for the clean-up of the classroom, the group may lose its privilege of hosting future lunch and learns.

Simulation Laboratory

No food or beverages other than water, are allowed in the simulation laboratory at any time, including evening and weekend hours.

Seminar, Conference, and Small Group Meeting Rooms

Food and drink are allowed for meetings. If food and drink are consumed please wipe down tables and dispose of containers, cups, and garbage.

Biomedical Science Laboratories (Anatomy and Research)

Eating and drinking are absolutely not permitted in the gross anatomy and research laboratories.

Student Locker Room

The consumption of food and beverages other than water, is not allowed. Students are allowed to store food and beverages in their locker, but should use rodent-proof containers. No water should be consumed at any computer desks for protection of the electronic equipment.

Student Lounge and Wellness Center (4th Floor Classroom Building)
Food and drink are allowed for meetings. If food and drink are consumed please wipe down tables and dispose of containers, cups, and garbage.

Faculty and Staff Offices
Please keep food and drink in rodent-proof containers. Cleanliness prevents insect and rodent infestations.

Clinics
Complete guidelines can be found in the Clinic Manual.

Corktown Clinics
In compliance with OSHA regulations no food or beverages with the exception of water, are allowed in the clinic including patient reception areas, restrooms, adjoining offices, and work stations.

Corktown Clinic Conference Rooms
No food or beverages with the exception of water are allowed in the graduate conference rooms.

Corktown Clinic DS4 Student Computer Lounge
No food or beverages with the exception of water are allowed in the Student Computer Lounge area between the DS4 Clinic and Classroom building.

University Health Center Clinic
In compliance with OSHA regulations, no food or beverages with the exception of water are allowed in the patient care areas. Private offices in non-patient contact areas should keep food and drink in rodent-proof containers.

1/29/05; Edited 09/14; 6/17

REGISTRAR

Course Enrollment
All School of Dentistry programs have a predetermined curriculum with fixed course schedules so there is no need for individuals to register for courses. Students and residents in good academic and financial standing will be automatically enrolled each term in their program's required courses by the School of Dentistry Registrar. Students and residents who are eligible to enroll in any selective or elective course offered within their program must do so through the School of Dentistry Registrar's Office.

Course Waiver Policy
1. All requests for course waiver must occur **PRIOR** to the term in which the course is offered.
2. A course may be waived only by written permission of the Assistant Dean for Academic Administration upon written recommendation from the Division Director after consultation with the course director responsible for the course. A recommendation must include documentation of the method used to assure the student has sufficient knowledge and skill in the course content. If the Assistant Dean for Academic Administration denies waiver when the Division Director has recommended it, the Assistant Dean for Academic Administration must inform the Division Director

and the student of the reasons for the denial. In such instances, the Division Director or the student may appeal the decision to the Dean. The decision of the Dean is final in all cases.

3. In the event the Division Director denies a request for course waiver, the decision is final.

Adopted by Faculty Assembly 11/16/94; Edited 6/18

Registration Hold

Any type of "Hold" on your record will prevent you from using most of the features of the University of Detroit Mercy School of Dentistry TitanPass. Contact the office that has placed the hold on your account for information on clearing the hold or contact Ms. Diana Squires, Dental School Registrar, DC 461, (313) 494-6616, squired1@udmercy.edu.

Late Graduation Tuition and Fees

1. Students unable to complete requirements by the graduation date for the class in which they are enrolled will be assessed a weekly tuition equal to 1/16th of normal semester tuition for each week or portion of a week that they remain students.
2. Exception to the above may be granted for circumstances beyond the control of the student which prevent her/him from graduating on time. To qualify for an exception, the student must petition the Interim Assistant Dean for Academic Administration in writing stating the circumstances related to their petition.

Academic Course Schedules

Each term's academic curriculum schedules are posted on Blackboard on the "Student Resource Center" course site. The schedules are accessed through the "Curriculum Schedules" tab located on the left side of the home page. A typical week class schedule template will be posted by the Office of Academic Administration to provide students, faculty and staff the regular time block and room assignment for each class. Students must review individual course syllabi to determine specific daily course schedules. To assist with student and faculty planning, the Office of Academic Administration will publish a combined week-to-week schedule for all courses. These combined schedules generally reflect major examinations, and are updated throughout the term to reflect any changes initiated by the course directors and/or Office of Academic Administration. The student is responsible for adhering to the most up-to-date calendar in force. Final examination schedules will be published by week 3 of the Fall and Winter Terms, and by week 2 of the Summer Term.

Academic and Event Calendar

The University of Detroit Mercy School of Dentistry Academic and Event Calendar documents dates and events of significance for the University of Detroit Mercy School of Dentistry community, including the key dates of the annual Academic Calendar, faculty and staff development programs, student organization meetings, graduation activities, clinical licensure examinations, continuing education programs, alumni board meetings and activities, and professional meetings. The Academic and Event Calendar is found on the School's web page at: http://dental.udmercy.edu, click on the "Academic Calendar" link. http://dental.udmercy.edu/calendar/index.php

UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY OFFICE OF EDUCATIONAL TECHNOLOGY

The Office of Educational Technology supports and actively promotes the use of technology for the advancement of education. This would include technology used in the classroom and online at the school. Support is provided for faculty and students by the team members of the department. Some of the technology supported by the office includes personal audience response systems (clickers), digital media design, poster design, and our learning management system (currently Blackboard).

Audience Response Systems (Clickers)

The University of Detroit Mercy School of Dentistry requires students to purchase a "clicker" as part of our audience response system for use in the classroom and labs. Clickers may be used as a way to efficiently gain answers from the students during a lecture or as the response methodology for an examination. Faculty members expect that our students are responsible to come to each class prepared, which includes having their functioning clicker available for use on a daily basis. The following serves as a reminder of the student's responsibility for clicker use.

Preparedness

If you come to class without a registered clicker, it will constitute unpreparedness for your class. If you are unprepared, it will result in no credit for the event(s) of the day, including but not limited to class participation, quizzes, and exams. Faculty has the discretion to allow for your situation based on circumstances and your historical performance.

Clicker Replacement

If you have lost your clicker or have a damaged/defective clicker, it is your responsibility to address the situation. If you need to purchase a replacement clicker (fee charged) you can contact the Educational Technology staff at the school to purchase a replacement. Once you have your replacement it needs to be registered on Blackboard. After registration, you are required to notify your professor that you have a new clicker, so that the class registration can be updated to ensure that you receive credit for your clicker participation.

Understanding

Basic guidance is provided by school personnel, but it is also your responsibility to understand the functionality of the clicker. You should be able to use the clicker in all circumstances that may be presented in class. There are tutorials available to assist you in learning the different aspects of the usage. If you are having difficulty you can contact the Educational Technology staff for assistance or direction to the tutorials.

Batteries

To use your clicker you need to have fresh batteries. The clicker will do a battery check prior to the start of a quiz or test. If the device determines the power level is too low, it will not allow you to begin. It is your responsibility to have a fresh supply of batteries for your clicker. While the battery life can be quite long, you should be prepared with extra batteries. Not having a working clicker will result in a loss of credit for the activities of the day.

Academic Misconduct - Clicker Use

Please be aware that failing in your responsibilities related to the use of you clicker will result, at a minimum, of no credit being earned for the event in question, and could constitute academic misconduct based on the circumstances. Academic misconduct includes, but is not limited to the following:

- another student uses your clicker in class to represent your presence or participation
- you exchange or share clickers with another student
- you register a clicker on Blackboard that is not your own
- any other utilization of a clicker not your own, for any purposes related to your courses

Blackboard Sites

The University of Detroit Mercy School of Dentistry Blackboard Course Server uses the Blackboard software to host online portions of courses. You will find many of the materials for your courses posted as faculty make them available, and this can include assignments, tests, recorded lectures, PowerPoints, reading materials, and grades. In addition, Blackboard can host other support sites used for school communications or facilitation of your programs. Access to Blackboard for all users is provided through the TitanPass home page by clicking on Blackboard. The Office of Educational Technology can assist you with any questions you have using the system.

TechSmith Recordings

The University of Detroit Mercy School of Dentistry encourages faculty to record their lectures using TechSmith and post them to Blackboard within a reasonable time following the lecture. This is provided as a convenience for students and is not meant to substitute face-to-face learning. Lecture recordings are the intellectual property of the faculty and should not be distributed by students outside of the Blackboard environment.

STUDENT EVALUATION OF INSTRUCTION

What is the purpose of Student Evaluation of Courses?

The University of Detroit Mercy School of Dentistry utilizes a web-based course evaluation program called CoursEval. Information provided by students is used in the following ways:

- To aid individual faculty in course and teaching improvement efforts
- To contribute to curriculum assessment, revision, and the accreditation process

What are DZD 8010 (Dental Program Course Evaluation) and DZD 8020 (Dental Hygiene Program Course Evaluation)?

Each course's only requirement is completion of course evaluations and faculty evaluations using a web-based program near the end of each term. You will receive an A if all evaluations have been completed. Failure to do so will result in a letter grade of F. The grade for the course is deferred over multiple terms as indicated below:

Dental Program (1 credit hour each):

- DZD 8010 Course Evaluation - 5 Terms, beginning in the DS1 Fall Term and ending in the DS2 Winter Term.

- DZD 8010 Course Evaluation - 6 Terms, beginning in the DS3 Summer Term and ending in the DS4 Winter Term.

Dental Hygiene Program (0.5 credit hour each):

- DZD 8020 Course Evaluation - 3 Terms, beginning in the DH1 Summer Term and ending in the DH1 Winter Term.
- DZD 8020 Course Evaluation - 3 Terms, beginning in the DH2 Summer Term and ending in the DH2 Winter Term.

Who and what gets evaluated?

Students routinely evaluate overall didactic courses, preclinical laboratory courses, and clinical rotations. Individual faculty in their various roles as lecturers, bench instructors, and clinical faculty are also evaluated at different times during the academic year.

What about confidentiality?

Student answers are completely confidential - student names can never be associated with responses unless a student includes it in their open-ended responses. Instructors do not have access to aggregate results until after final grades are due and the site is closed. Closed-ended question responses are reported statistically (frequency distribution, mean, median, mode); open-ended question responses are reported just as the student typed them in.

When does the site open?

The web-based Course Evaluation program opens two weeks before the end of each term. Students are notified by email when the site is open. Students have the opportunity to evaluate each course in which they are currently enrolled.

When is the deadline for completion?

The deadline for completion is 5:00 PM the day before grades are due (see Academic Calendar). Students who have not submitted all evaluations by that time will receive a grade of Incomplete (I). For those students who have earned an "I" grade, the site remains open for course completion (i.e.: completing evaluations) until two weeks after the start of the next term. Please note that the site closes at 11:59 PM at the end of the extended completion period, and cannot be reopened.

How Do You Log On?

Go to http://www.udmercy.edu/evaluate. The log-in screen will ask for your TitanPass user name and password.

What problems might you encounter trying to access the program?

If you have questions, please contact Ms. Margie Coleman colemame@udmercy.edu

- Forgotten ID or Password - Contact IT by getting on the TitanPass website my.udmercy.edu
- Server Temporarily Disabled - If you encounter a problem, contact Ms. Coleman by email or simply try again later. If the program is down for an extended period, an email is sent to everyone announcing when the program is available.

- Email Reminders Not Received – Reminders will be sent out to students during the CoursEval completion period; however please note that students are responsible to complete all evaluations regardless of whether email reminders are received. Please clear out your email regularly, if a student has allowed their email box to become overloaded, they will not receive any email.
- Not an Authorized User - Please verify that you are using your TitanPass user name and password. Email Ms. Coleman or IT if the issue is not resolved.
- Unable to Access via Home Computer - Your computer at home will not let you log into the program; if cookies are not enabled, you will not be able to access the program. CourseEval only supports Internet Explorer or Firefox. If cookies are not enabled, you will not be able to access the program. Change your computer settings or use a school computer. Chrome is not supported by CoursEval and will not let you get onto the website. *Revised 7/19*

ACADEMIC PERFORMANCE AND EVALUATION
RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students' Assurances

All students are assured of the following.

1. Academic evaluation that is honest and fair while students remain responsible for the quality of their work in all courses
2. The right to privacy for their School of Dentistry records and communications with School of Dentistry faculty
3. Due process as outlined in this handbook

Responsibilities of Students

Student responsibilities include all aspects of performance: technical skills, written and oral examinations, interpersonal communication with colleagues, staff and faculty, patient interaction and management, demeanor, and professional conduct. Grades reflect not only the passing of examinations and the completion of qualitative and quantitative expectations in laboratory and clinics, but actions and words that demonstrate the following:

1. Student Professional Conduct, this means that students are expected to adhere to the following behaviors.
    a. Attend all scheduled classes, laboratory sessions, clinical assignments and examinations
    b. Know and adhere to University of Detroit Mercy and School of Dentistry policies and procedures
    c. Cooperate with School of Dentistry faculty and staff in the performance of their duties and authorized activities
    d. Meet all financial obligations to the University
    e. Provide accurate and complete information for all official records and documentation requested by the University or School of Dentistry

f. Display identification at all times while at the School of Dentistry, UHC Clinics, outreach clinics, or other sites where the student is representing the School of Dentistry or University
g. Demonstrate "fitness" for the practice of the profession

2. Ethical Professional Conduct
    a. A dental professional must aspire to the highest possible standards of moral human behavior because the welfare of the patient is dependent upon the sacred trust which society gives to the profession of dentistry
    b. This trust provides that dental professionals are allowed to care for the health of their patients without direct societal regulation with the understanding that the provider will put patients' well-being ahead of their own personal interests
    c. A dental professional behaves with the deepest compassion and empathy towards patients, colleagues, and co-workers
    d. The dental professional behaves with scrupulous integrity and honesty in all activities and interpersonal relationships

3. Patient Care Conduct
    a. Each student is obliged by the responsibility to the patient, the profession, and his/her own personal integrity to strive to become skilled to conscientiously administer to the oral health condition and treatment needs of the patients.
    b. Each student is obligated to become familiar with School of Dentistry and clinical department protocols and guidelines to provide patient care that satisfies all policies, while at the same time providing person-centered care.
    c. Professional conduct in discharging one's responsibilities to each patient includes:
        i. Conscientious arrangement of appointments for assessment, diagnosis, treatment, and post-treatment evaluations.
        ii. Appropriate informed consent, utilizing forms and protocols provided by the University of Detroit Mercy School of Dentistry.
        iii. Evidence of consultation(s) with faculty when appropriate.
        iv. Timely compliance with all commitments as outlined in the clinic manual and/or course syllabi.
        v. Student Appointment/Business Cards: Only one template has been approved and authorized by the School. Any other template will not be allowed. Please see below.
            - The student's @udmercy.edu email address must be used

- Students may not use personal phone numbers or email addresses

Student Complaint Guidelines

Consistent with its mission, the University of Detroit Mercy welcomes feedback from students about our policies, programs and services in an effort to promote a successful learning environment. To that end, the University of Detroit Mercy is committed to providing prompt and fair resolution of all student complaints. We are accountable to our students, constituents, and accrediting agencies to provide a process by which students may lodge complaints in a nonthreatening manner, free from retaliation of any kind. The following is the link to the student complaint website.
https://detroitmercycomplaintandresolutioncenter.desk.com/customer/portal/emails/new

What is a student complaint?

A student complaint ranges from an experience with, or treatment by, a University employee to a matter relating to academic or non-academic areas not addressed in college and school handbooks or University policies and procedures. There are two types of complaints:

- **Academic:** College/School-related, Library/IDS, Career Education Center, University Academic Services issues or any other academic matter.
- **Non-academic:** Student Services (issues with Admissions, Financial Aid, Registrar, Student Accounting, International Services, Residence Life or other non-academic departments), Auxiliary Services (bookstores, food services) or issues with Facilities or Public Safety (buildings, parking lots, security of person or property, etc.)

How is a student complaint different from a grievance or appeal?

The student complaint site is **not** intended to address student academic grievance and appeal issues. Students interested in submitting a grievance or appeal should follow the procedures in the applicable catalog or student handbook for such issues. This site is also not intended for sexual harassment, Title IX, sexual misconduct or violence, or any other type of discrimination claims.

Key documents and sites for specific complaints:

- **Accredited Program Related Complaints:** For complaints related to professional programs, contact the specific accrediting agency. Programs and specific accrediting agency information can be found at https://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint
- Policy Prohibiting Sex and Gender-based Discrimination (PDF)
- Title IX Investigation and Resolution Procedure (PDF)

- To report sex or gender-based discrimination, please click here.
- Tuition Variance: This site is also not intended for issues that need to be submitted to the Tuition Variance Committee. Tuition variance issues need to go to the committee through the Student Accounting Office. Obtain a Petition for Tuition Adjustment from the Student Accounting Office. This can be done in person, or at https://www.udmercy.edu/current-students/accounting/files/petition_refund.pdf
- For Whistleblower Policy, please click here.

Steps to file a student complaint

Informal Complaint Resolution:

Students are encouraged to seek an informal resolution of the matter directly with the faculty, appropriate college/school administrator, or specific individual(s) involved when possible. Detroit Mercy schools and colleges have policies and processes for specific categories of complaints. At the School of Dentistry, complaints may be taken to the Assistant Dean for Student Services & Enrollment Management.

For matters where a resolution is not feasible, a Student Complaint Form can be submitted online. This site will help guide you through Detroit Mercy's procedures for submission of complaints.

Formal Complaint Resolution:

1. Seek conflict resolution whenever possible by communicating directly with the University employee responsible for the service or area of complaint. In most cases, you will be asked to speak with the department or staff member associated with the concern.
2. If you are not satisfied with the outcome of the initial interaction or you are not comfortable approaching the Detroit Mercy employee directly, submit your complaint to Detroit Mercy using the online form.
3. Students who are unable to submit an electronic form may have a University employee submit the form on their behalf.

When submitting a complaint, please provide as much information of the following information.

- Describe your specific complaint and what occurred. Identify the names of all individuals involved.
- Include date, time, and location of the incident that resulted in a complaint.
- Attach any documents to support the complaint.

What happens next?

Once you submit the complaint using the online form, you will receive an email confirmation of receipt within seven (7) business days.

- If additional information is required, you may be notified.
- Within thirty (30) business days of the submission of your complaint, Detroit Mercy will provide you with a response.

- If more than thirty (30) days is needed to research and respond to your complaint, you will be notified.
- Upon either responding to or addressing the complaint, the issue will be considered closed.
- If a student wishes to appeal the response, the student has five (5) business days in which to do so in writing to the Provost. The written appeal must provide a detailed explanation of the basis for the appeal. The Provost or the Provost's designee shall have ten (10) business days in which to respond. The Provost's determination shall be final.

Administrative Reports and Amendments

- Student Complaints will be tracked and reported annually by the Office of Academic Affairs to assist business units affected in identifying areas of improvement and making recommendations, if necessary, to address the quality of the student experience.
- Detroit Mercy has the right to modify, amend, or terminate this policy at any time.

University of Detroit Mercy School of Dentistry Complaint

Students who wish to make a complaint regarding a specific course should make every effort to resolve the issue with the course director as appropriate. If the student is not able to resolve the issue, the complaint should then be forwarded to the Division Director. For issues not resolved at the level of the Division Director, students can bring the complaint to the Office of Academic Administration for review. For complaints related to an appeal of a grade, please see "Guidelines for Appeal of a Final Grade" section. For complaints related to an appeal of an Academic Performance Committee decision, please see the "Academic Performance Committee Policies and Procedures" section. For complaints related to an appeal of a disciplinary hearing panel, please see the "Student Professional Misconduct Disciplinary Hearing Process" section. Students who wish to make a complaint regarding academic policies or procedures, course scheduling concerns, academic resources, or issues of academic performance should forward the complaint to the Office of Academic Administration.

Students who wish to make a complaint regarding clinic issues and/or clinical operations should seek out the direction of his or her Clinic Lead, if appropriate. For matters not resolved at the Clinic Lead level at the Corktown Campus, students should forward the complaint to the Assistant Dean for Clinic Administration. For matters at the University Health Center (UHC), students should forward the complaint to the Assistant Dean for Clinic Administration.

Students who wish to make a complaint regarding academic support resources, facilities and campus resources, programs or events, or issues related to student services should forward the complaint to the Office of Student Services & Enrollment Management. Students can also voice complaints or concerns to their respective class officers to be discussed at monthly Dean's meetings with members of administration. In addition, the Office of Student Services & Enrollment Management is available to hear any complaint (course-specific, academic, clinical, etc.) in an effort to assist the student in determining the appropriate course of action or to facilitate resolution of the matter. *Rev: 8/16/04, 7/17*

GRADING AND EVALUATION POLICIES

Dental Program Grading Scale and Quality Point System

Symbols used in the evaluation of Dental Students are:

Grade	Numerical Equivalency	Quality Points
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D	60-69%*	1.0
F	<59% (<69% Clinic, PreClinic)*	0
W	Withdraw	No Credit
I	Incomplete	

**Please note that PreClinical and Clinical Dental Courses do not utilize a "D" grade. This includes any course with patient or simulated patient contact.*

Dental Hygiene Program Grading Scale and Quality Point System

Symbols used in the evaluation of Dental Hygiene Students are:

Grade	Numerical Equivalency	Quality Points
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%**	1.3
D	60-66%**	1.0
F	<59%	0
W	Withdraw	No Credit
I	Incomplete	

***Please note that PreClinical and Clinical Dental Hygiene Courses may utilize a "D" grade*

Graduate Program Grading Scale and Quality Point System

Residents should consult with their Graduate Program Director and course syllabi for the Grading and Evaluation Policies.

Withdrawal from an Academic Program

Dental students interested in withdrawing from the Dental Program should contact the Dental Registrar and the Interim Assistant Dean for Academic Administration. Dental hygiene students and graduate program residents should consult the Dental Registrar and their Program Director. Fees will be assessed and are determined based on the University of Detroit Mercy policies and the date of withdrawal.

Repetition of a Term or Year

Upon recommendation of the Dean, a student may repeat an academic year or term because of a leave of absence or academic difficulty. Students are responsible for applicable tuition and fees associated with repetition of a term or year. Students that repeat a term or academic year will have the courses for which they were enrolled listed on their transcript with the notation "R". Grades recorded for the initial enrollment in the term or academic year will not be computed in the cumulative grade point average.

Failure "F" Grade

If a student who has incurred a failure "F" is permitted to remain in the School of Dentistry or Dental Hygiene Division, the student must successfully repeat the course to the satisfaction of the course director. The "F" grade remains on the transcript and if a passing grade is subsequently earned, it too will be reflected on the transcript. Both grades will be used to compute the quality point average. The only exception to the requirement to repeat a course is the Student Course Evaluation Courses.

Incomplete "I" Grade

1. An "I" (Incomplete) grade can be submitted at the discretion of the course director.
2. If the student does not complete the required work by the end of the sixth (6th) week of the following semester the "I' grade is automatically changed to an "F". This policy does not apply to the Course Evaluation Course.
3. The deadline for completing an "I" grade may be extended at the discretion of the course director and recommendation of the Academic Performance Committee (APC). An "I" grade may NOT extend past the end of an academic year.
4. Students with an "I" (Incomplete) grade are not eligible for the Dean's List.

Progress Grades

"U" (unsatisfactory), "M" (marginal), "S" (satisfactory), "DEF" (deferred): These grades are reported for Dental, Dental Hygiene, and Accelerated Dental Program students at periodic progress meetings of the Academic Performance Committees. A "U" or "M" grade will result in a letter from the Office of Academic Administration that must be signed by course directors or appropriate individuals within 2 weeks. It is the student's responsibility to schedule meetings with course directors to discuss academic or clinical status. Students without a "U" or "M" grade may also be required to meet with course directors to discuss issues or concerns. Failure to submit a signed letter will significantly interfere with expected progress in the student's program.

Grading Policy - Grade Deferral

Grade deferral will be used in the following circumstances:

- When a course extends beyond a single term, a final grade will be submitted at the end of the term in which the course ends.

- When clinical rotational assignments require more than one term for rotation of the entire class, grades will be deferred until the class has completed the rotation as scheduled.

Guidelines for Appeal of a Final Grade

Every effort should be made to resolve a difference over a final grade on an informal basis through a discussion of the problem between the student and the course director. If the situation cannot be resolved with the course director, the student should consult the Division Director. If the Division Director is the course director, the student should consult the Interim Assistant Dean for Academic Administration. In all situations, the student should clearly announce that the purpose of this meeting is an attempt at informal adjustment as described in this handbook. The student may be asked to put their request in writing with appropriate justification and documentation, including a copy of the course syllabus, exam, quiz or project grades, and other pertinent material. The faculty member, Division Director, or Interim Assistant Dean for Academic Administration should document this meeting.

Formal Adjustment

If the matter remains unresolved after such efforts, the student may request that an Appeals Committee review the matter. This request must be in writing to the Interim Assistant Dean for Academic Administration and must state the reason for the appeal. The appeal request must be filed within 15 academic days after the grade was reported.

The request will be reviewed by the Interim Assistant Dean for Academic Administration in consultation with the Assistant Dean of Student Services & Enrollment Management. If they find the appeal to be valid and supported with documentation, the Interim Assistant Dean for Academic Administration shall, within five academic days following the receipt of the grade appeal request, notify the instructor of the grade appeal request, appoint an Appeals Committee, and designate a chairperson. The committee shall consist of at least two faculty members (from divisions other than that involved in the grade appeal), the chairperson, and one student peer member.

The chairperson of the Appeals Committee shall convene a meeting within five academic days following the appointment of the committee. Notice of the meeting will be transmitted in writing to the student and the committee at the same time. The student may invite his/her advisor, another faculty member, or the Assistant Dean of Student Services & Enrollment Management.

At the meeting, the student will present information to show cause why the grade should be changed. The committee members may question the student. At the end of the presentation and questions, the student and his/her advisor will leave the meeting. The committee may reconvene after gathering further information or substantiating information given at the hearing.

The Appeals Committee will then decide to either

1. uphold the grade with stated reasons or
2. recommend a change in grade with stated reasons.

After the Appeals Committee has reached a decision, the chairperson of the committee shall so inform the Interim Assistant Dean for Academic Administration, the student, and the instructor no later than ten days after the decision is made.

If any party to the complaint is not satisfied with the decision of the Appeals Committee, he/she may request, in writing within four academic days, that the Dean review the matter. No change in the basic issues and facts which led to the original written complaint may be introduced at this level unless all parties concerned mutually agree that such changes are pertinent to a just resolution of the original complaint. The Dean will provide a written statement to all the involved parties. This does not apply if the student is dismissed from the school or is no longer enrolled.

The Dean's review of the matter shall be final however, the student or the instructor has the right to bring the matter to the attention of the Provost and Vice President of Academic Affairs. In case of the Dean's absence, his designee will act in his behalf. *Edited 8/03; 7/17; 7/18*

POLICY STATEMENTS: COURSE SYLLABI AND EXAMINATIONS

General Course Policies

Courses are to be as long as their content and methodology dictate and do not have to be "molded" to the number of weeks in a given term. Where possible however, divisions should attempt to place only as much material into a course as would completely fill the time allotted leaving additional material to be covered in a subsequent course.

1. Course Syllabus: Course directors are required to distribute their written or digital syllabus utilizing the University of Detroit Mercy School of Dentistry standardized syllabus format in compliance with School of Dentistry policy no later than during the first class meeting.
2. Course Policy Notification: It is the responsibility of the course director to inform the students no later than the first class meeting of course policy concerning failures on examinations, quizzes, papers, absences, and arriving late for scheduled examinations. Incorporation of these policies in the course syllabus is considered an appropriate method for informing students.

Examination Guidelines

Examinations are a part of the teaching-learning process. It is necessary, therefore, that a clear and consistent framework for examinations be maintained which reflects the need for flexibility and individuality. Examinations, self-evaluation, or other feedback activities should be administered at several times during a course to provide opportunities for student self-assessment and partial derivation of the final course grade. Not only is this good educational practice, it diminishes the weight, and hence overall study time needed for the final examinations which occur at the end of the terms.

1. Definitions
    a. Examination: an evaluation procedure to measure student learning lasting approximately one class period or longer.
    b. Quiz: an oral or written test to measure student learning not to exceed twenty minutes.

2. Examination Scheduling

a. **Examinations Outside of Scheduled Class Times:** The use of time for examinations that is not during a regularly scheduled class session must be coordinated through the Office of Academic Administration and is not permitted without written approval by the Interim Assistant Dean for Academic Administration.

b. **Student Request to Modify Scheduled Examinations:** Changes made as a result of requests from students to modify the date of a published quiz or examination as indicated in a course syllabus, MUST occur in the first two weeks of the term. Compliance with the request is left at the discretion of the course director. Students are no longer allowed to change the dates and times of final exams.

3. Procedures for Examinations Administration

The following protocols should be utilized for all applicable evaluations, which account for 25% or more of the course grade unless otherwise specified. Section 4 outlines specific student and faculty responsibilities to discourage academic and professional misconduct.

a. Preparation Prior to Examination Administration

i. Course Director Responsibility: Responsibility for the preparation of examinations lies exclusively with the course director as delegated by the division director. In professional schools, the division director is ultimately responsible for the conduct of all courses in the division and has the responsibility to exercise appropriate oversight.

ii. Test Security and Multiple Versions: Security of test materials is the responsibility of the course director. Multiple versions of the examination should be prepared.

iii. Seat Assignment: Assigned seating may be used for examinations and quizzes. Course directors are responsible for developing and posting seat assignments.

iv. Proctors: Faculty proctors should be present for all examinations. Course directors are responsible to schedule at least two proctors to be present in each room, with at least one proctor being a faculty person. Additional proctors may be used if needed to ensure exam security. Proctors should be familiar with their responsibility to monitor professional conduct, the protocol for reporting academic misconduct (please see: Student and Faculty Responsibilities to Discourage Professional Misconduct).

v. Testing Accommodations: If the course director is notified by the Office of Academic Administration that one or more approved students has requested testing accommodations for an examination in their course, they are responsible to coordinate with the designated staff member. This may include providing information on the administration of the exam, including format, length and supplemental materials, as well as providing copies of the exam and supplemental materials prior to the date of the exam.

4. Examination Administration Protocols

a. Valid Student Identification: Students must wear valid identification while in the examination room. For online quizzes or exams, to protect student privacy, students must use their unique student login and examination ID numbers.

b. Authorized Materials: Students may bring only writing implements and other authorized materials to their seat or bench, as determined by the course director.
c. Faculty are encouraged to require that all students leave any materials not authorized by the course director, including books, laptops, phones, notes, and personal belongings in an area separate from the testing area as designated by the course director/proctor.
d. Examination ID Numbers: Students are to identify their examination materials by using their School of Dentistry Examination ID Numbers or follow guidelines of the course director. The number will be placed in the location(s) designated by the course director/proctor. Names should normally not appear on the examination materials; however, course directors will determine the preferred method of identification.
e. Responses and Answers: Responses and answers will be submitted as designated by the course director, including electronic and written methodology. For written exams, answers should be written only on the Scantron sheet provided, examination booklet, or on other materials as designated by the course director/proctor.
f. Notification to Students Regarding Examination Protocols: Prior to the start of the exam, students will be informed as to the sources and distribution protocol of materials for examinations. Some examples include, but are not limited to, proctors providing specific directions regarding start and finish time, submission of completed examinations, and whether students can leave or must remain in a classroom/lab for the length of the examination.
g. Examinations Administered in Multiple Locations: In situations where an exam will be administered in multiple rooms and by separate proctors, the course director should prepare a written set of instructions for the proctors. These instructions may be read aloud to the students by the proctors before the start of the exam.
h. Late Admittance: Students are not permitted to enter the examination room after the start of the examination except with permission of the course director/designee. It is the Course Director's decision to determine whether or not a student who arrives late may take the examination.
i. Breaks and Leaving Examination Room: For examinations of two hours or less, students will not normally be expected to leave the examination room. For examinations greater than two hours, provisions must be made to accommodate a fifteen-minute break. The examination must be structured or the break designed such that no breach of examination security can occur. In case of illness during the examination, a new examination date and time will be established in accordance with the guidelines described in this Handbook.
j. Questions and Clarifications: No questions of clarification, content, or interpretation will be answered during the examination unless so specified by the course director/designee. If clarification is given it must be provided to all students taking the examination (e.g.: with an announcement to the entire class).
k. Removal or Copying of Exam and Exam Materials: Neither the examination itself, nor any notes or materials derived from the examination, may be copied by students or removed from the examination room without permission of the course director/proctor.
l. Post-Examination

i. Examination Results and Opportunity for Student Review
   1. Reasonable Timing for Results: It is the responsibility of the instructor to provide the results of examinations, quizzes, and papers as soon as possible but not later than two weeks after the examination, quiz, or submission of the paper.
   2. Student Review: If an examination is not to be returned to the student, arrangements must be made for the student to review all test documents (answer sheet, test booklet, test key) upon request.
   3. Exam Analysis and Publication: Compiled statistical results of examinations, quizzes and course grades which do not identify students by name may be released at the discretion of the course director.

ii. Examination Retained on File: Examinations that are not returned to the student must be available for student review and retained on file with the department for one year after the Registrar has recorded the student's final course grade.

5. Student and Faculty Responsibilities to Discourage Professional Misconduct

Cheating is a serious infraction of the School of Dentistry's Professional Conduct guidelines. Cheating gives cause to doubt the student's integrity and fitness for the profession. Undetected or ignored cheating encourages dishonesty. It can give a student unfair advantage over other students in comparative ratings and can lead to improper assessment of the student's readiness to progress to more advanced study or to provide direct patient care, as well as demoralize the majority of students who do not try to take unfair advantage.

a. Student Responsibility: Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating.
b. Instructors and Proctors: All persons involved in teaching or in evaluating student performance and all those who serve as proctors of student examinations have a responsibility to help prevent and control cheating.
c. Measures to Help Prevent Cheating: Any number of measures may be taken to help prevent cheating, not the least of which is reminding students before the examination begins that any action that gives the appearance of cheating will be taken as a presumption of, and treated as, cheating. The following measures are mandatory on all examinations and laboratory projects within the University of Detroit Mercy School of Dentistry:
   i. Pre-Administration Security
      1. It is suggested that the same examination will not be used on an annual basis.
      2. From its inception, all copies of an examination in development, written, or electronic form, must be secure.
      3. Copies of examinations must be kept in a locked file cabinet, closet, or desk until ready for use.
      4. Examinations that are removed from secured areas must be kept in the presence of the responsible faculty member from the time they are removed

until the exam is administered. They should never be left unattended in an empty room or office.

ii. Classroom / Laboratory Examination Administration
    1. Students may be randomly seated in the examination room. Seat assignments may be posted at the room entrance. In situations where seating has not been assigned, a faculty person may choose to request that students sit in specific areas of the classroom.
    2. Students will be seated so that there are empty seats on both sides of each student and so that, except in the front row, and when possible, students in succeeding rows are seated directly behind one another.
    3. If brought into the examination room, books and other materials, including but not limited to backpacks, coats, hats, gloves, sweatshirts, purses, and lunch boxes must be placed at the front or rear of the room before beginning the exam. Specific directions will be given by the proctor or course director.
    4. No electronic devices will be allowed on a student's person during an examination.
    5. At least two proctors will be present for the duration of an examination. Proctors will be informed of examination protocol and academic policies. Proctors can include appropriate staff and part time or full time faculty.
    6. Proctors should circle the room independently and project an air of vigilance, rather than congregate in one place, read, or show other signs of inattention.
    7. A student who leaves the examination room without permission after the examination has begun will not be allowed to return to the room.
    8. All examination materials must be turned in before a student leaves the room.
    9. When students leave the examination room upon completion, they should move to other parts of the building rather than congregate outside the door and disturb classmates who are still taking the examination.
    10. When grading constructed response items, such as fill-in-the-blank, essay, or sentence completion questions, graders will fill any vacant space where an answer has been omitted using a line, large X, "Omitted" or some other unequivocal mark indicating that the item was left blank by the student.

iii. Laboratory Projects
    1. Faculty are encouraged to either keep projects submitted, or if a project is returned, mark the project in a manner that is visible and permanent to prevent resubmission or other forms of fraudulent use.

6. Witnessing Suspected Academic or Professional Misconduct

a. Student's Role
    i. Students are expected to monitor student colleague behavior. If an incident of cheating is observed the student should report the incident to the proctor or course instructor.

ii. Students should be familiar with the School of Dentistry Academic Policies and Procedures Handbook relating to professional misconduct allegations.

b. Proctor's Role
   i. Alert another proctor to witness the cheating behavior to provide corroboration. Even if no other proctor is available, document the behavior.
   ii. Allow the involved student(s) to complete the examination.
   iii. Inform the student(s) that the cheating behavior was observed at the time that each involved student turns in his/her examination paper.
   iv. Report the incident to the course director as soon as possible after the completion of the examination (within five academic days).

c. Instructor's Role
   i. Upon observation or receipt of a report of cheating on an examination in a course for which he/she has primary teaching responsibility, the instructor will investigate the reported incident. If substantiated, the instructor will review the University of Detroit Mercy School of Dentistry Academic Policies Handbook for appropriate protocol and report the incident to the Office of Academic Administration.

7. Final Examination Policies

The Registrar in consultation with the Interim Assistant Dean for Academic Administration is responsible for preparing the final examination schedule which includes dates, times, and room assignments.

a. Final Exam Period: Each term, a Final Exam Period is designated by the Office of Academic Administration and published in the Academic Calendar. Final examinations will be given during the last regularly scheduled class session or during the scheduled Final Exam Period. In order to plan a schedule that will allow students to perform at the highest level, course directors must submit requests for an examination during the Final Exam Period to the Registrar no later than the first week of the term. The course director must obtain permission for any variation from this policy from the Interim Assistant Dean for Academic Administration.

b. Limitations on Multiple Final Exams per Day: No more than two didactic examinations and one laboratory examination per class will be scheduled on one day.

c. Student Input: Student input from class representatives concerning the final exam schedule will be considered by the Office of Academic Administration.

d. Publication and Distribution: Final examination schedules are finalized after input during the first 3 weeks for the Fall and Winter Terms, and during the first 2 weeks for the Summer Term. Draft and final schedules will be available in the Registrar's Office, and will be published electronically via email and/or through Blackboard Student Resource Center.

e. Modification Requests after Publication: Once the final examination schedule is published and distributed, changes must be approved by the Interim Assistant Dean for Academic Administration in consultation with the Assistant Dean of Student Services & Enrollment Management and the course director.

Combines Administrative Policy 7/95, 7/01, 1/05; Edited 10/14, 7/17, 6/18

NATIONAL BOARD DENTAL EXAMINATION (NBDE)

Purpose

The purpose of the NBDE is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. The examination assesses the ability to understand important information from biomedical and dental sciences and the ability to apply such information in a problem-solving context.

NOTE: The integrated examination format will be phased in over the next two years. The Integrated National Board Dental Examination (INBDE) integrates the biomedical, clinical, and behavioral sciences in its evaluation of candidate dental skills. Similar to the NBDE, the INBDE is designed to assist state boards of dentistry in making decisions about candidates for dental licensure. The INBDE is expected to be available in August 2020. The NBDE Part I is currently scheduled to be discontinued July 31, 2020, and the NBDE Part II is currently scheduled to be discontinued July 31, 2022. No administrations of the latter two examinations will occur after the aforementioned two dates. More information, including fact sheets and the INBDE Implementation Plan, is available under INBDE at ADA.org/JCNDE. Please consult the website prior to planning the Board Exam preparation.

Test Centers

The NBDE is administered by Prometric, Inc. at Prometric Test Centers in the United States and its territories including Guam, Puerto Rico, the Virgin Islands, and in Canada. National Board Dental Examination applications can be completed on-line using a Master Card or Visa credit card for payment. On-line registration is accessible at the ADA website. Upon completion of your application processing, you will receive an e-mail (or letter via U.S. mail if no e-mail address is on file) informing you to visit www.prometric.com or to call 800.688.5804 to schedule a testing appointment. The Prometric Contact Center will schedule your testing appointment at one of the Prometric Test Centers. However, the Prometric Contact Center will not schedule you before receiving authorization from the JCNDE. Authorization will be based in part on certification from the University of Detroit Mercy School of Dentistry. A list of test centers is available at www.prometric.com.

Examination Fees

The NBDE fees are posted on the Joint Commission's web site http://www.ada.org/JCNDE.aspx. This fee includes sending a score report to you and the Detroit Mercy School of Dentistry. All requests for official score reports received after the time of application require an additional fee per report. If you fail to report for an examination or you cancel your testing appointment less than two business days (before noon Eastern Time) prior to your scheduled testing date, you will forfeit your examination fee.

NOTE: Fees are non-refundable and non-transferable, no exceptions.

NBDE Preparation Resources

Class representatives may request topical review sessions from the University of Detroit Mercy School of Dentistry faculty members through academic divisions or Office of Academic Administration. Students will be provided information to register and take advantage of this resource to prepare for both sections of the NBDE.

NBDE Part II: Guide and Format

General Information about the National Board Dental Examination Part II and content is available at http://www.ada.org/en/jcnde/examinations/national-board-dental-examination-part-ii

The exam itself is drawn from the disciplines of Endodontics, Operative Dentistry, Oral and Maxillofacial Surgery/Pain Control, Oral Diagnosis, Orthodontics/Pediatric Dentistry, Patient Management, Periodontics, Pharmacology, and Prosthodontics. The exam includes a case-based component presenting events dealing with actual patients, both adult (70%) and children (30%). A minimum of 15% of the case-based component will address medical management of compromised adults and children.

NBDE Part II: Scheduling

The University of Detroit Mercy School of Dentistry curriculum is sequenced to allow DS4 students to take NBDE Part II after successful completion of the DS4 Summer Term. DS4 students are required to challenge the exam prior to graduation until July 31, 2022, after that it will be an integrated exam.

NBDE Part II: Student Certification to Challenge

A candidate is eligible for the NBDE Part II only after successful completion of the NBDE Part I. A student currently enrolled in a dental education program accredited by CODA is eligible for examination when the Dean of the dental school (or designee) certifies that the student is prepared in all NBDE Part II disciplines. The Office of Academic Administration will review applications for the Dean's approval to take NBDE Part II. Any DS4 student with any outstanding incomplete "I" grades or currently on academic probation (including a GPA below 2.0 or having earned an F grade that is not yet remediated) will not be eligible until remediation occurs or academic probation status is removed.

Upon confirmation of eligibility from the school, ADA forwards an email to the candidate with a confirmation number and a 1-800-number to register at a Prometric Testing Center for a specific testing date.

Regional Board Eligibility

1. Regional board guidelines will be strictly followed.
2. Eligibility will be determined by a committee composed of Interim Assistant Dean for Academic Administration, Assistant Dean for Clinic Administration, Clinic Leads, and Division Directors.

NATIONAL BOARD DENTAL HYGIENE EXAMINATION (NBDHE)

NBDHE General Information

National Board results are available in My Account. Follow these instructions on how to access your results. To report issues and incidents of fraud, content compromise, and sharing of test content, and breaches of test integrity and testing contract, please contact the Department of Testing Services at TestSecurity@ada.org.

Apply to Take the NBDHE

You will be asked to confirm you have read the Guide and agree to the rules and regulations.
A DENTPIN will be required to apply to take the test. If you have previously applied for, or taken, the DAT, NBDE, or NBDHE, you already have a DENTPIN. Retrieve, register, or get more information about DENTPIN.

Download and review the NBDHE Frequently Asked Questions About Scoring.

Request for Testing Accommodations

An individual is considered to have a disability under the Americans with Disabilities Act if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. English as a second language, test anxiety, slow reading without an identified underlying physical or mental deficit, or failure to achieve a desired outcome are generally not covered by the Americans with Disabilities Act. NBDHE Testing Accommodations Request

Examination fees are nonrefundable and nontransferable. There are no exceptions. Your credit or debit card will be charged when you submit your application.

The name on your IDs must match exactly the name on your application or you will be denied admission to the test. If you are denied admission, you will need to submit a new application. Your previous fee will be forfeited.

Electronic Notification of NBDHE Eligibility

The timeline for processing your application depends on your status as an applicant. The eligibility requirements are outlined in the Guide. Once your application has been processed, you will receive an email notification concerning your eligibility to test and instructions for scheduling an appointment. Please check your spam folder if you are unable to locate the notification.
Schedule a Time to Take the Examination

Advanced Scheduling

Schedule a testing appointment with Pearson VUE 60 to 90 days before your desired exam date. Please remember, you may schedule your examination appointment with Pearson VUE only upon receipt of your eligibility notification.

Rescheduling Examination Appointments

Reschedule your examination appointment by contacting Pearson VUE at least 24 hours before your appointment. The rescheduling fee is $25. Reschedule an appointment by contacting Pearson VUE at (888) 456-2830 or at www.pearsonvue.com. Leaving a message for a local test center is not sufficient; the local test center cannot schedule, reschedule, or cancel your appointment.

If you need to cancel or reschedule your appointment due to an emergency, please contact the Department of Testing Services by emailing testingproblems@ada.org or calling (800) 232-1694.

Take the Exam at a Pearson VUE Test Center

If you have concerns about scheduling issues, examination conditions, or any unresolved problems, inform the test administrator before leaving the test center. For issues requiring further action, email testingproblems@ada.org within five business days after the scheduled examination appointment.

Schedule Change Information

The schedule change for each of the National Board Examinations is now in effect. **An optional 15-minute scheduled break has been added to each section of the National Board Examinations.** Please download and read about the schedule change information in the respective National Board Guides.

This change does not affect the total testing time required for the examinations, with the exception of adding 15 minutes to Day 2 of the NBDE Part II. To compensate for the additional 30 minutes of break time, the optional scheduled lunch break has been shortened from 60 minutes to 30 minutes. Please make any necessary preparations and adjustments in anticipation of the shortened lunch break.

The additional breaks occur after a specified number of questions have been answered, NOT according to the amount of time that has elapsed. Once you have answered the questions, you must review your answers to those questions before taking the optional 15 minute break. You will NOT be able to return to the first set of questions after you have finished the review. Candidates who have been granted additional time as part of a testing accommodation will not receive additional scheduled breaks, but can instead be granted additional unscheduled breaks.

Joint Commission data suggest that examinees tend to spend more time on patient case testlets than on standalone items. Please make sure to pace yourself appropriately as you work through the examination, noting in particular the presence of testlets in examination sections. As a reminder, you may access your locker during scheduled breaks, but NOT during unscheduled breaks. Accessing your locker during an unscheduled break can result in the voiding of your scores and a mandatory retest wait period of up to two years.

Exam Preparation Material and Helpful Information

Please download and review this test day checklist (PDF) for a summary of the most frequent issues that create complications for candidates on the day of testing. The Department of Testing Services (DTS) encourages you to read the entire guidebook for the test you are taking and to call the DTS at (800) 232-2162 with any questions.

You may want to familiarize yourself with the Pearson VUE software examination software.

Also, download and read the following document for additional important information regarding the NBDHE Arbitration Agreement

The list of NBDHE reference texts can be downloaded from NBDHE Reference Texts. An interactive tutorial is available to download on the Pearson VUE Website. The NBDHE tutorial provides information

to successfully navigate through the items and case materials in the examination. The case images can be enlarged on screen six of the tutorial by clicking the magnifying glass (zoom in) a maximum of three times. The tutorial is provided at the Pearson VUE test centers prior to taking the examination. The Sample Test may also be helpful to review.

Download and Print NBDHE Released Item Sets ($37-$52 per set). Complete an order now and you will be able to immediately download and print from the order confirmation page. Once your order is complete, login to My Account to download and print at a later time. Order NBDHE Released Item Sets

NBDHE Results Information and Audit Request

To order your examination results, please select the NBDHE Results Request in the left navigation. Examination results are audited for accuracy before being posted. To order an audit request of your results, you must log in with your DENTPIN.

Contact Information

Joint Commission on National Dental Examinations
211 E. Chicago Ave
Chicago, IL 60611
800.232.1694
Email: nbexams@ada.org

Test Security and Fraud Prevention

To report issues and incidents of fraud, sharing of test content, and breaches of test integrity and testing contract, please contact the Department of Testing Services at TestSecurity@ada.org.

ACADEMIC PERFORMANCE COMMITTEES (APC): POLICY AND PROCEDURES

I. STANDING ACADEMIC PERFORMANCE COMMITTEES

A. Functions of the Standing Academic Performance Committee (APC)

1. To review the academic performance of all pre-doctoral dental and dental hygiene students
2. To make recommendations to the Interim Assistant Dean for Academic Administration and/or the Dean regarding:
    a. Students in current or potential academic difficulty
    b. Student progression through the program
    c. Students who have shown outstanding ability
    d. Students who may lack fitness for the profession
3. To set conditions under which students who have current or potential academic or other difficulties, or who may lack fitness for the profession may continue in class, lab, or clinic. Such conditions may include but are not limited to suspension from patient care, receiving professional counseling, anger management courses, or obtaining a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc.

B. Composition of the APC for Dental Students
    1. There are five separate standing Academic Performance Committees, one for each class (DS1, DS2, DS3, DS4) plus one for the Accelerated Dental Program (ADP). These committees are composed of the course directors, module directors for integrated courses, and clinic leads as necessary or their informed designee for each term.
    2. The Interim Assistant Dean for Academic Administration or his /her designee, who attends in a non-voting capacity, will chair the APCs for dental students.
    3. The Assistant Dean of Student Services & Enrollment Management is required to serve on the APCs in a non-voting ex-officio capacity. The Assistant Dean for Clinic Administration or the Clinic Lead is required to serve on the DS3 and DS4 APCs, in a non-voting ex-officio capacity.

C. Composition of the APC for Dental Hygiene Students
    1. There are two separate Academic Performance Committees, one for each class (DH1 and DH2). Committees are composed of the course directors or their informed designee(s) for each term. The Interim Assistant Dean for Academic Administration or his /her designee, who attends in a non-voting capacity, chairs both Dental Hygiene APCs.
    2. The Assistant Dean of Student Services & Enrollment Management, the Director of Dental Hygiene Division, and the Assistant Dean for Clinical Administration are required to serve on the APCs in a nonvoting ex-officio capacity.

D. Composition of the APC for Dental Residents
    1. There is a combined standing Academic Performance Committee representing Advanced Education in General Dentistry (AEGD), Graduate Endodontics, Graduate Orthodontics, and Graduate Periodontics programs. The committee is composed of the program director(s) or their informed designee(s), for each program year. If by request of the Interim Assistant Dean for Academic Administration or a program director, the DS4 APC will review the status of students enrolled in the Accelerated Dental Program during any dental school academic term.
    2. The Interim Assistant Dean for Academic Administration or his /her designee, who attends in a non-voting capacity, will chair the APC for dental residents.
    3. The Assistant Dean of Student Services & Enrollment Management is required to serve on the APC in a non-voting ex-officio capacity. The Assistant Dean for Clinic Administration is required to serve on the Graduate Program APC in a non-voting ex-officio capacity.
    4. The procedures for the standing APC, and any necessary special APC sessions, will follow the procedural operation, appeals, post-appeal review, and other provisions as outlined for the Dental and Dental Hygiene Program APCs.

II. PROCEDURAL OPERATION OF THE STANDING APC

The APCs will schedule meetings during the academic term for the assessment of, and recommendations regarding, student progress at mid-term and end of term. Additional meetings may be scheduled as deemed needed by the Committee, the Interim Assistant Dean for Academic Administration, or a designee.

A majority of members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each member of the Committee will be entitled to one vote. The APC chairperson is entitled to vote only in the case of a tie.

Minutes of the Committees' meetings will be taken. Minutes are not intended to be verbatim transcripts of all discussions and considerations. Minutes of the APCs will be kept in the Office of the Interim Assistant Dean for Academic Administration. All proceedings must be kept confidential.

A. APC Recommendations

The APC will deliberate and make recommendations to the Interim Assistant Dean for Academic Administration and/or Dean regarding, but not limited to

1. Progression without restriction
2. Progression in the clinical program
3. Progression with direction for professional counseling
4. Progression with conditions, which may include but are not limited to suspension from patient care, completion of anger management courses, or obtaining a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, or other conditions believed by the APC to help the student successfully progress through the program.
5. Progression subject to restrictions, which can include probation, repetition of a course, or modification/extension of a program
6. Repetition of all or part of the year
7. Dismissal with the option to withdraw
8. Dismissal
9. Recommendation for a leave of absence
10. Recognition of outstanding achievement, e.g. Dean's list
11. Recommendation for graduation

III. GUIDELINES FOR THE FORMULATION OF THE RECOMMENDATIONS MADE BY THE APC

A. Progression

1. Students who have satisfactorily completed all course work and have attained GPAs of 2.0 or higher will proceed to the next term or year without restriction.
2. Dean's List recognition is granted to those students who achieve a term GPA of 3.5 or higher.
    a. Students are deemed ineligible for the Dean's List under the following circumstances:
        i. Students on Academic Probation
        ii. Students on Probation due to Professional Misconduct
        iii. Students who have an "I" (Incomplete) Grade by the end of the sixth (6th) week of the following semester
        iv. Students who have received an "F" grade during the semester
        v. Students with a "U" progress grade for deferred courses at the end of the semester.

B. Counseling

A student may be directed to seek counseling when the APC believes that current or potential academic or fitness concerns exist and may be mitigated by counseling. If counseling is required by the APC:

1. It is the student's responsibility to make an appointment with the designated counselor. The counselor shall be informed by the APC chair as to the nature of the referral.
2. The student may be referred to Course Directors, the Division Directors, a Faculty Advisor, the Assistant Dean of Student Services & Enrollment Management, the Assistant Dean for Clinic Administration, the Interim Assistant Dean for Academic Administration, the Office of Health and Wellness or other appropriate administrators for counseling, or to professional outside counselors, depending on the nature of the issue involved.

C. Probation and Academic Warning

1. The APC may vote at any time to place a student on Probation or Academic Warning status when a serious academic or clinical performance problem exists or there are serious fitness issues, providing formal notice to the student of the APC concerns.
2. Academic Warning
   a. A student will be automatically placed on Academic Warning status at the end of a term under the following circumstances:
      i. Any student who fails to obtain a GPA of 2.5 for any single term or fails to maintain a cumulative GPA of 2.5.
      ii. Any student receiving one or more grades in a single term of "D" or "D+". Student performance in a deferred course may be considered as described below in section #4.
      iii. Any student receiving 2 or more grades in a single term of "C-" or lower (excluding Course Evaluation grade).
      iv. Academic Warning status based on these criteria will be in effect for one academic term.
   b. A student who is placed on Academic Warning status will require written approval from the Offices of Academic Administration and Student Services & Enrollment Management for the following:
      i. to hold office in any student organization or school organization
      ii. to serve on any University or professional committee
      iii. to participate in any program and/or elective that requires good academic standing.

   A student on Academic Warning status is considered in good academic standing for purposes of scholarship eligibility and graduation.

   Academic Warning status is not recorded in the student's permanent academic record.

c. Probation
    a. A student will be automatically placed on Probation at the end of a term under the following circumstances:
        i. A student who fails to obtain a GPA of 2.0 for any single term or fails to maintain a cumulative GPA of 2.0
        ii. Any student receiving a final grade of "F" in a single term (excluding Course Evaluation), or an "F" in a deferred course as described below in section #4
        iii. A student will be removed from Probation when his/her cumulative GPA is above 2.0 and all courses with failing grades have been passed.
    b. A student on probation is not considered in good academic standing and will not be:
        i. endorsed for graduation
        ii. allowed to hold office in any student or school organization
        iii. allowed to serve on any University or professional committee
        iv. allowed to participate in any program and/or elective that requires good academic standing
    c. Probation status is not recorded in the student's permanent academic record.

d. Deferred Courses - At the end of a semester, if a course director determines that it is not mathematically possible for a student in a deferred course to pass such course, the APC will consider the student's performance an "F" for purposes of deliberation and making recommendations to the Interim Assistant Dean for Academic Administration and/or Dean.

D. Repetition of a Failed ("F") Course
1. The final decision regarding repetition is made by the APC in consultation with the Course Director.
2. Dental students with outstanding "F" grades at the end of Winter Term of Year 2 or Year 3, and dental hygiene students at the end of the Fall Term of Year 1, may have their clinical privileges modified or may not be allowed in clinics or patient care assignments.
3. Students who successfully appeal dismissal based on a course failure will be allowed to repeat the course.
4. Grades for repeated courses will be reported to the Registrar of the Dental School and the Interim Assistant Dean for Academic Administration in the same manner as the rest of the class.
5. Repetition of a course may involve retaking the course in its entirety when next offered or taking an individualized course or portion of a course as recommended by the course director. Both the "F" grade and the repeated course grade are reported on the transcript and are included in GPA computation.
6. An "F" grade in Course Evaluation cannot be repeated. The "F" grade remains on the transcript.

E. Leaves of absence: (see Leave of Absence Policy)
1. The Interim Assistant Dean for Academic Administration may grant a request from a student in good academic standing for a leave of absence due to unforeseen circumstances or

circumstances beyond the student's control, such as illness, personal, family, or financial matters.

2. A leave of absence shall extend no longer than the remainder of that academic year and the following full academic year. The APC will advise the Interim Assistant Dean for Academic Administration regarding the appropriate point of re-entry in the curriculum.

F. Option to Withdraw in Lieu of Dismissal

The option of withdrawal from the School of Dentistry in lieu of dismissal is permitted and may be considered at any time, including prior to the submission of final grades with approval of the APC.

1. If a student is offered but rejects an offer of withdrawal, he/she will be dismissed, and his or her record will be duly annotated.

G. Repetition of all or part of the year:

1. A student may be required to repeat all or part of the year for any of the following:
    a. One or more course failures in any one academic year
    b. A GPA below 2.0 for two consecutive terms or 2 terms of any academic year
    c. Two or more "D" or "D+" grades
    d. Deficient clinical performance and/or judgment
2. Whether to require a student to repeat a year is within the discretion of the APC; the conduct listed above may also warrant more severe discipline including dismissal from the program.
3. Individual course waivers for students repeating the year may only be granted by the APC at its discretion, not by Course Directors, and only for courses in which a grade of "B" or higher was earned. Exceptions will be reviewed on a case by case basis.

H. Dismissal

1. A student may be dismissed for academic reasons including but not limited to any of the following:
    a. Two or more failures in any one term
    b. One failure and two or more "D" or "D+" grades in any one term
    c. Failure of a repeated course
    d. Three consecutive terms below 2.0 GPA
    e. A total of four terms below a 2.0 GPA
    f. A term GPA below 2.0 if he/she is repeating the term
    g. Deficient clinical performance or judgment
    h. Failure to demonstrate fitness for the profession

2. When a student is dismissed from the School of Dentistry his/her transcript will indicate the appropriate "DISMISSED" language.

I. Graduation
   1. The respective APC shall recommend for graduation Dental Students and Dental Hygiene Students who have satisfactorily completed all prescribed courses and clinical requirements.
   2. A student will not be recommended for graduation if his/her cumulative GPA is below 2.0 or if they are on probation.

IV. GUIDELINES FOR THE IMPLEMENTATION OF THE RECOMMENDATIONS OF THE APCS

A. The APC minutes will be reviewed and approved by the Committee members.
B. After the Interim Assistant Dean for Academic Administration reviews the Committee's recommendations the following procedures shall be followed:
   1. The Interim Assistant Dean for Academic Administration will send the student a letter describing the student's academic status, and advising the student of his or her status, e.g., probation, requirement to repeat a course, term, or year.
   2. Copies of this letter will be distributed to the student's advisor and the Assistant Dean of Student Services & Enrollment Management and placed in the student's file.

V. SPECIAL APC

If the APC is considering recommending to the Dean that a student take a leave of absence, withdraw from the School of Dentistry, repeat a year, or be dismissed, the APC Chair will notify the student by email and in their University of Detroit Mercy School of Dentistry mailbox that a Special APC Meeting will be held. This meeting will be held not earlier than five (5) academic days from the day the letter is mailed unless all parties involved agree upon an earlier date. The letter will inform the student of the date, time, and place of the meeting and of his/her right to bring his/her faculty advisor, an advisor within the School of Dentistry, or another faculty member to the meeting.

A majority of members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each member of the Committee will be entitled to one vote. The chairperson is entitled to vote only in the case of a tie.

The purpose of the Special APC Meeting is to allow the student to present significant information relative to the recommendation under consideration, which the committee may not otherwise possess. The meeting is not to appeal any decisions (since they have not been made), nor is it intended to be the forum or process for an appeal of a grade. The student should prepare an opening statement providing significant information the student determines is important relative to the recommendation. The committee members may ask questions of the student. At the end of the presentation and questions, the student and his/her representative will leave the meeting.

Following the meeting, the Special APC will deliberate and then forward the formal recommendation to the Dean. If the APC does not vote to recommend a leave of absence, withdrawal from the School of Dentistry, repetition, or dismissal, the Interim Assistant Dean for Academic Administration or designee, will inform the student of the Committee's decision and if, appropriate, recommendations for progress. In case of the Dean's absence, his/her designee will act in the Dean's behalf.

The Dean may agree with the decision of the Special APC or make an alternative decision, including reversal or modification of the recommendation. The Dean's decision will be sent in writing to the student and the Interim Assistant Dean for Academic Administration within five (5) academic days after the Special APC recommendation. Reasons for any decision that is different from the Special APC recommendation will be included in the notification that is sent. The committee members will be informed of a decision that is different from the Special APC's recommendation.

* See Section II for the types of recommendations the committee may make.

VI. GUIDELINES FOR APPEALS

A. The student may appeal the decision of the Dean. The student must submit a letter containing supportive documentation to the Dean stating the reason(s) for the appeal no later than five (5) academic days after the Dean mails the decision. The request for appeal must specify the basis for the appeal, including any of the following which the student believes apply:
    1. Substantial evidence not previously considered
    2. Evidence of bias by a Special APC member
    3. Significant errors in procedures by the Special APC
    4. Significant findings of inequity
B. Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who did not participate in the decision being appealed. The Dean will name the Chairperson of the Appeals Review Committee.
C. The Appeals Review Committee will meet within five (5) academic days to review the request and make a determination as to whether or not an appeal hearing will be granted. The review will include examination of the appeal request and the minutes of the Special APC Meeting. The Appeals Review Committee will determine whether to grant the request for an appeal hearing. The Committee's decision as to whether to grant a request for an appeal hearing is final.
D. Should the Appeals Review Committee grant the request for an appeal hearing, they shall become the Appeals Committee, and, within five (5) academic days after granting the request will convene an appeals hearing. The student may invite a Faculty Advisor, the Assistant Dean of Student Services & Enrollment Management, or a faculty person to attend the Appeals meeting. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new information presented by the student. The Appeals Committee may seek other information or may recess and reconvene as it deems necessary. The student and Faculty Advisor, Assistant Dean of Student Services and Enrollment Management, or a Faculty Advocate may be present at times when new information is presented.

The Appeals Committee shall deliberate the Dean's decision in light of the appeals hearing and shall decide to:

1. Uphold the Dean's decision
2. Reverse the Dean's decision, or
3. Modify the decision

E. The Appeals Committee decision will be transmitted to the Dean in writing within five (5) academic days of reaching its decision. The Dean will review the Appeals Committee decision and will convey the decision to the student and to the Special APC within seven (7) academic days upon receipt. If there is a reversal or modification of the Dean's decision, the Interim Assistant Dean for Academic Administration and the Dean will determine the steps necessary to satisfy the reversal or modified decision in a reasonable and timely manner.
F. The Appeals Committee decision in the matter shall be final and shall be implemented immediately.

VII. CONTINUATION IN SCHOOL DURING APPEALS

Students who decide to appeal decisions of repetition of a year, part of the year, or dismissal may continue attending classes and laboratories during the appeal process. Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, may be allowed to continue attending classes, laboratory sessions and/or clinic during the appeal process, however the Interim Assistant Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic or on the University campus poses a threat or risk to him/herself, to patients or to others, or to the stability of normal University classes or functions.

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the School can require that attendance is subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Interim Assistant Dean for Academic Administration may hold final grades in abeyance until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

VIII. DISCRETIONARY POST-APPEAL REVIEW

While not part of the appeal process, the matter may be subject to discretionary review by the Vice President of Academic Affairs/ Provost or his/her designee, upon written request by the student. Such a request must be made by the student, in writing, within five (5) academic days of notification of the appeal decision. If a student seeks discretionary review by the Vice President, the student will not be allowed to attend classes, laboratory sessions and /or clinic sessions if the Appeal Committee decision is to uphold the Dean's decision. If the Appeal Committee decision is to modify or reverse the Dean's decision, the student may, at the discretion of the Vice President of Academic Affairs/Provost, attend classes, laboratory and/or clinic, subject to whatever conditions the Vice President may set.

IX. GENERAL PROVISIONS

A. Any written notices which are to be provided to the student will be mailed to the address on file with the University Registrar. Written notices will also be placed in the student's school mailbox. It is the responsibility of the student to check his or her email and school mailbox regularly, and to ensure that the address on file with the University Registrar is current.
B. Responsibilities assigned to an administrator in these policies can be handled by the designee.

C. The Interim Assistant Dean for Academic Administration or Dean may modify the time limits and procedures of these policies when, in their discretion, doing so is desirable or necessary to appropriately proceed and the modification is not contrary to due process requirements.

Modified by Faculty Assembly 8/20/97, 9/8/99, 11/26/01, 2/18/15;
Edited: 9/30/04, 05/08, 08/16, 7/17, 7/18, 6/19

STUDENT ACADEMIC AWARDS AND ACHIEVEMENT

Dean's List

At the end of each semester, students who demonstrate outstanding academic achievement during their program will be honored by being placed on the Dean's List. Criteria and eligibility are:

1. Cumulative GPA of 3.5 and above

Students are not eligible for the Dean's List under the following circumstances:

1. Students on Academic Probation
2. Students on Probation due to Professional Misconduct
3. Students who have an "I" (Incomplete) Grade by the end of the sixth (6th) week of the following semester
4. Students who have received an "F" grade during the semester
5. Students with a "U" progress grade for deferred courses at the end of the semester

Dental and Dental Hygiene Awards

The following awards are presented to graduate and undergraduate Dental and Dental Hygiene students at an Awards Ceremony during the Annual New Alumni Reception. The student recipients of these awards meet the specific criteria of each award and are nominated by the faculty members of each respective division.

Dental School of Dentistry Outstanding Academic Achievement Award: Presented to the dental graduate who has attained the highest scholastic standing throughout his or her years of dental study.

Dental Hygiene School of Dentistry Outstanding Academic Achievement Award: Presented to the dental hygiene graduate who has attained the highest scholastic standing throughout his or her years of dental hygiene study.

Delta Dental Foundation Student Leadership Award: Presented to the dental graduate who has demonstrated leadership skills, and a commitment to public service and outstanding service in dentistry.

International College of Dentists Student Leadership Award: Presented to the dental graduate who has demonstrated outstanding leadership and has great potential for continued future leadership.

Delta Dental Foundation Community Commitment Award: Presented to the dental graduate who has demonstrated commitment to community service and underserved populations.

University of Detroit Mercy Dental Hygiene Alumni Award: Presented to the dental hygiene graduate who has demonstrated excellence in comprehensive patient care.

School of Dentistry Dental Hygiene Biomedical Sciences Award: Presented to dental graduate who has excelled academically in biomedical science courses and has demonstrated an ability to apply scientific principles in dental medicine.

American Academy of Oral Medicine Award: Presented to a dental graduate who is outstanding in oral medicine.

American Association of Oral and Maxillofacial Surgeons Dental Implant Student Award: Presented to the dental graduate who has demonstrated outstanding achievement and performance related to the placement and restoration of dental implants.

Brian D. Stone Memorial Award: Presented to the dental graduate who has exemplified the spirit of volunteerism and care for patients with special needs, as well as demonstrated determination to provide charitable care throughout his or her dental career.

Academy of Osseointegration Outstanding Student in Implant Dentistry Award: Presented to the dental graduate who has demonstrated excellence in implantology.

American Association of Public Health Dentistry Achievement in Community Dentistry and Dental Public Health: Presented to the dental hygiene graduate who has demonstrated special interest and achievement in community dentistry and dental public health.

School of Dentistry Pediatric Dentistry Clinical Excellence Award: Presented to a dental graduate who has demonstrated outstanding achievement in pediatric dentistry, specifically the ability to manage patients' behavior and oral disease.

Hu-Friedly Golden Scaler Award: Presented to the dental hygiene graduate who has demonstrated outstanding clinical skills.

American Academy of Periodontology Dental Student Achievement Award: Presented to the dental graduate who has displayed exceptional didactic and clinical interest in periodontology and who has excelled in the technical aspects of surgical and non-surgical periodontology.

American Academy of Oral and Maxillofacial Radiology Achievement Award: Presented to the dental graduate who has excelled in oral and maxillofacial radiology.

School of Dentistry Pediatric Award of Excellence: Presented to dental graduate who has demonstrated outstanding achievement in pediatric dentistry, specifically the ability to manage pediatric patients and communicate with faculty and staff.

American Academy of Oral and Maxillofacial Pathology Dental Student Award: Presented to dental graduate who has demonstrated exemplary aptitude and achievement in oral & maxillofacial oral pathology.

American Association of Oral and Maxillofacial Surgeons Dental Student Award: Presented to the dental graduate who has excelled in oral surgery studies and has demonstrated interest and superior skills in managing oral surgery patients.

School of Dentistry Biomedical Sciences Award: Presented to dental graduate who has excelled academically in biomedical science courses and has demonstrated an ability to apply scientific principles in dental medicine.

Academy of Dentistry International Student Servant Leadership Award: Presented to the dental graduate who has demonstrated meritorious servant leadership and volunteerism; whose lifestyle reflects community, national, or international giving of oneself in the field of dentistry.

Russell W. Bunting Periodontal Society Award: Presented to the dental graduate who has demonstrated didactic and clinical proficiency, as well as an outstanding interest and achievement in periodontics.

American Academy of Pediatric Dentistry Predoctoral Student Award: Presented to the dental graduate who has demonstrated an outstanding commitment to improving oral health of children in our community, as evidenced by exceptional involvement in community-based prevention-oriented activities related to pediatric dentistry.

American Dental Society of Anesthesiology Horace Wells Senior Award: Presented to the dental graduate who has shown exceptional proficiency in anesthesia in dentistry.

School of Dentistry Community Service Award: Presented to a dental graduate who has demonstrated outstanding service to the community, dedication to Detroit Mercy community partnerships, and exemplification of the Detroit Mercy mission to serve others.

Detroit Academy of Oral and Maxillofacial Senior Oral Surgery Award: Presented to the dental graduate who has demonstrated excellence in didactic and clinical oral and maxillofacial surgery.

The American Academy of Orofacial Pain Outstanding Senior Award: Presented to the dental graduate who has demonstrated excellence in TMD.

DENTSPLY International Merit Award in Removable Prosthodontics: Presented to the dental graduate who has completed the undergraduate program in complete denture prostheses with dental leadership distinction.

American Association of Endodontics Award: Presented to the dental graduate who has demonstrated outstanding interest and exceptional ability in endodontics.

Quintessence Award for Research Achievement: Presented to the dental graduate who has made significant contributions to dental research.

Hu-Friedy Golden Carver Award: Presented to the dental graduate who has demonstrated exceptional proficiency in restorative dentistry.

Colgate Student Total Achievement Award: Presented to the dental hygiene graduate who has demonstrated dedication to the dental hygiene profession, compassion in patient care, enthusiasm for community service and enjoyment of the profession.

Loa Petri Clinical Dental Hygiene Award: Presented to the dental hygiene graduate who has demonstrated the utmost respect, compassion and empathy for patients. This award in honor of the late Loa Petri, a beloved former dental hygiene faculty member.

School of Dentistry Dental Hygiene Periodontology Achievement Award: Presented to the dental hygiene graduate who has demonstrated exceptional didactic and clinical practices in periodontology.

American Association of Orthodontists Award: Presented to the dental graduate who has demonstrated exceptional interest in the development of the oral-facial complex.

International Congress of Oral Implantology Pre-Doctoral Achievement Award: Presented to the dental graduate who has shown outstanding growth and development in implantology.

Academy of General Dentistry Award: Presented to the dental graduate who has shown great interest, knowledge and proficiency in general dentistry during the senior year.

Whip Mix Hanau Best of the Best Prosthodontic Award: Presented to the dental graduate who has demonstrated excellence in prosthodontics.

American Academy of Esthetic Dentistry Award: Presented to the dental graduate who has demonstrated the greatest clinical proficiency and interest in esthetic dentistry.

Academy of Operative Dentistry Award: Presented to the dental graduate who exemplifies outstanding achievement in operative dentistry.

School of Dentistry Excellence in Research Award: Presented to the dental graduate who has demonstrated excellence in research or scholarly activity.

Pierre Fauchard Academy Senior Student Award: Presented to the dental graduate who has demonstrated leadership, dedication to the advancement of dental literature, and excelled academically and clinically.

Quintessence Award for Clinical Achievement in Restorative Dentistry: Presented to the dental graduate who has demonstrated excellence in restorative dentistry.

American Association of Public Health Dentistry Achievement in Community Dentistry and Dental Public Health (Sponsored by the Dental Trade Alliance Foundation): Presented to the dental graduate who has demonstrated special interest and achievement in community dentistry and dental public health.

East Shore District Dental Hygienists' Society Award: Presented to a dental hygiene graduate who has displayed outstanding leadership and dedication to organized dental hygiene.

American College of Prosthodontics Undergraduate Achievement Award: Presented to the dental graduate who has demonstrated excellence in fixed and removable prosthodontics.

School of Dentistry Excellence in Academic Leadership Award: Presented to the dental graduate who has shown outstanding academic leadership characteristics and the potential to excel in academic dentistry.

Quintessence Award for Clinical Achievement in Periodontics: Presented to the dental graduate who has demonstrated excellence in periodontics.

PROFESSIONALISM & ACADEMIC INTEGRITY

FITNESS FOR THE PRACTICE OF THE PROFESSION

As the result of unethical, unprofessional, inconsistent, or illegal behavior(s) a student may be determined to be unfit for the profession. This determination may be the result of the deliberation of an Academic Performance Committee ***or*** the judgment of the Dean in consultation with appropriate Assistant Deans, Graduate Program Directors, Division Directors, or Faculty. If a determination of lack of fitness is made, the Dean will inform the student that the student's preclinical, didactic, or patient care experiences may be modified or suspended, repetition of a term or year may occur, or the student may be dismissed from the academic program.

Lack of Fitness: Definition, Characteristics and Personal Functioning

Definition: Lack of fitness is defined as failing to meet professional standards, which is reflected in one or more of the following:

1. An inability, unwillingness, or otherwise failing to acquire and integrate professional standards into one's repertoire of professional behavior.
2. An inability or otherwise failing to acquire professional skills in order to reach an acceptable level of competency.
3. An inability or otherwise failing to prevent personal and other non-professional factors (such as personal stress, substance abuse, or interpersonal skills) from interfering with professional functioning.

Characteristics: Lack of Fitness is demonstrated by one or more of the following characteristics

1. The student does not acknowledge, understand, or address the problem when it is identified.
2. The problem is not merely a reflection of a skill deficit that can be rectified by academic, preclinical, or clinical training.
3. The quality of clinical services and/or academic performance by the student is negatively affected.
4. The problem is not restricted to one area of professional functioning.
5. A disproportionate amount of attention by faculty and/or clinical supervisors is required.
6. The student's behavior does not change as a function of feedback, remediation efforts, and/or time.
7. Failure to follow faculty or administrative directives is evident.

Personal Functioning: The nature of the role of the dentist or dental hygienist involves working closely with other professionals and with patients, and requires attention to one's presentation and personal issues.

Students are expected to:

1. Recognize and deal appropriately with all personal issues and insure that they do not adversely affect professional functioning, including the management of personal stress.
2. Demonstrate appropriate interaction with peers, colleagues, faculty, staff, patients, and any other individuals with whom the student comes into contact as part of the student's studies or professional responsibilities.
3. Dress and behave in a professional manner.

4. Develop the knowledge and skills to meet professional standards, and show appropriate involvement in professional development activities.
5. Consistently demonstrate appropriate preparation, openness to feedback, application of learning to practice, appropriate self-critical and self-reliant behavior, and a willingness to recognize and correct non-professional issues that may be adversely affecting professional performance or standards.

Failure to perform and meet the standards outlined above may influence decisions concerning progress in professional programs at the School of Dentistry, including possible dismissal from the program.

Guidelines for Appeals

Request for an Appeal

The student may appeal the decision of the Dean. In order to appeal, the student must submit a written letter to the Dean within five (5) academic days of the Dean's decision. The letter of appeal must contain supportive documentation to the Dean stating the reason(s) for the appeal and must be based on one or more of the following.

a. Substantial evidence not previously considered
b. Evidence of bias by a member of the Academic Performance Committee, administrator, or the Dean
c. Significant finding of inequity in the actions/sanctions related to findings

Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three (3) faculty members who did not participate in the decision being appealed, and shall notify the student of the names of the individuals. The Dean will name the Chairperson of the Appeals Review Committee.

Any objections to the composition of the Appeals Review Committee must be made by the student, in writing, to the Dean within five (5) academic days of the letter indicating the composition of the Committee, and must explain the basis of the objection(s). If the Dean finds that a reasonable showing has been made for the objection, the member(s) to whom an objection was made shall be replaced. Within seven (7) academic days of the Appeals Review Committee being finalized, it will meet to review the request for an appeal. The Appeals Review Committee shall review the merits of the appeal based on evidence provided to the Dean by the student in light of the grounds for which an appeal may be granted. The review may include information provided by the Assistant Dean of Student Services & Enrollment Management or the Interim Assistant Dean for Academic Administration acquired from individuals knowledgeable about the situation leading to the action taken. Based on that review, the Appeals Review Committee will determine by a majority vote whether to grant the request, and shall notify the student in writing of the decision. The Committee's decision as to whether or not to grant an appeal is final.

Appeal Hearing

Should the Appeals Review Committee grant the request for an appeal, they shall become the Appeals Committee, and, within seven (7) academic days after granting the request, shall convene an appeals hearing. The student will be notified in writing the date, time, and location of the Appeal Hearing. A student may not be represented by legal counsel in any hearing, or record the proceedings of any hearing. The student may invite a Faculty Advisor, Assistant Dean of Student Services & Enrollment

Management, or faculty member (not an attorney) to attend the Appeal Hearing. The Faculty Advisor should familiarize themselves with the Academic Handbook and the specific policies and procedures guiding the process. This support person is not allowed to speak during the meeting. However, if the student requests a pause in the meeting in order to consult their advisor outside of the proceedings, the request should be granted. Students may be asked not to bring in personal belongings other than written notes and supporting documentation. The student is allowed to take notes during the hearing. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new evidence, new witness(es), and review the new physical evidence. The Appeals Committee may call other witnesses, seek other information, or may recess and reconvene as necessary. The student and Faculty Advisor must be present at all times when new evidence is presented.

The Appeals Committee shall review the Dean's decision in light of the appeals hearing, and has the authority to take any action it deems necessary, including the authority to:

- Uphold the Dean's decision, or
- Modify/overturn the decision.

The Appeals Committee's decision will be provided to the Dean, in writing, within seven (7) academic days after it is reached, and no more than 14 academic days from the Appeals Committee last meeting. The Dean will review the Appeals Committee decision and will provide the written decision to the student within seven (7) academic days. The Appeal Committee decision in the matter is final and shall be implemented immediately.

Continuation in School During Appeals

Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, *may* be allowed to continue attending didactic classes, laboratory sessions and/or clinic during the appeal process; however the Interim Assistant Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic or on the university campus poses a threat or risk to him/herself, to patients or to others, including other students, or to the stability of normal university classes or functions.

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the school can require that attendance is subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, a medical, psychiatric or psychological examination, or meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Interim Assistant Dean for Academic Administration may hold final grades in abeyance until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

Revised 6/17/2019

UNIVERSITY POLICY ON PLAGIARISM AND ACADEMIC INTEGRITY

As members of an academic community engaged in the pursuit of truth and with a concern for values, students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his/her own efforts.

Among the most serious academic offensives is plagiarism, submitting the work or style of another author or source without acknowledgement or formal documentation. Plagiarism occurs when specific phrases or entire passages, whether a sentence, paragraph or longer excerpt, are incorporated into one's own writing without quotation marks or documentation. One also may plagiarize by paraphrasing the work of another, which is retaining another writer's ideas and structure without documentation.

Students are advised always to set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by using their own words and ideas and by fully crediting other's words and ideas when they find their way into the writing. Whenever in doubt, cite the source.

Students who purchase or obtain essays from other students or agencies or who copy from one another or from prohibited sources commit the most serious type of academic dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course, or a project or assignment, remediation, counseling, or dismissal from the University. *Edited 11/02; 6/17, 6/19*

PROFESSIONAL AND ACADEMIC MISCONDUCT POLICY

Introduction, Definitions and Examples

Students who engage in professional or academic misconduct or who are deemed unfit for the practice of dentistry, are subject to discipline. The University has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the misconduct or violation that has occurred. It is recognized that "progressive discipline" is not required, and that immediate dismissal is an appropriate discipline for certain misconduct, regardless of whether there has been previous discipline.

The following list is examples of misconduct which may result in discipline. This list is illustrative and is not exhaustive, and is not to be read as a limitation of the University's general disciplinary powers, nor does it limit the University's right to discipline for infractions that are not listed. Discipline up to and including dismissal may be imposed for any of the following.

- Discrimination, harassment or retaliation
- Verbal or physical abuse or intimidation
- Inappropriate off-campus activity
- Breaches of ethical standards
- Substance abuse
- Lying, misleading, or withholding information with regard to any professional or academic issue
- Forgery, stealing, or other illegal acts
- Student academic misconduct, including cheating or plagiarism
- Clinical breaches or misconduct

- Fraudulent clinical records
- Damage to University, student, faculty, employee, or patient property
- Computer or technology abuse or tampering

Please note that instances of professional misconduct sometimes arise from ill-conceived attempts at humor. Understand that malicious or inappropriate intent is not a necessary element of professional misconduct. Individuals who engage in any of the above behaviors or other forms or professional or academic misconduct will not be allowed to use humorous intent as a defense. If there is any question as to whether a remark, joke, or other reference intended to be humorous might be insulting, degrading, or offensive, the dental professional should refrain from making the remark or reference.

1. Discrimination, Harassment, or Retaliation

Any discriminatory, harassing, or retaliatory action toward a student, faculty or staff member, or patient which is based upon race, color, ethnicity, gender, national origin, physical or mental disability, sexual preference, or other category protected by Federal, State or local law. See also, Sexual Harassment Policy in this Handbook.)

2. Verbal or Physical Abuse or Intimidation

Verbally or physically abusive behavior or vulgar language directed toward, or in the presence of, any student, faculty, or staff member or patient, including overt or implied threats to the personal or physical well-being of the individual.

3. Inappropriate Off-Campus Activity

Off-campus activity can constitute professional or academic misconduct and subject the student to discipline. Any off-campus activity, which would be considered by a licensing board, is subject to review by the Interim Assistant Dean for Academic Administration under this policy.

4. Breach of Ethical Standards

The School of Dentistry Clinic Manual outlines student responsibilities. Students should carefully read the manual and are expected to abide by the responsibilities as outlined. The following list is examples of conduct that may breach ethical standards. This list is illustrative and is not exhaustive, conduct which is not listed may also constitute a breach of ethical standards.

a. Any breach of patient confidentiality, including but not limited to conduct which violates HIPAA.
b. Abandonment of the patient or failure to provide appropriate comprehensive patient care.
c. Failure to provide patient treatment appointments at appropriate time intervals.
d. Disrespectful behavior toward peers, colleagues, faculty, staff, or patients.
e. Coercive remarks or language directed toward with peers, colleagues, faculty, staff, or patients.
f. Failure to provide sufficient information to enable the patient to give fully informed consent for treatment.

5. Substance Abuse

Students present on the campus in an apparently impaired state as determined by subjective or other evaluation may be requested to submit to tests. Failure to submit to testing is grounds for immediate dismissal from the program. The possession, use, manufacture, sale of, or being under the influence of,

alcohol, marijuana, or any controlled substance without a physician's prescription, or possessing drug paraphernalia while on campus is also grounds for immediate dismissal from the program. Follow the link for additional information regarding the University Drug and Alcohol policy:

https://udmercy0-my.sharepoint.com/:b:/g/personal/sochacr_udmercy_edu/EaFtQf8_00ZApuTFMdf-LwoB1N_D6FJCZrpjSLyGw_GfVw?e=QcVD1f

6. Lying with Regard to Any Professional or Academic Issue

Any statement of an untruth or partial statement that although truthful omits material facts, made with the intent to mislead patients, administrative officials, faculty, staff, or students is considered a form of lying. Lying also includes forgery or falsifying, altering, or counterfeiting of any academic, University or patient record, document or form.

7. Illegal Acts

Any act that violates law is considered professional misconduct. Theft of any University, student, faculty, staff, or patient property is a violation of this policy and will not be tolerated.

8. Student Academic Misconduct, Including Cheating or Plagiarism

Any giving or receiving of academic aid without the consent or knowledge of the instructor before, during, or after a testing event, or examination, quiz, or competency is cheating. Failure to acknowledge assistance that a student received from a fellow student, books, periodicals, or other written materials will be regarded as an instance of plagiarism (which is a form of cheating). The submission of any preclinical laboratory project, or any other paper or assignment by a student, which was completed in whole or in part by any other individual is an instance of cheating. Failure to comply with directions given by a course director, proctor, or designee involving the testing environment and exam security (including removing a quiz or examination material from classrooms) is considered cheating. Failure to comply with directions given by the course director, proctor, or designee governing the process of a preclinical or clinical "practical" or competency test is considered to be cheating (e.g., removing the tooth or teeth arch from a manikin/ typodont during a test).

9. Clinical Breaches or Misconduct

Clinical breaches or misconduct include failure to follow faculty directions, clinical protocol or guidelines, performing any procedure without proper authorization and approval, violations of patient or faculty trust, or any intentional acts that could potentially result in harm to patients, colleagues, staff, or faculty. Breaches may include, but are not limited to:

a. Failure to maintain confidentiality of patient records
b. Removal of records from school premises or incorrect storage of patient records
c. Failure to demonstrate concern for the welfare of patients, real or simulated
d. Failure to demonstrate concern for the rights of others
e. Failure to meet one's duties, including notification of responsible persons, punctual attendance, notifying appropriate individuals of absences, or inability to carry out responsibilities
f. Failure to maintain a professional demeanor
g. Failure to adhere to infection control, privacy, and other federal, state, or local regulations
h. Fraudulent record keeping

10. Damage to or Theft of University, Student, Faculty, Employee, or Patient Property
Prohibited damage or theft includes damage or theft of equipment, furniture, building walls or structure, lockers and preclinical or clinical facilities, laboratories, uniforms, and clinical supplies, whether owned by the University, other students, faculty, employees, or patients.

11. Computer or Technology Abuse or Tampering
Physical damage to any computer or other equipment as the result of anything other than excusable accident or normal wear and tear is not permitted. Prohibited behavior also includes use of computer or other technology to send any inappropriate e-mail or message or to alter any academic, patient, or University record or document.

STUDENT PROFESSIONAL AND ACADEMIC MISCONDUCT REPORTING AND DISCIPLINARY HEARING PROCESS

Witnessing and Reporting Potential Misconduct

Faculty who have reason to believe that they have witnessed student behavior which constitutes academic or professional misconduct must report the incident/conduct to the Office of Academic Administration as quickly as possible, but not later than five (5) academic days after they witnessed the incident/conduct in question. For the predoctoral dental program and dental hygiene programs and the accelerated dental program, an academic day is defined as a calendar day in which classes are in session, and specifically excludes weekends, holidays, end of term and midterm breaks, and other days that classes are not held and student clinics are not in operation, or when the University or School of Dentistry is closed. For graduate programs an academic day is defined as any day the program holds class, clinic, or other clinical coverage or rotation, and excludes weekends, holidays, and any day that particular program is not in session or the University or School of Dentistry is closed.

Students or staff who have reason to believe that they have witnessed student behavior which violates this policy and/or constitutes professional misconduct must report the incident to a faculty member or to the Office of Academic Administration or other administrator) as quickly as possible, but not later than five (5) academic days after they witnessed the behavior in question. If a proctor witnesses what they perceive as cheating, quietly advise a second proctor to observe same. If alone, allow the student to finish the exam or quiz but document the behavior in writing and submit to the Interim Assistant Dean for Academic Administration within five (5) academic days.

Conduct which is believed to violate this policy or constitute professional misconduct should be reported whether or not there are other corroborating witnesses or evidence.

Informal Resolution Process

1. Within ten (10) academic days of receiving a complaint, the Interim Assistant Dean for Academic Administration or his/her designee may attempt to reach an informal resolution if in her discretion such an informal resolution is feasible and appropriate.
2. The Interim Assistant Dean for Academic Administration shall notify all involved parties in writing of the proposed informal resolution.

3. Within five (5) academic days of receiving the proposed resolution, any involved party shall have the right to reject the proposed resolution and to demand a formal Disciplinary Hearing. A demand for a formal Disciplinary Hearing must be in writing and delivered to the Office of Academic Administration.
4. If no such demand is timely received, the matter is closed in accordance with the terms of the proposed informal resolution.

Formal Disciplinary Hearing Process

If the matter is not resolved through the informal resolution process above, or if the Office of Academic Administration elects not to attempt to resolve the matter through an informal resolution, the following procedure shall be used:

1. Within ten (10) academic days of receiving the complaint or request for a Disciplinary Hearing, the Interim Assistant Dean for Academic Administration or designee will name to a Hearing Panel two full-time faculty members from departments not involved in the allegation. Panel faculty members shall not have been involved in any previous allegations regarding the student who is the subject of the complaint, or in any efforts for an informal resolution of the current allegation. The Interim Assistant Dean for Academic Administration or designee shall act as voting Chairperson of the Hearing Panel.
2. The Chair will schedule a Hearing, giving at least five (5) academic days written notice to the student of the date, time, and location of the hearing, and the names of the Hearing Panel members. The Chair will also inform the student and the Panel members, in writing, of the details of the charges against the student, and provide copies of the Protocol for Disciplinary Hearings. The student must inform the Interim Assistant Dean for Academic Administration of any objections to the members of the Hearing Panel, or the date, time, or location of the hearing in writing, at least four (4) academic days prior to the scheduled hearing date. The student must specify the basis of any such objection. If, in the Interim Assistant Dean for Academic Administration's discretion, the student demonstrated a reasonable basis for any such objection, the Interim Assistant Dean for Academic Administration shall take appropriate action, which can include replacing a Hearing Panel member, and changing the date, time, or location of the hearing.
3. Neither the student not the University may be represented by an attorney during the hearing. However, the student may, if he or she wishes, ask the Assistant Dean of Student Services & Enrollment Management, a Faculty Advisor, or any other faculty member chosen to act as advisor. If a student declines to invite an advisor, the student will be asked to sign a waiver form indicating their decision. Other than an advisor, no other individual may attend the hearing on behalf of the student.
4. The Chair will make an accurate written record of the hearing. The student shall have the right to make a non-secret written record of the hearing.
5. A student shall be made aware of all evidence against him/her and shall be afforded an opportunity to refute any witness testimony. Each witness shall be asked to affirm that his/her testimony will be truthful. The witness will also be informed that knowingly furnishing false, misleading, or incomplete information can cause him/her to be subject to disciplinary action.
6. The hearing will be closed to the public.
7. The Chair shall admit evidence at his/her discretion.

8. The student shall appear before the Panel to respond to the allegations. The members of the Hearing Panel will have the opportunity to question the witness(es) and the student.
9. The Hearing Panel has the right to recess the hearing, to recall any witness, call additional witnesses, or collect additional information as needed.
10. The Chair and the faculty members on the Hearing Panel will vote to decide the issue after all testimony and evidence is presented. The burden of proof used by the University is the preponderance of evidence standard. The preponderance of evidence standard is met when the Hearing Panel finds there is greater than a 50% chance that, based on all the reasonable evidence shown, the student committed professional or academic misconduct.
11. The Hearing Panel will make a written recommendation to the Dean, which shall include a synopsis of the basis for the recommendation, and a suggested penalty (or penalties), if appropriate. The Hearing Panel's recommendation shall be decided by a majority vote of the Panel.
12. The Dean will review and act on the recommendation(s) within ten (10) academic days following the date of receipt of the Panel's recommendation. The Dean will inform the student and the panel of the decision in writing.
13. All reports, proceedings and decisions of the Hearing Panel related to student professional misconduct are confidential. All written records of allegations, the proceedings, and recommendations of the Hearing Panel will be kept by the Interim Assistant Dean for Academic Administration in the Office of Academic Administration.
14. If the Dean determines the student shall be disciplined, a letter so stating from the Dean will be placed in the student's academic file. If the Dean determines no action should be taken, then no documentation will be placed in the academic file, and the written records in the possession of the Interim Assistant Dean for Academic Administration pertaining to the allegation may be destroyed.

Duties of the Faculty Advisor

If a faculty member is asked and agrees to serve as a Faculty Advisor, he or she should

1. Familiarize him/herself with the facts as presented by the student. However, the advisor should not question or otherwise interview the witnesses, but the student will have the opportunity to question any witnesses at the hearing.
2. Review the current Academic Polices Handbook and Procedures section on Professional Misconduct.
3. Assist the student with any questions related to procedures and protocol as stated in the Academic Policies Handbook.
4. Assist the student in preparing for the hearing.
5. Attend the hearing with the student and advise him or her during the hearing in matters related to clarity of presentation, recollection of facts, and questions to ask of witness(es). The Faculty Advisor should speak to the Hearing Panel on request of the Chair and in direct response to the query of the Chair, but is not otherwise permitted to address the Hearing Panel.

Disciplinary Actions

The University has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the conduct or violation that has occurred. It is recognized that "progressive discipline" is not required, and that immediate dismissal is an appropriate discipline for

certain conduct, regardless of whether there has been previous discipline. Penalties that may be imposed include, but are not limited to

- Expulsion from the School of Dentistry and the University
- Probation
- Failure of an academic year
- Failure of a course
- Failure of an examination, quiz, practical test, or written test
- Appropriate program of service or education/training
- Reduction of letter grades for a course, examination, practical test, or written test
- Written reprimand, recorded in the student's official file
- Official notation on the University transcript
- Verbal reprimands
- Requirement to take specific action or to refrain from specific action
- Requirement that the student continue the educational program subject to specified conditions, such as receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc.
- Recommendation for withdrawal of a previously granted degree

The Interim Assistant Dean for Academic Administration will inform the Course Director in the event that the penalty affects the student's grades or academic status in the program.

1. Interim Suspension

In additional to the discipline outlined above, the Interim Assistant Dean for Academic Administration may at his/her discretion remove a student from one or more classes or from clinic for an interim period pending an investigation, disciplinary proceedings, or for purposes of obtaining a medical, psychiatric or psychological evaluation, whenever the Interim Assistant Dean for Academic Administration determines that there is reasonable cause to believe that the continued presence of a student in class, clinic, or on the University campus poses a threat or risk to him/herself, to patients, or to others, or to the stability of normal University classes, clinic, or functions.

2. Ethical Counseling

In situations in which a student is found to have engaged in misconduct which does not result in expulsion from the School, a formal program of ethical counseling may be recommended to aid the student's professionalism development.

Guidelines for Appeals

1. Request for an Appeal

The decision of the Dean may be appealed by the student. In order to appeal, the student must submit a letter to the Dean within five (5) academic days of the Dean's decision. The letter of appeal must contain supportive documentation to the Dean stating the reason(s) for the appeal, and based on one or more of the following.

a. Substantial evidence not previously considered
b. Evidence of bias by a Hearing Panel member
c. Significant errors in procedures of the Hearing Panel
d. Significant finding of inequity in disciplinary actions related to findings

Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who did not participate in the decision being appealed, and shall notify the student of the names of the individuals. The Dean will name the Chairperson of the Appeals Review Committee.

Any objections to the composition of the Appeals Review Committee must be made by the student, in writing, to the Dean within five (5) academic days of the letter indicating the composition of the Committee, and must explain the basis of the objection(s). If the Dean finds that a reasonable showing has been made for the objection, the objected to member(s) shall be replaced. Within seven (7) academic days of the Appeals Review Committee being finalized, it will meet to review the request. The review will include examination of the appeal request, the transcript, record, or synopsis of the original hearing, the original allegation, and/or physical evidence. Based on that review, the Appeals Review Committee will determine, by a majority vote, whether to grant the request, and shall notify the student in writing of the decision. The Committee's decision as to whether or not to grant an appeal is final.

1. Appeal Hearing

Should the Appeals Review Committee grant the request for an appeal, they shall become the Appeals Committee, and, within seven (7) academic days after granting the request, shall convene an appeals hearing. The student will be notified in writing the date, time, and location of the Appeal Hearing. The student may invite a Faculty Advisor, Assistant Dean of Student Services & Enrollment Management, or faculty member to attend the Appeal Hearing. All participants should review and follow procedures described in the Disciplinary Hearing Process. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new evidence, or new witness(es) and review the new physical evidence. The Appeals Committee may call other witnesses, seek other information, or may recess and reconvene as necessary. The student and Faculty Advisor must be present at all times when new evidence is presented.

The Appeals Committee shall review the Dean's decision in light of the appeals hearing, and has the authority to take any action it deems necessary, including the authority to

- Uphold the Dean's decision, or
- Modify/overturn the decision.

The Appeals Committee's decision will be provided to the Dean, in writing, within seven academic days after it is reached, and no more than 14 academic days from the Appeals Committee last meeting. The Dean will review the Appeals Committee decision and will provide the written decision to the student within seven academic days. The Appeal Committee decision in the matter shall be implemented immediately.

There is no right of appeal from the decision of the Appeals Committee. However, if the student is dissatisfied with the decision of the Appeals Committee, he/she may ask the Vice President of Academic Affairs to review the decision. Any such request must be in writing, within seven (7) academic days of the decision of the Appeals Committee being sent to the student by the Dean. Any review of the decision of the Appeals Committee is within the sole discretion of the Vice President of Academic Affairs. The Vice President of Academic Affairs will notify the student within 14 academic days of receiving the request for

review if the request will be granted. If the Vice President of Academic Affairs agrees to review the matter, he/she has the authority to take any action deemed appropriate, including the authority to uphold the Appeal Committee's decision, or modify/overturn the decision.

Continuation in School During Appeals

Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, may be allowed to continue attending classes, laboratory sessions and/or clinic during the appeal process; however the Interim Assistant Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic, or on the University campus poses a threat or risk to him/herself, to patients, or to others, or to the stability of normal University classes or functions.

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the School can require that attendance be subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Interim Assistant Dean for Academic Administration may hold final grades in abeyance until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

Process for Dismissal

When a student is dismissed a checklist will be completed as they complete the process; each step will be confirmed by the Interim Assistant Dean for Academic Administration as part of the dismissal process.

Updated 08/16; Edited 6/17; updated 6/19

STUDENT ATTENDANCE AND LEAVE OF ABSENCE POLICIES

ATTENDANCE POLICY

Overview

The University of Detroit Mercy School of Dentistry experience is based on a curriculum that provides opportunities for students to develop the knowledge, skills, and values to become a competent general dentist. The majority of learning in the program is through a collaborative process. The University of Detroit Mercy School of Dentistry students are admitted in part because of the experiences they bring to the School community and what they can add to class discussions and patient care activities. As such, participation in scheduled classes and assigned pre-clinic and clinic sessions is an essential aspect of the University of Detroit Mercy School of Dentistry student commitment.

Attendance at scheduled classes, laboratory sessions, clinical assignments, and community rotations is mandatory, unless expressly indicated otherwise by the course director in the written syllabus. Students who are unable to attend are expected and required to report their absence, along with the reason for the absence, as outlined in this policy. The school considers only valid reasons for student absences from quizzes, tests, examinations, and clinic activities to be documented illness, injury or a serious personal problem (unscheduled "excused absence") or very limited special circumstances (scheduled "excused absences") if pre-arranged and approved as outlined in this policy. The Office of Academic Administration is the designated approval authority to determine if an absence is "excused" or "unexcused."

Regardless of whether the absence is "excused" or "unexcused" the student is responsible for all missed course content and activities. For courses that award points and/or credit for attendance the student will not be given such points and/or credit.

Mandatory Attendance

Attendance at scheduled classes, laboratory sessions, clinical assignments, and examinations is mandatory, unless expressly indicated otherwise by the course director in the written syllabus. Absence can affect knowledge, clinical skills, grades, and timeliness of graduation. Failure to attend classes, laboratory sessions, and clinical assignments will jeopardize student progress.

Summary of Excused and Unexcused Absences

Absences may be excused for the following:

1. Unscheduled Excused Absences
    - Illness
    - Family emergency
    - Family Medical Leave Act (FMLA)
    - Death in the family (bereavement)
2. Scheduled Excused Absences (2 week notice required)
    - Attending professional meetings as a representative of The University of Detroit Mercy School of Dentistry and/or invited scientific/educational presentations (maximum of 5 days annually)

- Attending post-graduate interviews, formal student externships, clinical licensure examinations, and National Board examinations (maximum of 10 days annually)
- Religious observance
- Jury duty, Subpoenas, and Military duty

Scheduled or Unscheduled Absences that will NOT typically be excused include the following:

- Early departures or late arrivals due to travel arrangements
- Weddings
- Family Events
- Attending professional meetings or conventions
- Humanitarian service missions
- Outside employment

ABSENCES: GENERAL GUIDELINES AND PROTOCOL

Unscheduled Absences: Reporting and Documentation Protocols

Illness, Family Emergency and Family Medical Leave Absences - Students who are ill, are involved in a serious personal/family emergency, and/or qualify for family medical leave may be approved for an excused absence. Documentation justifying the absence, such as a note from your physician, will typically be required and must be provided upon the student's return.

Bereavement Absences - Students may take up to five days absence in the event of death in the immediate family. For purposes of this policy, the immediate family includes spouse, children/step-children, parents/step-parents, siblings, step-sister, or step-brother. Up to three days may be granted in other instances with the approval of the Office of Academic Administration.

Dental and Dental Hygiene students who will not be in school because of an unscheduled absence should:

1. Immediately notify Lauri Moore at (313) 494-6620 or via email moorela2@udmercy.edu
2. If the student is scheduled in clinic, contact the Administrative Assistant to the Assistant Dean for Clinic Administration, Cheryl Baxter, at (313) 494-6750 and the appropriate Director of PreDoctoral Patient Care (University of Detroit Mercy School of Dentistry, Corktown, UHC or Dental Hygiene) and the Clinic Lead (if involved).
3. Upon return to school evidence justifying the absence must be presented to the Office of Academic Administration along with an absence form via Ms. Lauri Moore to determine if the absence is "excused" or "unexcused."
4. A student who has an unscheduled absence whether excused or unexcused is expected to complete all work missed during his or her absence and may be required to make up clinical sessions.
5. In situations in which an unscheduled excused absence will require that a student miss an exam, test, or quiz, the student is expected to follow the notification and re-scheduling procedure for such absences as outlined below.

Scheduled Absences: Reporting and Documentation Protocols

Professional Meetings and Invited Scientific/Educational Presentations - Absences excused for professional meetings will only be allowed for students serving as representatives of the school or when an invited presenter at a scientific/educational meeting. Representatives include named individuals to committees (MDA, MDHA) or as officers attending a regional or national meeting. Students choosing to attend a professional meeting for continuing education purposes or professional development are not excused. Students should plan their attendance accordingly.

Post Graduate Interviews (GPR/AEGD/Specialty Program), Student Externship Programs, Clinical Licensure Examinations, and National Board Examinations - Students may be granted an excused absence for post graduate interviews, formal student externships with post graduate programs, clinical licensure examinations, and National Board examinations up to a maximum allowable 10 days/academic year. Note that this includes reasonable travel time associated with such activities, but does not include study or preparation time. Students must provide appropriate documentation as requested.

Religious Holidays - The School of Dentistry respects the need for absences due to religious holidays and will cooperate in scheduling absences. Please note that the absence will be excused for the actual day(s) of observance only. Also note that this does not include participation and activities such as attending meetings or retreats.

Jury Duty, Subpoenas and Military Duty - Excused absences may be approved for students with legal obligations including jury duty, subpoena and military duty.

Scheduled/Unscheduled Medical Accommodations – The School of Dentistry understands that students may have medical needs that require accommodations. Students with accommodations for verified medical reasons will need to make up any missed assignments, exams, and clinic sessions.

Dental and Dental Hygiene students who will not be in school because of a scheduled absence must:

1. Submit an absence form at least two weeks in advance, or risk denial of the request.
   Note: Excused Absence Forms are available from Ms. Lauri Moore.
2. For Classes
   a. The student will present documentation and complete the absence form as requested to the Office of Academic Administration.
   b. The student will be notified of the approval/denial and is responsible for notifying their Course Directors
3. For Clinic / Rotations
   a. The student will present a request for absence in writing (Clinic Absence Form) and with documentation to the Clinic Director and Clinic Lead.
   b. The student will secure approval/denial from the Clinic Director and Clinic Lead.
   c. The Clinic Director will notify the Patient Care Coordinator of the approved absence.
   d. Excessive requests may be denied.

PROTOCOL FOR STUDENT ABSENCE OR TARDINESS - QUIZ, TEST, OR EXAMINATION

Students must attend all quizzes, tests, and examinations for required classes in the School of Dentistry. The school considers valid reasons for student absences from quiz/test/examinations and clinic activities to be clearly documented illness, injury, or a serious personal problem (unscheduled "excused absence") or very limited special circumstances (scheduled "excused absences") if pre-arranged and approved as outlined in this policy.

Excused Absences from Quiz/Test/Examination: Scheduled or Unscheduled

It is the **student's responsibility** to inform the Office of Academic Administration via Ms. Lauri Moore (313-494-6620) **and** the Course Director **prior** to the quiz/test/examination, that he/she will be absent due to illness, medical condition, injury, serious personal problem, religious, or other documented reasons. In the case of illness, medical condition, or injury, the student will be required to present a valid medical certificate documenting the illness/injury to the Office of Academic Administration. **Such notification must be given within 24 hours of returning to classes. In extenuating circumstances, notification may be given no later than 48 hours upon returning to classes if an explanation has been provided to the Interim Assistant Dean for Academic Administration which warrants a delay.**

In the case of a serious personal problem, the student will be required to submit a confidential written statement to the Office of Academic Administration, documenting the reasons for missing the quiz/test/examination. Other excused absences may require appropriate documentation. The Interim Assistant Dean for Academic Administration, in consultation with the Assistant Dean of Student Services & Enrollment Management, will decide the acceptability of such absence. Such notification must be given within 24 hours of returning to classes and no later than 48 hours upon returning to class if an explanation has been provided to the Interim Assistant Dean for Academic Administration that warrants a delay.

1. Following the student's return to classes, the course director in consultation with the Interim Assistant Dean for Academic Administration will determine the appropriate method for making up the missed examination/quiz/test. The examination/quiz/test must be made up no later than seven (7) class days following a student's return to school. This time period can be modified upon the recommendation of the course director in consultation with the Interim Assistant Dean for Academic Administration. Every effort will be made to schedule the make-up examination within a reasonable period of time that does not jeopardize the integrity of the examination or the academic progress of the student. Some recommended methods include, but are not limited to
    a. The student takes a different quiz/test/examination of the same format and length which examines the same material and has the same value at another time or
    b. The format of the make-up quiz/test/examination may be different from the original test
    c. In lieu of a retake of a quiz, the course director may award the student a point score based upon:
        i. The average score of the other quizzes in the course or
        ii. Adding to the value of the remaining quizzes in the course

iii. Please note that regardless of whether the course has a "dropped quiz" policy, the student retains the right to retake the quiz or be awarded the points

d. In lieu of a retake of a test/examination, the course director may add the value of the test to the final examination of the student, providing
   i. This does not increase the value of the final examination for that student above 70% of the final course grade
   ii. The content of the final exam includes that of the missed test/examination

Unexcused Absences from Quiz/Test/Examination

Course Directors may award a score of 0 for any quiz/test/examination that is missed by a student with an unexcused absence. An absence form must be submitted for student records.

In the event the Course Director allows the student to retake the quiz/test/examination, the final score awarded must be reduced by 10 percentage points.

Tardiness for Quiz/Test/Examination

In the event that a student is tardy for any scheduled or unscheduled quiz/test/examination, the Course Director is not required to grant any additional time beyond the end of the designated quiz/test/examination period for the rest of the students.

Administrative Policy 7/95. Edited: 7/00. 7/01, 11/02, 8/03, 1/05, 05/08, 1/11, 8/11, 2/15, 6/17

LEAVE OF ABSENCE POLICY

At the discretion of the Interim Assistant Dean for Academic Administration or based on a recommendation of the Academic Performance Committee, a student may be granted a leave of absence from the dental school. If a student requires a leave of absence, the request must be submitted in writing and must state the reason(s). Communication with the Interim Assistant Dean for Academic Administration is required before the request can be granted.

A leave of absence can generally be no longer than one academic year. Under extreme circumstances and upon the student's written request, the Interim Assistant Dean for Academic Administration may extend the leave of absence for an additional academic year.

Prior to making a decision concerning the requested leave of absence, the Interim Assistant Dean for Academic Administration will consult with the Assistant Dean for Clinic Administration and the Assistant Dean of Student Services & Enrollment Management to:

1. Evaluate the impact of the leave of absence on the student's academic program.
2. Determine the student's academic status at the time the request is made. If the request is made while courses are in process, the course directors may be asked to provide evaluation of the student's progress to date. Regular grade reports will be used if the request is made at the end of a term or academic year.
3. Evaluate the leave's impact on patient care, if applicable.

If the leave of absence is for reasons of physical or mental health, the student will be asked to submit a letter from a qualified health care professional supporting the request. The student must also obtain a

statement from a health care professional at the end of the leave of absence certifying that the student is able to resume the academic program. The Interim Assistant Dean for Academic Administration may require that a health care professional recommended by the Interim Assistant Dean for Academic Administration and/or the University of Detroit Mercy Psychology Clinic examine the student.

The decision of the Interim Assistant Dean for Academic Administration will be forwarded to the student in writing. The written communication will also delineate what special conditions, if any, the student must fulfill prior to re-admission.

The Interim Assistant Dean for Academic Administration will notify the Academic Performance Committee and Dean as to the action taken on the student's request for a leave of absence.

Prior to returning from a leave of absence a written request must be submitted by the student to the Interim Assistant Dean for Academic Administration. The Interim Assistant Dean for Academic Administration will consider the student's request and make a decision concerning the student's reinstatement based on the following:

1. The student's academic record.
2. Evidence that the circumstances that initiated the leave of absence have been resolved.
3. An assessment of the student's potential to successfully complete the curriculum.
4. Availability of facilities to accommodate the student.

THERE IS NO GUARANTEE THAT THE STUDENT WILL BE REINSTATED

NOTE: A STUDENT RETURNING FROM A LEAVE OF ABSENCE RETURNS AT AN APPROPRIATE PLACE IN THE CURRICULUM. THE STUDENT IS REQUIRED TO MEET ALL GRADING AND CURRICULAR REQUIREMENTS OF THE CLASS IN WHICH THE STUDENT IS ENROLLED ON THEIR RETURN. NO ASSURANCE IS MADE OR IMPLIED THAT A STUDENT WILL FOLLOW THE SAME CURRICULUM AS THE CLASS IN WHICH HE/SHE BEGAN THE DENTAL OR DENTAL HYGIENE PROGRAM.

Documented Medical Leave of Absence

Whenever a student is absent for two weeks or more in an academic term for valid reason(s) confirmed by a health care professional, the student may be granted a medical leave of absence, subject to the same conditions as above. The student is required to make up any missed assignments, exams, and clinic sessions.

Signing Out Prior To the Leave of Absence

A student applying for a leave of absence must complete appropriate documents from the School of Dentistry Registrar.

PHYSICAL AND MENTAL HEALTH SEPARATION

To help students perform their best, University of Detroit Mercy School of Dentistry provides the service of an on-site Personal Counselor through the Office of Health & Wellness. On occasion, however, some student's physical and mental health needs are beyond that which the University can be reasonably expected to provide. When a student's physical or mental health behavior threatens his or her welfare, disrupts or threatens the campus community, or makes excessive demands on its staff and/or resources,

the Dean of the School of Dentistry, or his/her designee, in consultation with the Student Wellness Coordinator and/or the Director of the Student Health Center, may request the student to undergo an examination by a medical doctor and/or a psychiatrist at his/her own expense. The Dean of the School of Dentistry, or his/her designee, will take under advisement the recommendation and, if necessary, call for the separation of the student on medical or mental health grounds.

Accepted by APG w/ revisions on 6/25/14; revisions made 7/10/14; 6/19

SELECTED CLINIC POLICIES

All University of Detroit Mercy School of Dentistry Clinic Policies may be found in the online University of Detroit Mercy School of Dentistry Clinic Policy and Procedure Manual (http://dentalapps.Detroit Mercy Dentalercy.edu/clinic_manual/ password required).

EQUIPMENT AND INSTRUMENTS RESPONSIBILITY AND MAINTENANCE

Equipment Maintenance

All broken or malfunctioning school equipment should be reported immediately. This is accomplished by completing an "Equipment Service Request" slip which includes the following; 1) date, 2) location of equipment, 3) identification of the specific item (manufacturer/model), 4) problem encountered, and 5) your name. If clinic equipment, these slips are turned in to the dispensary, and if Sim Lab equipment, slips are returned to the "blue box." If minor repair is needed during an appointment, you may ask for immediate help by reporting the problem and the unit number to Materials Management.

Instruments

All students are expected to maintain adequate security of instruments and equipment. Instruments or equipment should not be left unattended or unsecured. Lockable drawers and separate combination locks are provided in the Sim Lab in addition to a cupboard in the wet lab, and each student is assigned a locker. Many pieces of equipment have serial numbers, these should be recorded and kept in a safe place. All student purchases should be marked clearly. Engraving an identification symbol is an excellent way to protect your property. Public Safety will engrave equipment upon request. PROTECT YOUR INVESTMENT.

Stolen Instruments/Equipment

All incidents of theft involving university property should be handled by filing a claim with the Office of the Interim Assistant Dean for Clinic Administration. If theft is the alleged reason for the loss, a report must be filed with the University's Public Safety Office. Theft of instruments/equipment will be reviewed on a case-by-case basis.

SELECTED UNIVERSITY GENERAL POLICIES

All University of Detroit Mercy Student Policies, unless otherwise specifically noted, apply to all students enrolled in the University. The following section of the University of Detroit Mercy School of Dentistry Academic Policy Handbook includes selected University of Detroit Mercy Policies for the convenience of School of Dentistry students and residents. This section is not intended to be an all-inclusive resource of University policies for University of Detroit Mercy School of Dentistry students and residents. The comprehensive resource may be found online on the main University of Detroit Mercy home page (www.udmercy.edu) and through TitanPass (https://tc.udmercy.edu).

UNIVERSITY AND CAMPUS CLOSURE NOTIFICATION PLAN

This information covers the University's procedure related to class cancellations and school closings due to weather conditions or other threatening circumstances.

You will notice that the procedure now includes a "Late Start" designation in those instances when weather conditions may temporarily create a safety hazard during the early morning commute hours. A Late Start delay will be for two hours. With 8:00 AM as the standard opening time at the University, an announced two-hour delay would mean that the University would open at 10:00 AM. See Late Start Frequently Asked Questions below for some of the questions you may have.

When the University or one of the three Detroit campuses needs to begin classes late or cancel classes, the information will be posted on the home page of the Detroit Mercy website and through the following media: Detroit TV channels 2, 4, 7, 50 and 62 and radio stations *WWJ-950 AM* and *WJR-760 AM*. Additionally a notice will be sent to all subscribers of the University's Emergency Alert System.

We hope that there will be minimal disruption to the academic class schedule with this slightly revised process, which will allow us to be prepared, especially during Michigan's winter months.

Sign up for the Free Alert System now!

CONFIDENTIALITY OF STUDENT RECORDS
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act: University of Detroit Mercy maintains the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. At Detroit Mercy, the University Registrar coordinates the inspection and review procedures for student records, which includes admissions, personal, academic, and financial files as well as cooperative education and placement records.

No one outside the institution may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, except: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons. Personnel within the institution shall include administrative, supervisory, academic, research, or support staff, a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting personnel within the institution in performing a task. All of these exceptions are permitted under the act.

Educational records or components thereof may be made available without the student's written consent to personnel within the University who are determined by the institution to have a legitimate educational interest. The University will maintain a record of all requests and disclosures of personally identifiable information except those made to University of Detroit Mercy officials. Legitimate recipients of all such records will be informed that they are not permitted to disclose the information to others.

Students may review their education records by making a written request to the Registrar or appropriate dean's office. Students may not inspect financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement or honors to which they have waived their right of inspection or review; or educational records containing information about more than one student. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

The University may disclose the following categories of public or "directory" information for any purpose, at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, previous institutions attended, awards, honors (includes Dean's List), degrees conferred (including dates), photograph, past and present participation in officially recognized activities and sports, physical factors (e.g. weight and height of athletes).

Currently enrolled students may withhold disclosure of any such information under the Family Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received by the University Registrar prior to the first Friday following final registration for each semester of period of study. Requests for non-disclosure will be honored by the institution until such time that the student requests that the non-disclosure be lifted.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Registrar at University of Detroit Mercy has been designated by the institution to coordinate the inspection and review procedures for student educational records.

Students wishing to review their educational records must make written requests to the Registrar listing the item or items of interest. A list of what educational records are kept where is available from the Registrar. Only records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial hold exists, or a transcript of an original or source document which exists elsewhere).

These copies would be made at the student's expense at prevailing rates. Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual, records of a law enforcement unit, student health records, employment records or alumni records.

Students who believe that their educational records contain information which is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Registrar who within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels to adjudicate such challenges will consist of the University Registrar, dean of Student Life, the dean (or their designee) from the college/school where the records are kept if such are challenged, and two students appointed by the dean of Student Life through the Student Senate.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing panels if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place within the educational record statements

commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the educational record, maintained as part of the student's record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the president of the University. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202 or 202-260-3887 concerning the alleged failures of University of Detroit Mercy to comply with the Act.

Diane M. Praet
Associate Vice President and University Registrar
updated 7/2017

UNIVERSITY OF DETROIT MERCY POLICY PROHIBITING SEX AND GENDER-BASED DISCRIMINATION

Policy Statement

It is the policy of the University of Detroit Mercy to maintain an educational and working environment that stresses the dignity of all individuals. University of Detroit Mercy does not tolerate sex or gender-based discrimination, sexual harassment, sexual misconduct, stalking, retaliation or other behaviors proscribed by Title IX of the Education Amendments of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964 ("Title VII") and Michigan's Elliott-Larsen Civil Rights Act. These behaviors are not tolerated by any student, faculty, employee, independent contractor, vendor, visitor, or other individual who does business with the University. The University has enacted this sex and gender-based discrimination policy (the "Policy") to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining any violation of this Policy, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy affirms the University's commitment to

- Educate, train and counsel members of the University community about the harm caused by incidents of sexual harassment
- Facilitate and maintain an environment free from hostility and harassing behaviors
- Affirm the ethical obligation of each member of the University community to foster a learning and working environment free from sexual coercion, intimidation, and exploitation
- Encourage and address complaints of sexual harassment in a prompt and fair manner and protect individuals from retaliation
- Establish and maintain uniform procedures for resolving complaints of sex or gender-based discrimination, harassment, misconduct, stalking, and retaliation

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, dating violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or otherwise participates in any matter related to this Policy.

The University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment constitutes a form of sex discrimination which is illegal under Michigan Compiled Laws Annotated 37.201-37.2210, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. In addition to any sanctions that may be imposed by the University of Detroit Mercy as a result of this policy, individuals determined to be responsible for sexual or gender discrimination may be held personally liable to their victims or survivors and subject to additional sanctions within the civil or criminal law system in the State of Michigan.

This Policy prohibits sexual harassment against University of Detroit Mercy community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Upon receipt of a report, the University will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the University will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 ("VAWA") amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") in response to reported Prohibited Conduct. The University's process for investigating and responding to reported Prohibited Conduct are contained in the following appendices: Appendix A (Student Grievance Process - Student Respondent). Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty or staff).

The University of Detroit Mercy also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such Prohibited Conduct is addressed in other University policies prohibiting discrimination, harassment, and retaliation based on protected status (other than sex or gender).

Scope of Policy

Effective Date of Policy

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. When the date of the reported Prohibited Conduct precedes the effective date of this Policy, the definitions of misconduct in existence at the time of the report will be used. *The Investigation and Resolution Procedure* under this Policy will however be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, "Complainant" refers to the individual who is identified as the subject of Prohibited Conduct. "Respondent" refers to the individual alleged to have engaged in Prohibited Conduct. A "Third-Party" refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

To Whom Does This Policy Apply?

Persons

This policy applies to Students, Employees, and Third Parties.

1. "Student" includes any person who meets any of the following criteria:
   - is enrolled in any course(s) taught in any format at the University
   - is living in University residence life facilities, and/or
   - is not officially enrolled for a particular term, but whose University record indicates a continuing relationship with the University. The term relationship includes but is not limited to:
     - those eligible and/or applying for reenrollment and/or readmission
     - those involved in an appeal or grievance process and those with unresolved business matters with the University
2. "Employee" includes all persons who are legally defined as employees of the University.
3. "Third Parties" include all contractors, vendors, visitors, or guests.
   The University's ability to take appropriate corrective action against a Third Party is determined by the nature of the relationship of the Third Party with the University. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the University's commitment to a prompt and equitable process consistent with federal and state law, federal guidance, and this policy.

Places

On-Campus Conduct. This Policy applies to conduct that occurs on campus, including conduct that occurs on property owned or controlled by the University.

College Programs. This Policy applies to conduct that occurs in the context of University employment or education programs or activities, including, but not limited to, University of Detroit Mercy study abroad or experiential programs.

Off-Campus Conduct. This Policy also applies to conduct that occurs off campus and has continuing adverse effects on, or creates a hostile environment for any member of the University of Detroit Mercy community on campus or in any University employment or education program or activity.

Intersection with Other Policies and Procedures

Separate policies for employees and codes of conduct for students may also address discrimination and harassment. Where Prohibited Conduct violates this Policy prohibiting sex and gender-based discrimination as well as other policies, the University's response will be governed by this Policy.

Prohibited Conduct

Sexual or Gender-based Harassment

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise when the conditions outlined below are present.

Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined below are present:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University program and/or activities or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" harassment) or
2. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment program and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including but not limited to:

    The frequency, nature, severity, location, duration and context of the conduct
    Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Other Actions

This policy also prohibits sexual assault, sexual exploitation, stalking, and intimate partner violence. Please see pages 9-10, *Appendix and Definition of Terms*, in the University of Detroit Mercy Title IX Investigation and Resolution Procedure.

Retaliation

Retaliation means any adverse action taken against a person for making a report of Prohibited Conduct or by participating in any proceeding under this Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces, or in any other way seeks to discourage a reasonable person from engaging in activity protected under this Policy.

Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant. Retaliation does not include actions lawfully pursued in response to a report of Prohibited Conduct. Pursuit by either party of civil, criminal, or other legal action, even in response to an initial report under this Policy, does not constitute retaliation.

The University will address any report of retaliation and will pursue disciplinary action as appropriate.

Confidentiality, Privacy, Responsibility to Report

Prohibited Conduct, or concern that Prohibited Conduct may have occurred, should be reported to the Title IX Coordinator or a deputy Title IX coordinator. The University will support a Complainant in understanding, assessing, and pursuing reporting options and will advise a Complainant of appropriate resources within and outside the University.

Reports concerning minors: In addition to notifying the Title IX Coordinator and/or Director of Public Safety on campus, any individual may make a direct report. If a child is in immediate danger, call 911 or Child Protective Services Hotline at (855) 444-3911. The Child Protective Services Hotline may be contacted at all hours and all days of the week.

Privacy

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The University is likewise committed to assisting students, employees, and third parties in making informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the College Title IX response receive specific instruction about respecting and safeguarding private information.

With the exception of Title IX reporting, Responsible employees will maintain the privacy of information related to a report of Prohibited Conduct, and information will only be shared beyond the Title IX Coordinator or DPS on a "need to know" basis in order to assist in the review, investigation and resolution of the report or support of the parties.

Employees' Responsibility to Report

Every employee is designated as either a "Responsible Employee" or a "Confidential Employee". To assure that all Complainants are provided with equitable access to support and information about options and that the University provides a consistent response to Prohibited Conduct that allows for

the tracking of patterns and climate concerns. Responsible Employees have an obligation to share information about Prohibited Conduct with the Title IX Coordinator.[1]

Responsible Employees are all University of Detroit Mercy employees including Resident Advisors, Graduate Assistants and other student employees, when disclosures are made to any of them in their capacities as employees. Responsible Employees do not include employees who are licensed medical, clinical, or mental health professionals (physicians, nurse practitioners, nurses, physicians' assistants, psychologists, professional counselors, and social workers, and those performing services under their supervision). These individuals are Confidential Employees. A Confidential Employee will not disclose information about Prohibited Conduct to the University's Title IX Coordinator without the Student's written release and permission to do so with the following exceptions: a) a concern by a licensed medical, clinical or mental health professional that the student will likely cause imminent and physical harm to self or others or b) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18 pursuant to state law.

Student Request for Anonymity

A student may desire to report Prohibited Conduct to the University but to maintain confidentiality. If so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant's name or other identifiable information not be shared with the Respondent or that no formal action be taken, the Title IX Coordinator in conjunction with the Title IX team, will balance the Complainant's request with its dual obligation to provide a safe and non-discriminatory environment for all University community members and to remain true to principles of fundamental fairness that ordinarily provide for notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the University may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

[1] Responsible Employees are not required to report information disclosed at public awareness events such as "Take Back the Night" and are not required to disclose information disclosed during a student's participation as a subject in a research study conducted at the University.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality, or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant, the Title IX Coordinator or a member of the Title IX team will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

Disclosures Required by the Clery Act

Timely Warnings

A "Timely Warning" is a campus-wide notification of a serious or continuing threat to the University of Detroit Mercy community. The Timely Warning does not include identifying information about the Complainant. If a report of misconduct discloses a serious or continuing threat to the University community, the University may issue a campus wide timely warning through university email to protect the health or safety of the community. Consistent with the Clery Act, the University withholds the names and other personally identifying information of Complainants when issuing timely warnings to the University community.

Annual Reporting Responsibilities

The University of Detroit Mercy and all higher education institutions that receive federal funding are obligated to publicly issue an Annual Security Report (ASR), which identifies the number of particular reported crimes on campus or campus property or adjacent to campus. The ASR does not include identifying information about the Complainant or Respondent.

Crime Log

All higher education institutions that have campus police forces or security departments must maintain a daily crime log that includes entries for all crimes that occur within both the Clery geography and the campus police force's regular patrol route. The crime log does not include identifying information about the Complainant or Respondent.

University Title IX Coordinator and Deputy Coordinators

Notice of Designated Title IX Coordinator and Deputy Coordinators

The University has designated Marjorie Lang to serve as the University's Title IX Coordinator. The University has designated Title IX Deputy Coordinators and their contact information appears below. The Title IX Coordinator and Deputy Coordinators may be contacted by telephone, email, or in person during regular office hours:

Marjorie Lang, Title IX Coordinator
Fisher Administration Building, 5th floor, McNichols campus
(313) 993-1802
langma@udmercy.edu

Monica J. Williams, Deputy Title IX Coordinator, Dean of Students, Student Center Room 101 McNichols campus (313) 993-1028 leonarmj@udmercy.edu

Lanae Gill, Deputy Title IX Coordinator, Director of Residence Life, Shiple Hall Room 110, (313) 993-1231 lanae.gill@udmercy.edu

Megan Jennings, Deputy Title IX Coordinator, Associate Dean of Students, School of Law, Law School Room 131 (313) 596-0209 jenninmf@udmercy.edu

Juliette Daniels, Deputy Title IX Coordinator, Associate Dean of Student Services and Enrollment School of Dentistry, Room 470 (313) 494-6850 danieljc@udmercy.edu

Netina Anding-Moore, Deputy Title IX Coordinator, Associate Director of Human Resources, Fisher Administration Center 2nd floor (313) 993-1445 (andingnv@udmercy.edu)

Adam Hollman, Assistant Director of Student Life-Programming, Student Center, McNichols campus (313) 993-1154 hollmaap@udmercy.edu

Teri Kromrei, Associate Athletic Director, Calihan Hall, McNichols campus (313) 993-1700 kromretl@udmercy.edu

Role of the Title IX Coordinator and Deputy Coordinators

The Title IX Coordinator monitors the University's overall compliance with Title IX, ensures appropriate training and education, and oversees the University's investigation, response, and resolution of reports made under this Policy. Upon receiving reports of Prohibited Conduct, the Title IX Coordinator ensures that appropriate action is taken to eliminate that conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to advise all individuals including individuals who have experienced misconduct, individuals who are alleged to be responsible for misconduct, and third parties on this policy and related procedures. The Title IX Coordinator and Deputy Coordinators constitute a small circle of individuals who have a "need to know" of any alleged Prohibited Conduct to effect this Policy. The foregoing individuals have received appropriate training to discharge their responsibilities.

How to Report

The University urges anyone who has experienced or knows about an incident of Prohibited Conduct to immediately contact the Title IX Coordinator or Deputy Coordinator.

The University Title IX Coordinator or any Deputy Title IX Coordinator may be reached at their office or by telephone or email as noted above.

The University strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The University also strongly encourages all individuals to make a report to the University and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

The University has a strong interest in supporting survivors of sexual harassment, sexual violence, stalking, and dating/intimate partner/domestic violence and strongly encourages all individuals or Third Party witnesses to report any incident to the University. The University will support Complainants in understanding, assessing, and pursuing options and will assist Complainants in notifying law enforcement and seeking medical treatment as well as counseling.

Making a report means telling a Responsible Employee what happened in person, by telephone, in writing, or by email. At the time a report is made a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The University provides support that can assist each individual in making these important decisions and will respect an individual's autonomy in deciding how to proceed to the extent legally possible. In this process, the University will balance the individual's interest with its obligation to provide a safe and non- discriminatory environment for all members of the University community.

The University will investigate and resolve all reports of Prohibited Conduct in a fair and impartial manner. A Complainant, a Respondent, and all individuals involved will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the University will make an immediate assessment of any risk of harm to the Complainant, Respondent, or to the broader campus community and will take steps necessary to address those risks. These steps may include interim measures to provide for the safety of the individual and the campus community. The contact information for all reporting options may be found in the List of Resources for Reporting, Care and Support, Section VII.

Emergency Reporting Options

Complainants have the right to notify or decline to notify law enforcement. The University strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Prohibited Conduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking emergency protective orders. The University will help any University community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Detroit Police Department (DPD) if suspected Title IX violation occurs on campus. The Detroit Police Department may be contacted seven days a week, 24 hours a day.
4707 St. Antoine
Detroit, Michigan, 48201
(313) 596-2200

Your local police department if suspected Title IX violation occurs off campus.

Other Reporting Considerations

Timeliness

Complainants and third-party witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the University's ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If the Respondent is not a member of the University community, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent will, of course, be limited.

Location

An incident does not have to occur on campus to be reported to the University. Off-campus conduct that is likely to have a substantial effect on the Complainant's on-campus life and activities or poses a threat or danger to members of the University community may also be addressed under this Policy.

Amnesty for Good Faith Reporting

The University will not pursue disciplinary action against students (Complainants or witnesses) for disclosure of personal consumption of alcohol or other drugs (underage or illegal) if the disclosure is made in connection with a report or investigation of Prohibited Conduct.

The University strongly encourages the reporting of Prohibited Conduct under this Policy. It is in the best interest of this community that Complainants report to university officials and that participants in the grievance process are forthright in sharing information. To guard against discouraging reporting or participation, a student who reports Prohibited Conduct or participates in the grievance process as a Complainant, Respondent, or a third-party witness, will not be subject to disciplinary action by the University for personal consumption of alcohol or drugs or other violations of the conduct policy (not including this Policy) at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk and do not involve plagiarism, cheating, or academic dishonesty. The University may, however, initiate an educational discussion or pursue other educational remedies with the student regarding alcohol or other drugs. Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

Coordination with Law Enforcement

The University strongly encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and intimate partner violence that may also be crimes under Michigan law. The University will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The University's Policy, definitions, and burden of proof may differ from Michigan criminal law. A Complainant may seek recourse under this Policy and/or pursue criminal action. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this Policy has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The University may not delay conducting its own investigation unless specifically requested by law enforcement (e.g. DPD). In the event of such specific request, the University shall defer its investigation only during the time that the DPD is gathering evidence which should not exceed ten (10) days, absent extenuating circumstances. The University will nevertheless communicate with the Complainant and Respondent (if appropriate) regarding Title IX rights, procedural options, and the implementation of interim measures to assure safety and well-being. The University will promptly resume fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

Interim Measures and Remedies

Overview

Upon receipt of a report, the University will provide reasonable and appropriate interim measures designed to eliminate the alleged hostile environment and protect the Parties involved. The University will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional, and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the University, and regardless of whether the crime is reported to Public Safety or local law enforcement.

The University offers a wide range of resources for Students and Employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to protect a Complainant and facilitate the Complainant's continued access to University employment or education programs and activities.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including the needs of the Student or Employee seeking remedial and/or protective measures, the severity or pervasiveness of the alleged conduct, any continuing effects on the Complainant, whether the Complainant and Respondent share the same residence hall, academic course(s), or job location(s), and whether other judicial measures have been taken to protect the Complainant (e.g. protective orders such as personal protection orders). All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

The Title IX Coordinator has discretion to impose and/or modify any interim measures based on available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of interim measures.

A Complainant or Respondent may request a No Contact Letter or other protection, or the University may choose to impose interim measures at its discretion to ensure the safety of all Parties, the broader University community, and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Interim Suspension or Separation

Where the reported conduct poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal University functions, the University may place a student or student organization on interim suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities, and/or all other University activities or privileges for which the student might otherwise be eligible, as the University determines appropriate. When interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Care and Support Resources

The University is committed to treating all members of the community with dignity, care, and respect. Any student who experiences or is affected by violations under this Policy, whether as a Complainant, a Respondent, or a Third Party, will have equal access to support and counseling services through the University. The University strongly encourages individuals to report Prohibited Conduct. The University recognizes, however, that the decision to report Prohibited Conduct (to the College and/or law enforcement) can be difficult. The University strongly encourages individuals who are considering whether to report Prohibited Conduct to seek the support of confidential campus and community resources, listed below. These trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under this Policy is pursued. These resources are available regardless of when or where the incident occurred.

There are many resources available on campus and in the surrounding community. As detailed below, there are Confidential Resources that by law cannot share information without the consent of the individual seeking assistance (in most circumstances). There are also a variety of University resources that will be discreet and private but are not considered confidential. These resources will maintain the privacy of an individual's information within the limited circle of those involved in the resolution of a complaint under this Policy.

Department of Public Safety

Available as a first option 24 hours a day, 7 days a week, to report any incidents of crime or violence including Prohibited Conduct
(313) 494-6706
publicsafety@udmercy.edu

Dean of Students Office

Can provide reasonable accommodations for housing, academic flexibility, and issue No Contact orders.

Monica Williams, Dean of Students
(313) 993-1028
leonarmj@udmercy.edu

Student Wellness Center

Personal Counseling, confidential mental health counseling services, and medical treatment

Annamaria Silveri, Ph.D., Director of Wellness Center
(313) 993-1459
silveran@udmercy.edu

Human Resources

Address complaints of Prohibited Conduct against all employees (faculty, administration, and staff). Human Resources may be contacted on weekdays during regular office hours to respond to complaints concerning University employees.

Netina Anding-Moore, Associate Director of Human Resources
(313) 993-1445
andingnv@udmercy.edu

Office of Residence Life

Lanae Gill, Director of Residence Life
(313) 993-1231
E-mail: lanae.gill@udmercy.edu

University Ministry

Anita Klueg, Director of University Ministry
(313) 993-1560
kluegag@udmercy.edu

Off-campus resources

Wayne County SAFE
Medical treatment and forensic exams performed by Sexual Assault Nurse Examiners
Phone: (313) 964-9701
Crisis Pager: (313) 430-8000

Detroit Police Department 12th Precinct
Responds to any reports of crime or violence, including Prohibited Conduct
Emergencies: 911
Non-emergencies: (313) 596-1200

National Domestic Violence Hotline. Advocates are available 24/7 to speak confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

(800) 799-7233 or (800) 787-3224
Rape, Abuse and Incest National Network (RAINN)
A confidential, anonymous national sexual assault hotline available 24 hours (800) 656-4673

Government resources

Inquiries or complaints concerning University of Detroit Mercy compliance with Title IX and Title VI may be referred to the U.S. Department of Education Office for Civil Rights.

National office: U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
(800) 421-3481(phone)
(202) 453-6012 (fax)
OCR@ed.gov

U.S. Department of Education Regional Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115-1812
(216) 522-4970 (phone)
(216) 522-2573 (fax)
OCR.Cleveland.ed.gov

Clery Act Compliance Division clery@ed.gov

The Equal Employment Opportunity Commission
Patrick McNamara Building
Detroit, MI 48226
Phone: (800) 669-4000
Fax: (313) 226-4610
info@eeoc.gov

Michigan Department of Civil Rights
3054 W. Grand Boulevard
Detroit, MI 48202
Phone: (313) 456-3700
Toll-Free: (800) 482-3604
MDCRServiceCenter@michigan.gov
http://www.michigan.gov/mdcr/

Links to University of Detroit Mercy policies related to Prohibited Conduct

http://online.udmercy.edu/students/policy-01.php (Student Code of Conduct)

http://online.udmercy.edu/students/policy-02.php (Conduct and Grievance Procedures) applies to students

http://online.udmercy.edu/students/policy-03.php (Student Code of Non Code of Conduct Grievance Violations Procedure)

http://online.udmercy.edu/students/policy-04.php (Non-discrimination Policies Notification Statement, ADA and Section 504 Grievance Procedure, Business Solicitation Policy, and Confidentiality (Family Educational Rights and Privacy Act).

http://online.udmercy.edu/students/policy-05.php (Social Media Policy)

http://online.udmercy.edu/students/policy-06.php (Student Email Policy)

School of Law

http://law.udmercy.edu/udm/images/CSC2016.pdf (Community Standards Code)

School of Dentistry

http://dental.udmercy.edu/pdf/Academic_Policies_Handbook.pdf (Academic Policies Handbook)

Prevention and Awareness Programs

The University is committed to the prevention of Prohibited Conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation and returning students and current employees receive ongoing training and related education.

Training

The University provides training to students and employees to assist in fostering understanding of this Policy and the topics and issues related to maintaining an educational and employment environment free from all forms of Prohibited Conduct.

Effective Date: 8/1/17

UNIVERSITY OF DETROIT MERCY TITLE IX INVESTIGATION AND RESOLUTION PROCEDURE

Policy Statement

The University prohibits sex and gender-based discrimination including but not limited to sexual assault, sexual exploitation, sexual and gender-based harassment, intimate partner violence, stalking, retaliation, and violation of interim measures (Prohibited Conduct). Prohibited Conduct is expressly forbidden and will not be tolerated at the University. Such conduct may also violate federal and state civil or criminal laws.

The University has enacted this policy in an effort to eliminate Prohibited Conduct, prevent its reoccurrence, eliminate its effects, and to meet its legal obligations under Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013, and other applicable law.

Reporting of Prohibited Conduct

The University strongly recommends the reporting of sexual misconduct. Such complaints of potential sexual misconduct may be made to the following trained Title IX Deputy Coordinators:

Monica J. Williams
Dean of Students
(313) 993-1028
leonarmj@udmercy.edu

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All reports will then be directly forwarded to the University Title IX Coordinator, who is responsible for overseeing the University's review, investigation, and resolution of reports of Prohibited Conduct under the University's Investigatory Procedure to resolve complaints.

Additional Resources Involving Non-University Reporting

Aside from reporting to the University, an individual may also file a complaint with the following agencies:

United States Department of Education Clery Act Compliance Division clery@ed.gov

Office for Civil Rights OCR@ed.gov

The Equal Employment Opportunity Commission info@eeoc.gov

Michigan Department of Civil Rights http://www.michigan.gov/mdcr/
(313) 456-3700
Toll-Free: (800) 482-3604
MDCRServiceCenter@michigan.gov

Individuals may also make complaints directly to local law enforcement.

Complaints with the Office for Civil Rights must be filed within one hundred eighty (180) days of the last act that the Complainant believes was discriminatory. There is no time limit for making a report to the University however, the University strongly recommends that such complaints be made within one hundred eighty (180) days. If the Respondent is no longer a student or employee, the University's authority to pursue disciplinary action may be limited.

Title IX Assessment

Once a report is made and forwarded to the Title IX Coordinator, the Title IX Coordinator will conduct an initial Title IX assessment. The first step of this assessment will usually be a preliminary meeting between the Complainant and the Title IX Coordinator. As part of the initial assessment of the facts, the University will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety and emotional well-being issues
- Notify the Complainant of the right to contact law enforcement if the conduct is criminal in nature, and if requested, assist them with notifying law enforcement
- Notify the Complainant of the availability of support and assistance, including medical treatment to address physical and mental health concerns
- Provide the Complainant with information about on- and off-campus resources
- Advise the Complainant about the University's prohibition against retaliation and how to reports acts of retaliation
- Inform the Complainant they may seek an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy (additional guidance about the role of the advisor is contained in the Appendix).

When the Title IX Coordinator determines that an investigation should be initiated or that any other action should be instituted that impacts a Respondent, the Title IX Coordinator will notify the Respondent by email. The Respondent will also be provided with information on available resources and options. The Title IX Coordinator will:

- Inform the Respondent that they may see an advisor of their choosing to assist them throughout the investigation and resolution of the complaint, and that the advisor may accompany them to any meeting or proceeding under this policy (additional guidance about the role of the advisor is contained in the Appendix)
- Provide the Respondent with information about support and assistance available through the University and other resources
- Provide the Respondent with information regarding the resolution process
- Advise the Respondent about the University's prohibition against retaliation.

When the Complainant requests that their identity not be shared with the Respondent or that the University not pursue an investigation, the University must consider this request in the context of the University's responsibility to provide a safe and non-discriminatory environment for all University

community members. The University, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint, consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the circumstances.

At the conclusion of the initial Title IX assessment, the Complainant will receive a written notice of the determination about how the University plans to proceed. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the University seeks action that would impact a Respondent, such as protective measures that restrict the Respondent's movements on campus, the initiation of an investigation, or the decision to request the Respondent's involvement in an Informal Resolution.

Informal Resolution

Informal Resolution is an alternative approach designed to stop the Prohibited Conduct without a full investigation or taking unilateral disciplinary action against a Respondent. When the Title IX assessment concludes that Informal Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to educational, extracurricular, and employment activities at the University and to eliminate a hostile environment. Depending on the form of Informal Resolution used, it may be possible for a Complainant to maintain anonymity.

Informal Resolution, even if voluntary, may not be used in cases involving allegations of sexual assault. With respect to all other types of Prohibited Conduct, the decision to pursue Informal Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation is voluntary, and a Complainant or Respondent can request to end Informal Resolution and initiate an investigation at any time. Additionally, if an informal resolution is reached but either party fails to abide by the resolution, the Title IX Coordinator may initiate an investigation and formal resolution, if deemed appropriate.

The Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be completed within sixty (60) days of the conclusion of the initial Title IX assessment.

Investigation

Overview of Investigation

If the University determines that an investigation should be pursued based on the potential risk of harm or threat to Complainant or public safety, the Title IX Coordinator will initiate an investigation to gather facts.

Throughout the investigation and resolution, a Complainant or Respondent may have an advisor of their choosing present at any meeting or proceeding. Additional guidance about the role of the advisor is contained in the Appendix. Information gathered during the review or investigation will

be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the University campus community, and take appropriate measures designed to end the misconduct, prevent its recurrence, and address its effects.

Notice of Investigation

Both the Complainant and the Respondent will receive written notice sent to University of Detroit Mercy student's email address indicating that an investigation has been initiated. The notice will include the description of the complaint, the potential policy violations at issue, the name and contact information of the assigned investigator, and a copy of the investigative procedure.

The notice will also provide that both Complainant and Respondent have a right to an advisor of their choice, which may include an attorney. (Additional guidance about the role of the advisor is contained in the Appendix.)

The notice will confirm that medical and counseling records are confidential and not accessible to the investigator unless the Party voluntarily chooses to share records as part of the investigation.

Investigator

The University will designate an investigator, typically the Title IX Coordinator or a deputy Title IX coordinator, who has specific training and experience investigating allegations of Prohibited Conduct. The investigator may be an employee of the University, an external investigator engaged to assist the University in its fact gathering, or both.

Investigative Steps

The investigator will coordinate the gathering of information from the Complainant, the Respondent, and any other individual who may have information relevant to the determination. The investigator may consider prior or subsequent conduct that is relevant to evaluating the current conduct. The investigative interviews may be audio-recorded and notes of the interview will be maintained by the University until the parties have had the opportunity to review and comment on the draft investigation report. The investigator will also gather any available physical evidence, including documents, communications between parties, and other electronic records as appropriate and as described more fully below. The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information.

Complainant and Respondent Interviews

The investigator will interview the Complainant and Respondent separately. Each party will be asked to participate in an initial interview and may be asked to participate in follow up interviews as needed.

Other Sexual History

An investigation under this policy may consider prior or subsequent sexual history between the parties if the investigator determines that there was a prior or ongoing relationship between the Complainant and Respondent and the investigator is asked to determine whether consent was sought and given. As noted in other sections of the policy, whether someone consented on a prior or subsequent occasion is not evidence that the person consented on this occasion, and consent must be sought and given each time. Any prior or subsequent sexual history between the parties will only be used to help understand the manner and nature of communications between the parties and the context of the relationship. If the investigator determines that prior or subsequent sexual history should be considered, both the Complainant and Respondent will be notified and have the opportunity to provide any additional relevant information to the investigator. The sexual history of a Complainant or Respondent will never be used to prove character or reputation.

Witness Interviews

If witnesses are identified by the parties through interviews or in documentation, who have observed the acts in question or have information relevant to the incident, the investigator will make a good faith effort to contact and interview those individuals even if they are no longer at the University. The investigator may also interview any other individual he or she finds to be potentially relevant to the allegations of the complaint. The investigator will inform each witness that they are prohibited from retaliating against the Complainant and Respondent or other witnesses, and request that the witness respect the privacy of the parties and the integrity of the process.

Experts

The investigator may contact any expert they determine would be of assistance to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

Documents/Records Review

The investigator may review other documents that may be relevant to the investigation, including but not limited to, police records, electronic or other records of communications between the parties or witnesses, and records of other information voluntarily provided by Complainant or Respondent, including medical records.

Site Visits

The investigator may visit pertinent sites or locations and record observations through written or electronic documentation, such as videos or photographs.

Consideration of Other Conduct by a Respondent

Evidence of an occurrence or occurrences of sexual or other behavior that may resemble either party's version of the alleged encounter, including whether consent was sought or given, may be considered. Where there is evidence of a pattern of similar conduct, either before or after the conduct in question, regardless of whether there has been a prior finding of a policy violation, this information may be deemed relevant to the determination of policy violation or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous or subsequent incident was substantially similar to the conduct cited in the report or indicates a pattern of behavior and substantial conformity with that pattern. Where there is a prior finding of a policy violation by the Respondent for a similar act of Prohibited Conduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and assigning of a sanction.

Consolidation of Investigation

The investigator has the discretion to consolidate multiple reports against a Respondent into one investigation if the evidence related to each incident may be relevant in reaching a determination in the other incident. In addition, in gathering the facts, the investigator may consider similar prior or subsequent allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information may be relevant.

Concurrent Law Enforcement Investigation

If there is a concurrent criminal investigation, at the request of law enforcement, the University may agree to defer its Title IX fact-gathering until after the initial stages of a criminal investigation. The University will nevertheless communicate with the Complainant and Respondent regarding Title IX rights, procedural options, and the implementation of interim measures to assure the safety and well-being of all affected individuals. The University will promptly resume its Title IX fact-gathering as soon as law enforcement has released the case for review following the initial criminal investigation.

Investigation Report Content

At the conclusion of the investigation, the investigator will prepare a draft report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts, and analyzes the relevant facts determined through the investigation, referencing any supporting documentation or statements. The investigation report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records, and forensic evidence.

Review of Draft Investigation Report

Before the report is finalized, the Complainant and Respondent will be given the opportunity to review the draft report. Consistent with FERPA or safety concerns, identifying information about the Complainant or witnesses may be redacted at the discretion of the investigator. A Complainant and Respondent may submit any additional comment or evidence to the investigator at his/her email address within five (5) business days of receipt of the draft report. A Complainant and Respondent may also raise concerns about the inclusion of any evidence, even if relevant, that the party believes may be more harmful than probative. Upon request by either the Complainant or Respondent prior to the expiration of the five (5) day period, an additional three (3) business days may be granted to submit additional comments or evidence to the investigator.

Upon receipt of any additional information or comments by the Complainant or Respondent, or after the three (3) day comment period has lapsed without comment, the investigator will prepare the final investigation report. In completing the report, the investigator will determine whether any information included in the report should be excluded. After any adjustments are made in response to comments and information received, the investigator shall determine whether there is sufficient information to find, by a preponderance of the evidence, that a policy violation occurred.

The investigator will submit a final report and investigative finding to the Complainant and Respondent. The final report will include all investigation materials subject to the guidelines set forth in the preceding section, the Complainant and Respondent responses, the finding of whether the University of Detroit Mercy Prohibiting Sex and Gender-based Discrimination and any additional policies being explored through this investigation have been violated, along with the investigator's reasoning. The finding will be based on the standard of preponderance of the evidence, i.e., whether it is more likely than not that the policy was violated.

At the conclusion of the investigation, the investigator will forward their Investigative Report to the Dean of Students.[1] The Report will contain the information obtained in the investigation, an analysis of the information, and finding of Policy violations.

a. If the investigator determines there was not a violation of this Policy, the Dean of Students will inform the Complainant and Respondent, in writing, that the matter will be closed and no further action taken.

b. If the investigator determines that there is sufficient evidence to support a violation of this Policy, the Dean of Students will inform the Complainant and Respondent by issuing a written Decision Notification Letter to both Complainant and Respondent.

c. If a Respondent is found responsible for violating this Policy, the report will be sent to the appropriate University official(s) for action on the sanctions. Once the appropriate University official implements the sanction/action, the University official shall notify the Title IX Coordinator of any action that has been taken.[2]

d. The University will, where appropriate, take reasonable steps to remedy the harm to the affected individual(s) of the Prohibited Conduct, including counseling for those who have subjected to or have engaged in commission of the Prohibited Conduct.

[1] If the Respondent is an employee, this report will be sent to the Associate Vice President of Human Resources for appropriate action pursuant to the University's sexual harassment and other policies.

[2] Note: Sanctions will not generally be implemented until after the appeal deadline has passed, or, if an appeal has been filed, until after the appeal has concluded. However, the University reserves the right to keep in place interim measures, or to implement additional measures, on a case-by-case basis at any time to maintain public safety and the safety of Complainant.

Possible student sanctions include:

1. Warning
2. Assessment and Treatment, including psychological or mental health counseling
3. University Housing Restrictions
4. Restrictions on Participation or Use
5. Probation
6. Suspension
7. Expulsion
8. Withholding Diploma
9. Withholding Degree
10. Transcript Notation
11. Organizational Sanctions
12. Other actions, as appropriate, given the facts, circumstances and findings in each matter

Notice of Outcome

Both the Respondent and the Complainant will receive written notice of the outcome, the sanction, and the rationale for both sent by the Title IX Coordinator.

To provide notice of the outcome, University-issued email is the primary means of communication. Alternative methods may be used if appropriate.

The notice of outcome will include the findings as to whether there has been a policy violation and the rationale for the result. The notice of outcome will also include the sanction and the rationale for the sanction. The Respondent will be informed of the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Complainant will be fully informed of any sanctions and remedies that directly relate to the Complainant, including information about the Respondent's presence on campus (or in a shared class or residence hall), that may help a Complainant make informed decisions or work with the University to eliminate harassment and prevent its recurrence. The notice of outcome will also provide each party with their appeal options. The University may also notify appropriate University officials such as Public Safety,

faculty members, residence life staff, and coaches as necessary to implement the outcome and/or sanctions.

Appeal

Either party may appeal the outcome and/or sanction within 5 days of the date of the outcome letter. The limited grounds for appeal are as follows:

- The discovery of new information that is material and relevant and could affect the finding of the investigator, and which was not available through the exercise of due diligence by the appealing party at the time of the investigation
- A deviation from University policy or procedure that materially affected the outcome

[2] Note: Sanctions will not generally be implemented until after the appeal deadline has passed, or if an appeal has been filed, until after the appeal has concluded. However, the University reserves the right to keep in place interim measures, or to implement additional measures, on a case-by-case basis at any time to maintain public safety and the safety of Complainant.

The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. Dissatisfaction with the outcome of the investigation is not grounds for appeal. The appeal must be submitted to the Dean of Students within five (5) days of the date of the outcome letter. The Title IX Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. A party's response to the appeal must be submitted within five (5) days from their receipt of the appeal. In the event both parties appeal the findings, each party will be provided notice and a copy of the other party's appeal.

Upon receipt of the appeal and any response, a hearing officer will be appointed by the Dean of Students or other designee.

In any request for an appeal, the burden of proof lies with the party requesting the appeal. The appeal is not a new review of the underlying matter. The hearing officer shall consider the merits of an appeal only on the basis of the above grounds for appeal. The hearing officer will review the written investigation report and all supporting documents.

Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation regarding the grounds for the appeal. However, the parties may request a hearing on the facts.

The hearing officer will communicate the result of the appeal to the Complainant and Respondent within twenty-one (21) days from the date of the submission of all appeal documents by both parties or 21 days after hearing (if requested). Decisions on Appeals are final.

Additional Considerations

Group Infractions

When members of a student group, organization, team, or individuals act in concert in violation of the Policy, their conduct may be reviewed as a group or as individuals, and an investigation may proceed against the group as joint Respondents or against one or more involved individuals as appropriate given available information and circumstances.

A student group, organization, or team's officers and membership may be held collectively and individually responsible when violations of this policy by the organization or its members take place at organization sponsored events, have received the consent or encouragement of the organization or the organization's leaders or officers, or was known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually.

Records

The Title IX Coordinator will retain records of all reports, allegations, and complaints regardless of whether the matter is resolved by Title IX assessment, Informal Resolution, or Formal Resolution. In general, records will be maintained for seven years following dissemination of Decision Letter or Decision Letter Post-Appeal.

Students

Findings of responsibility in matters resolved through Formal Resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record.

Complaints resolved by a Title IX assessment or Informal Resolution are not part of a student's conduct file or academic record. The conduct files of students who have been suspended, permanently dismissed, or who withdrew pending disciplinary action from the University are maintained in the Dean of Students' office for seven years after their departure from the University.

Records of disciplinary action involving organizations are maintained in the Dean of Students office indefinitely.

Respondent's Withdrawal Prior to or Concurrent with Investigation

If a Respondent withdraws from the University before the investigation and/or complaint resolution process have been concluded, a notice will be sent to the student stating that he or she is alleged to have violated University policy, that an investigation has been or will be conducted, and that the resolution process will continue.

A letter will also be sent to the University Registrar, and to the registrar or academic dean of the school/college in which the student was enrolled indicating that such proceedings are pending. If

the student attempts to re-enroll before the matter is resolved, the Registrar will notify the Title IX Coordinator. The matter must be fully resolved before the student may re-enroll at the University.

Appendix and Definition of Terms

Advisor: Throughout the investigation and resolution of a complaint, the Complainant and Respondent have the right to be assisted by an advisor of their choice. The advisor may be any person, including an attorney engaged at the party's expense, who is not otherwise a party or witness in the investigation. The advisor may accompany the Complainant or Respondent to any meeting or related proceeding with an investigator or a University employee. While the advisor may confer quietly with the Complainant or Respondent to provide advice or support, the advisor may not speak on behalf of the Complainant or Respondent or otherwise actively participate in, or in any manner disrupt, the meeting or proceeding. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process in accordance with the University's objective of completing the resolution process in sixty (60) days or less.

The Title IX Coordinator has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be provided to an advisor by the Title IX Coordinator, although the parties may review such information with an advisor as necessary to assist them in the proceedings.

Coercion: Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion can include a wide range of behaviors including intimidation, manipulation, threats, and blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity.

Complainant: An individual who invokes the University's investigation and resolution process to determine if the Title IX sexual misconduct policy has been violated and identifies him or herself as a victim of the alleged misconduct. In some circumstances, the University may assume the role of Complainant.

Consent: Consent requires an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Participants must act freely and voluntarily and have knowledge of the nature of the act involved.

Force: Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether to participate in sexual activity.

Incapacitation: Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because that individual lacks conscious knowledge of the nature of the act sufficient to understand the *who, what, where, when, why or how* of the sexual interaction, and/or is physically helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware or uncertain that sexual activity is occurring. Incapacitation may also result from the use of alcohol and/or other drugs. Being intoxicated or impaired by drugs or alcohol is never an excuse for

sexual or gender-based harassment or discrimination and violence, intimate partner violence, or stalking, and does not diminish one's responsibility to obtain consent.

Intimate Partner Violence: This is sometimes referred to as domestic or relationship violence. It includes any act of violence or threatened act of violence by a person who is, or has been, involved in a sexual, dating, hook-up, domestic, or other intimate relationship with the Complainant. It may also include sexual harassment, sexual assault, sexual exploitation, stalking, or retaliation committed by a person who is or has been involved in such a relationship.

Parties: A term referencing collectively to the Complainant and Respondent.

Prohibited Conduct: Prohibited Conduct is defined in the University of Detroit Mercy Policy Prohibiting Sex and Gender-based Discrimination. It includes, but is not limited, to Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender Based Harassment and Retaliation, and violation of interim measures.

Respondent: Any individual(s) or organization(s) alleged to have violated the University of Detroit Mercy Policy Prohibiting Sex and Gender-based Discrimination and against whom a complaint has been brought.

Sexual Assault: An individual engages in sexual assault when they have or attempt to have sexual intercourse with another individual by force or threat of force (see definition), or without consent (see definition), or with an individual who is incapacitated (see definition).

Sexual Exploitation: An individual engages in sexual exploitation when they take non-consensual or abusive sexual advantage of another person for their own advantage or benefit, or to benefit or advantage anyone other than the person being exploited.

Stalking: Stalking includes a course of physical or verbal conduct directed at another individual in a manner that could reasonably cause fear of harm or injury to that person or to a Third Party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, education, or employment of that individual. Stalking may also involve the use of electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices (often referred to as cyber-stalking). Such behaviors may include, but are not limited to, non-consensual communication, telephone calls, voice messages, emails, texts, letters, notes, gifts, or any other communication that is repeated, undesired, and places another person in fear.

Student: Any student enrolled at the University at the time of the alleged sexual misconduct. For the purposes of this policy, student status begins when a student has accepted an offer for admission to the University and ends when the student has graduated, withdrawn, been permanently dismissed, or otherwise permanently separated from the University.

Title IX: Title IX refers to the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. The

University is required to comply with Title IX. Sexual harassment of students, which includes acts of sexual misconduct described in this policy, is a form of sex discrimination prohibited by Title IX.

Victim: Any individual who has been harmed by an act or acts of sexual misconduct.

Witness: Any individual who has seen, heard, or otherwise knows or has information about a violation.

Effective Date: 8/1/17

A CAMPUS FREE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

As an academic community, the University calls its members to explore knowledge, build learning relationships, and take responsibility for individual and social life. Alcohol and other drugs can endanger this lifestyle. Abuse of alcohol and use of illicit drugs causes damage to health, threatens safety of self and others, interferes with academic and societal performance, and often leads to legal and financial problems. Even in a situation of legal and normal use, alcohol can increase the likelihood of injury, property damage, and deterioration of a healthy lifestyle.

To protect the privileges of all members of the university community, the university prohibits the unlawful possession, use, manufacture or distribution of illicit drugs or alcohol on the university premises or as part of any university related activities. The university wants each student to be aware of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Students may find copies of these laws in the library.

Summary of University policy:

1. The legal drinking age for all alcoholic beverages in Michigan is 21. Proof of age by valid driver's license and other identification is required. Purchase, possession, and consumption of alcoholic beverages by those without proof of legal drinking age are a violation of state law and University policy.
2. Providing alcoholic beverage is regulated by state law whether or not a sale is involved. Giving, selling, furnishing, or otherwise providing alcoholic beverages to an underage person or to a person already visibly intoxicated is illegal and contrary to University policy.
3. A Michigan Liquor Control Commission (MLCC) license is required for any non-free event where alcohol is served or at any event at which alcoholic beverages are sold.
4. Consuming alcoholic beverages in public places is a violation of state law. On campus, licensed areas are approved by the MLCC for the consumption of alcohol by those 21 years of age or older. Academic buildings, hallways, lounges, campus grounds, and athletic fields are public places under law and University policy.
5. Individuals and groups should be aware that serving alcohol to a minor or an intoxicated person can lead to civil and/or criminal liability for injury or damages caused by that individual. Those serving alcohol should use great caution.
6. An MLCC temporary license requires at least two weeks of advance planning. Such a license requires the approval of the police and the University. A group requesting such a license must present a written plan for control of distribution, which will assure that only legal consumption occurs. Liability bonding is required.
7. Alcohol served at a licensed event may only be consumed in the area designated for the event. Alcohol may not be taken from or brought into the area by individuals.
8. Violators of state law regarding illicit drugs or regulation regarding alcohol at University events or on campus are subject to discipline through campus judicial or Human Resources processes, and/or through criminal or civil court procedures. Possession, use, manufacture, or distribution of illicit drugs

on campus may lead to immediate termination of the employee or student relationship with the University, on a temporary or permanent basis, as well as criminal prosecution.

9. Marijuana Policy
   https://static.detroittitans.com/custompages/Sports%20Med/2012-13/UDM%20Substance%20Abuse%20Policy.pdf

*See MCLA #333.7212 and MCLA #333.7401 and Title 21 USCS #812 and Title 21 USCS #241 Michigan Controlled Substance Chart Act # 36 amended 1988, Drug Free Schools and Communities Act amended 1989.

Health Risks

The University of Detroit Mercy recognizes that drug or alcohol abuse poses a potential health, safety and security problem on our University campuses. The illegal use of drugs or alcohol abuse can seriously injure the health of students, impair their ability to perform, and can endanger their safety and the safety and well-being of fellow students, University employees, and members of the general public.
Various health risks are associated with the use of illicit drugs and the abuse of alcohol. Addiction to alcohol or other drugs is a progressive disease, which if untreated is fatal. Medical consequences of alcohol abuse include liver damage and disease, gastrointestinal problems, and brain damage. The use of cocaine and amphetamines can result in heart attacks. Use of hallucinogens, especially PCP, can result in an irreversible drug-induced psychotic state and/or delusions that can be life threatening.
The psychological and social consequences of substance use and abuse can be equally devastating. Loss of friends, loss of job, divorce, and the creation of a dysfunctional family system are common consequences of substance abuse. Substance abusers often experience feelings of depression, anxiety, low self-esteem, guilt, and loneliness. Ninety percent of crimes are committed under the influence of some mood-altering drug.

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs

Students and employees needing help in dealing with drug or alcohol abuse problems are encouraged to use our personal counseling services and/or student assistance programs. For more information on the availability of personal counseling you can contact the Director of Student Services.

Health insurance plans may provide assistance or referral. Review your insurance policy for details. A list of drug and alcohol counseling, treatment, and rehabilitation programs that are available for faculty, staff, and students is available through Student Life or the Human Resources Office. Conscientious efforts to seek such help will not jeopardize any employee's job, or any student's educational standing, and will not be noted in any personnel report or student disciplinary file.

Help is available to you in dealing with difficulties related to alcohol or other drugs, or with friends or family members with such problems. While there will be programs on campus throughout the year, the agencies listed below are at your service too. Certain health insurance plans require you to follow specific procedures. The agencies mentioned herein are familiar with health insurance procedures.

Drug and Alcohol Education

The University of Detroit Mercy also currently offers various drug and alcohol abuse education programs on the University of Detroit Mercy campuses, which the students are encouraged to take advantage of while enrolled at the University of Detroit Mercy. The educational programs include special programs and courses, as well as various workshops and seminars conducted throughout the academic year.

Please take advantage of these services, which are free of charge or based on a scale according to your means:

Catholic Social Services of Wayne County
9851 Hamilton Avenue, Detroit, MI 48202
(313) 883-2100 Contact: Pat Herron
Services: individual, group, family therapy for alcohol and/or drug abuse.

The following agencies are designated by the state as basic assessment and referral programs. Contact the agency located in your county and a counselor will assist you in finding the type of assistance best for you.

City of Detroit Health Department
Main Campus of Herman Kiefer Health Complex
1151 Taylor
Detroit, MI 48202
Customer Service 1 (800) 879-7979

SEMCA Downriver Community Conference
25363 Eureka Rd
Taylor, MI 48180
(734) 229-3500
csswc@csswayne.org

CARE of Southeast Michigan Substance Abuse Information Center
31900 Utica
Fraser, MI 48026
(586) 541-2273

Oakland County Common Ground
751 Hendrie
Royal Oak, MI 48067
(248) 543-3050

TOBACCO FREE ENVIRONMENT

The findings of the US Surgeon General state that tobacco use in any form, active and passive, is a significant health hazard. Environmental tobacco smoke has been classified as a Class A carcinogen, defined as a substance known to cause cancer in humans.

The United States Public Health Services initiative, Healthy People 2020, states as an objective to increase the proportion of physicians and dentists who counsel their at-risk patients about tobacco use cessation in dental settings, and further, to reduce the current smoking rates of adults and adolescents.

Smoking and the use of tobacco harms the individual through their own use and results in the potential of exposure to others through secondhand smoke. It is a primary goal of the University of Detroit Mercy School of Dentistry Tobacco Prevention and Treatment Program to educate students, staff, and faculty, to obtain the skills and desire to influence patients, the public, and each other to avoid and discontinue the use of tobacco. The Tobacco Program provides:

- Tobacco Cessation Counseling services to students, patients, staff, and faculty in the student dental clinic
- Resources and materials on prevention and cessation
- Help with plans to quit
- Consultations with the Tobacco Program Coordinator upon request

University of Detroit Mercy School of Dentistry Tobacco Policy

The School of Dentistry buildings, including offices, classrooms, hallways, reception areas, restrooms, lunch rooms, elevators, meeting rooms, and all community gathering areas are smoke-free. All students, faculty, staff, patients, contractors, and visitors are expected to comply with the provisions of the University Tobacco Policy.

The School of Dentistry encourages those who don't smoke not to start, and those who smoke to think about quitting. University of Detroit Mercy School of Dentistry Tobacco Program provides assistance to help remain or become smoke-free.

All those within the confines of the School of Dentistry are asked to comply with the following:

- If necessary to smoke on campus premises, use of smoking receptacles located outside of campus buildings are required, observing the posted distance of AT LEAST 25 feet away from the entrances to any campus building
- When outside the SOD buildings, clinics or service areas, compliance with posted policies for tobacco-free environments

Organizers and attendees at public events such as conferences, meetings, public lectures, social events, and cultural events, using University of Detroit Mercy School of Dentistry facilities will be required to abide by the University Tobacco Policy. Organizers of such events are responsible for communicating this policy to attendees. Effective implementation of this tobacco policy depends upon the courtesy, respect, and cooperation of all members of the University of Detroit Mercy School of Dentistry community. Complaints or disputes should be brought to the attention of the University employee who has immediate responsibility of the SOD event or activity or to the Tobacco Program Coordinator. If a

satisfactory resolution is not reached, the School of Dentistry Administration will be notified. Those interested in assistance with tobacco prevention and cessation can contact:

Ms. Jill Loewen, CDA, RDA, MS
University of Detroit Mercy School of Dentistry Tobacco Program Coordinator
(313) 494-6633
loewenjm@udmercy.edu

Social Media Policy

Social media tools, which facilitate both one-to-many communications and presumably private communications, have grown to become a significant part of how people interact via internet. Because social media are widely used as promotional tools, personal postings on public media sites can sometimes blur the line between the individual and the institutional voice. This policy provides guidance for members of the University community to protect both their personal reputations and the public image of the institution.

There are substantial differences between individuals representing themselves on public social media sites, individuals representing the University on a public social media sites, and individuals using University-hosted social media. This policy is not intended to regulate how individuals conduct themselves in their personal social media actions and interactions. However, it is clear that even a single instance of improper or ill-considered use can do long-term damage to one's reputation, career, and to the University. Furthermore, although not intended, never forget as faculty, staff, or an administrator you may always be perceived as a representative of the University. It is therefore in the best interest of the University and all members of the University Community to provide its employees and students with a roadmap for safe, smart use of social media.

The University has a significant investment in University-owned public social media pages and personal sites on University-hosted services, as content on these pages and sites reflects directly on the institution and how it is seen by the general public. Therefore, this policy regarding posting content must be strictly adhered to in these contexts.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

1. Be respectful.
2. Assume anything you post is public, regardless of privacy settings.
3. Assume anything you post is permanent.

FERPA / HIPAA

http://www.udmercy.edu/current-students/registrar/ferpa.php

All legal privacy laws and policies regarding student and patient records must be followed without exception.

The Family Educational Rights and Privacy Act (FERPA) ensures the privacy of "Educational records" of students. At no time should information that is considered part of the student's educational record be submitted, posted, or referenced through a social media network.

A social media site can be used for instructional purposes. Student content created and/or posted to fulfill a course assignment using social media does not violate students' privacy rights. Posting materials submitted directly to the faculty member may be a violation of FERPA policy. It is important to exercise extreme attention to student information and err on the side of caution in these situations. When utilizing social media for instruction, some planning can ensure that student, faculty, and University rights are protected.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104-191, 110 Stat. 1936, enacted August 21, 1996) that is intended to provide the portability of health records, must be adhered to at all times. This act contains a Privacy Rule that establishes a provision for the use and disclosure of Protected Health Information. Under no circumstances should patient privacy be violated through the use of social media.

Intellectual Property

Intellectual property rights must be respected when utilizing social media networks for either personal or professional purposes. When posting materials owned by others, an individual bears the responsibility of compliance with licensing and copyright requirements. For example, some materials may allow posting under Creative Commons Licensing that may have more liberal use terms in contrast to a book publisher that may have more restrictive use terms. When in doubt, one should request permission from the publisher, content creator, or owner of the materials. These same considerations should be applied to institutional materials and your colleagues' materials.

University of Detroit Mercy School of Dentistry Logo and Marketing Materials

http://www.udmercy.edu/faculty-staff/marcom/index.php

The use of the University of Detroit Mercy School of Dentistry logo shall comply with the Identity Standards published by Marketing & Public Affairs office on its website.

The University of Detroit Mercy School of Dentistry logo is the University's official public identifier. In the majority of University of Detroit Mercy School of Dentistry communications the logo should be used to ensure consistency of the University's image. The University of Detroit Mercy crest is to be used only on official institutional documents issued from the Office of the President or the Vice President for Academic Affairs. Any other use of the crest is limited.

For detailed information on University of Detroit Mercy Identity Standards, visit the Marketing & Public Affairs website. Be advised these standards are updated periodically and should be checked regularly to ensure compliance.

Representing the University

When acting as a University representative on social media networks, conduct yourself in a professional manner and follow the general guidelines outlined in this policy. Use data and information that is accurate and not misleading. This is a responsibility that should not be taken lightly.

Violations, Concerns, and Dispute Resolution

Student or employee actions which violate this social media policy are subject to complaint or grievance processes. Failure to follow University policies and the terms of service of social media platforms could expose you to personal legal liability and the University to legal action from third parties.

University of Detroit Mercy School of Dentistry students and employees are personally responsible for any content they post on Twitter, blogs, wikis, or other social media venues. In light of this comment:

Be aware of liability

You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.

Respect copyright

The University supports and respects the intellectual property rights of copyright holders. Content posted on the internet must conform to copyright law. Contact the University of Detroit Mercy School of Dentistry Libraries for help posting copyright-compliant content.

Respect confidentiality

Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.

Respect privacy

Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of individuals without their written consent.

Appropriate use of University logos and branding

University logos and branding should only be used on pages maintained by the University. The University of Detroit Mercy has established guidelines for the appropriate use of university logos and branding. Please refer to the University of Detroit Mercy School of Dentistry Identity Standards page www.Detroit Mercy Dental.edu/mpa/id_standards/index.htm when using University branding.

Be respectful of others

Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive, exercise discretion, and be respectful of those with whom you disagree.

Do no harm

Postings, both in content and in substance, must not harm either the University network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.

Be transparent

University of Detroit Mercy School of Dentistry students and employees should feel free to identify themselves as such when posting to social media sites. The association of a University email address with a social media account does not imply University endorsement of content. An individual must make it clear when they are expressing the opinions of the institution. Add a disclaimer if comments may appear to be coming from the University. Employees should be in coordination with their supervisor prior to initiation a social media account on behalf of their origination (unit/college).

Be a valued member of the community

When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the University to endorse products, causes, political parties, or candidates.

No stalking, flaming, or bullying

Abusive language, behavior, and content is not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

Think before posting.

Nothing posted on the internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

Maintain your social media pages

When a site or page provides space for the community to interact, usually through comments or other feedback systems, it is important to keep these spaces free of spam and abusive content. Postings in these spaces should be edited to ensure there are no liability issues (e.g., removing links to content that violates copyright or breaks confidentiality rules) but should not be edited because their content is disagreeable.

Social Media Policy References

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Gonzaga University. (2010). Draft social media and web policy. Shared by Gonzaga Social Media Policy Committee

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Wayne State University School of Social Work. (2010). Policy on social media. Retrieved 11/11/11, from http://socialwork.wayne.edu/current/forms.php

Weinberg, T. (2008). The ultimate social media etiquette handbook. Retrieved 11/11/11, from http://www.techipedia.com/2008/social-media-etiquette-handbook/

STUDENT BACKGROUND CHECK

I. Applicability

This policy applies to applicants to, or students enrolled in, an educational program that includes or may include at a future date, assignment to a clinical health care facility. Visiting students who enroll in courses with such an assignment are also subject to the policy.

II. Policy

All applicants must submit to and satisfactorily complete a background check review as a condition to admission into all programs designated as requiring a background check. An offer of admission will not be final until the completion of the background check(s) with results is deemed favorable. Admission may be denied or rescinded based on a review of the background check.

Additionally, students who are currently enrolled and who do not have a valid background check must submit to and satisfactorily complete a background check review as a condition to enrolling or participating in education experiences at affiliated sites that require a background check.
Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program.

Applicants or students who are denied admission to, or are dismissed, may seek admission into another educational program that does not have a clinical component requirement in its curriculum.

III. Rationale

A. Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a

student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

B. Clinical facilities are increasingly required by accreditation agencies such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement educational institutions have agreed to conduct these background checks for students and faculty.

C. Clinical rotations are an essential element in certain curriculum programs. Students who cannot participate in clinical rotations due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the University of Detroit Mercy School of Dentistry, the student, or applicant.

D. The University of Detroit Mercy School of Dentistry is obligated to meet the contractual requirements contained in affiliation agreements between the university and the various healthcare facilities.

IV. Background Check Report

A. Obtaining a Background Check Report. The School of Dentistry will designate an approved company(ies) to conduct the background checks and issue reports directly to the School of Dentistry. Results from a company other than those designated will not be accepted. Students and applicants must contact a designated company and comply with its instructions in authorizing and obtaining a background check. Students and applicants are responsible for payment of any fees charged by a designated company to provide the background check service.

B. *Scope.* All background checks conducted at the School of Dentistry will include the following and cover the past seven years:

i. Criminal history search, including convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges involving felonies, Class A, Class B, and Class C violations

ii. Violent Sexual Offender and Predator Registry search

Extended Scope. Background checks may include the following for applicable applicants or current students, and cover the past seven years:

iii. Office of the Inspector General (OIG) List of Excluded Individuals/Entities

iv. General Services Administration (GSA) List of Parties Excluded from Federal Programs

v. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
vi. Applicable State Exclusion List

C. *Rights.* Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the School of Dentistry will provide applicants or students a copy of, or access to, the background check report issued by the designated company, and inform them of their rights, how to contact the designated company to challenge the accuracy of the report, and that the designated company was not involved in any decisions made by the School of Dentistry.

V. Procedure

A. APPLICANTS

i. Applicants must complete the required background check screening following the offer of admission but prior to enrollment.
ii. The background check report will be submitted to the Office of Admissions for its review. If the report contains negative findings, the Office of Admissions may request that the applicant submit additional information relating to the negative finding, such as a written explanation, court documents, and police reports. The Office of Admissions will review all information available to it and determine whether the offer of admission should be withdrawn.
iii. Decisions are final and may not be appealed.

B. CURRENT STUDENTS

i. Background check reports will be submitted to the Office of Academic Administration for its review. If the report does not contain any negative findings as determined by the Office of Academic Administration or its designee, the student will be allowed to participate in clinical rotations. If the report contains negative findings, the Office of Academic Administration or its designee may request that the student submit additional information relating to the negative finding, such as a written explanation, court documents, and police reports. The Office of Academic Administration or its designee will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.
ii. If the Office of Academic Administration or its designee determines that dismissal from the program is warranted, a student may appeal that decision in accordance with the university grievance procedure for academic matters found in the School of Dentistry Academic Policies Handbook.
iii. The student is informed also that several states have rules governing background checks and that negative findings may also make the individual ineligible to sit for

a particular licensure exam and/or receive licensure. The decision of the particular licensing board will be governed by its rules and policies.

C. REVIEW STANDARDS

In reviewing the background check reports and any information submitted, the Office of Academic Administration or its designee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms, or other materials.

The safety interests of the patient and the workplace, as well as the educational interest of the student will be considered. In reviewing background checks and supplementary information, advice may be obtained from university counsel, or other appropriate advisors.

VI. Confidentiality and Recordkeeping

A. Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).

B. Students. Background check reports and other submitted information of students will be maintained in the Office of the Registrar and will be kept in confidential files separate from the student's academic file and destroyed once the student is no longer in the School of Dentistry in accordance with the university's record retention policy for student records.

C. Applicants Denied Admission. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the university's record retention policy.

VII. Other Provisions

A. The School of Dentistry shall inform students who have negative findings in their background check report and are nonetheless permitted to enroll that the School of Dentistry's decision is not a guarantee that every clinical facility will permit the student to participate in the educational program at its facility, or that any state will accept the individual as a candidate for registration, permit, or licensure.

B. A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break or disruption in enrollment is required to complete a new background check. A break or disruption in enrollment is defined as non-enrollment of at least one academic term in the approved curriculum of the certificate or degree program. An officially approved leave of absence is not considered a break or disruption in enrollment, if the approved leave of absence is for 12 months or less.

C. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program.

D. Criminal activity that occurs while a student is in attendance at the university may result in disciplinary action including dismissal, and will be addressed through the university's academic or disciplinary policies.

Updated December 22, 2016

VIII. DRUG TESTING

Drug testing is required prior to the Oral Surgery Rotation at St. John's Hospital. All DS4 students are tested prior to their OS rotations. Results are provided directly to students who in turn provide St. Johns their results on a 10 panel drug test - Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone prior to their rotations.

Process and reporting: The tests are administered through Certiphi, a vendor we use for background checks. Students are provided a unique PIN to be identified as a University of Detroit Mercy School of Dentistry student and asked to find a drug testing center on the Certiphi website based on zip code. They register with Certiphi and complete the drug test. The results are posted to each student's account. Students provide a copy to St. John's for the OS rotation. At present neither the other offsite clinics nor school programs are requesting a drug test. Certiphi invoices the school and Detroit Mercy pays for the drug test. Currently we do not have an official policy on how we will deal with unfavorable background checks and drug tests. Positive results are addressed on a case to case basis.

Approved 7/10/2019

UNIVERSITY STUDENT EMAIL POLICY AND PROTOCOL

Policy

All undergraduate and graduate students (including employees who are taking classes) will be assigned a University student e-mail address with the expectation that they will read their e-mail regularly. This will help ensure that they are kept informed of current University updates, deadlines, emergency notification, etc. It is the student's responsibility to read all University correspondences sent to the student's University e-mail address by University of Detroit Mercy School of Dentistry faculty and administration.

Rationale

University of Detroit Mercy School of Dentistry is committed to increasing its interactions with students and improving ways of conveying important information. This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via e-mail with minimal barriers.

Guidelines

In general, redirecting University of Detroit Mercy School of Dentistry e-mail to another non-University e-mail address is not encouraged. The University will not be responsible for the handling of e-mail by outside service providers or servers. Having University of Detroit Mercy School of Dentistry e-mail redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official e-mail address. Students MUST use their University e-mail to communicate with faculty, administrators, and staff.

For those students who may not own a personal computer, a variety of computer resources are provided at sites around the campus in an effort to make the University e-mail system relatively easy to access. Please refer to the Student Handbook and the IT website www.udmercy.edu/about/its. Public libraries are also places where students can go to access e-mail.

UNIVERSITY TRAVEL POLICIES

Non-University-Sponsored Travel Policies

International and domestic travel organized by University of Detroit Mercy School of Dentistry student organizations or groups, including all mission trips and their partnering organizations, must be approved by the University. Student organizers should contact the Office of Student Services & Enrollment Management to be referred to the appropriate party for approval and requirements. Pre-doctoral and hygiene students may provide oral health care only at the level that they have been educated and only under the supervision of a University of Detroit Mercy School of Dentistry faculty member or a resident or fellow approved by the Division of Dental Public Health & Outreach, Office of Clinic Administration, and Office of Academic Administration.

These trips are not sponsored by the University of Detroit Mercy School of Dentistry, but organizations planning trips must complete requirements as directed by the Division of Dental Public Health & Outreach, Office of Clinic Administration, Office of Academic Administration, and the Office of Student Services & Enrollment Management, including the submission of a signed Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreements for all trip participants. Participating students are expected to uphold the standards of professional behavior as outlined in the Student Handbook policies on Professionalism & Academic Integrity. Additionally, all student participants must have a GPA of 3.0 or higher in order to participate.

People/Office	Responsibilities
Student Leader(s)	1. Initiate contact with the Student Services Coordinator in the Office of Student Services & Enrollment Management to obtain the Non-University-Sponsored Travel Checklist. 2. Instruct all potential student participants to verify a GPA greater than or equal to 3.0 with the Office of the Registrar before submitting their applications to participate. 3. Follow directions to obtain approval from the Division of Dental Public Health & Outreach, Office of the Registrar, Office of Clinic Administration, and Office of Academic Administration as necessary. 4. Facilitate distribution of Non-University-Sponsored Travel Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement to all trip participants, including faculty, and collect signed copies to return to the Office of Student Services & Enrollment Management.
Office of Student Services & Enrollment Management	1. Share the Non-University-Sponsored Travel Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement with student leader(s) for distribution. 2. Share the Non-University-Sponsored Travel Checklist with student leader(s). 3. Approve the trip after a completed checklist with all required signatures is submitted. 4. File completed Checklists and Waivers.
Division of Dental Public Health & Outreach	1. Consider the completed Checklist and decide whether or not to approve the trip.
Office of Clinic Administration	1. Verify faculty involvement on the trip. 2. Consider the completed Checklist and decide whether or not to approve the trip.
Office of Academic Administration	1. Evaluate student participants' academic standing in partnership with the Registrar. Students must have a GPA of 3.0 or higher to be approved for participation.
Assigned Faculty	1. Provide supervision of any health care provided on the trip. 2. In partnership with student leader(s), research local laws regarding the practice of dentistry under U.S. licensure. 3. Participate in completion of the Checklist and collection of signed Waivers in partnership with student leader(s)

Non-University-Sponsored Travel Student Organization Checklist

Please submit the completed Part One of the form to Ms. Gina Diakonov in the Division of Dental Public Health & Outreach. Student organizations may either type or write in answers. After the Director's approval, please see the Office of Clinic Administration and Office of Academic Administration for their approval. This completed form must be on file with the Office of Student Services & Enrollment Management in order for students and faculty to travel for Non-University Sponsored travel for humanitarian mission purposes.

University-Sponsored Travel Policies

Students who are invited to travel to represent the University of Detroit Mercy School of Dentistry at a conference or similar event are required to sign a University-Sponsored Travel Release and Waiver of Liability. These trips may be supervised or unsupervised. Participating students are expected to uphold the standards of professional behavior as outlined in the Student Handbook policies on Professionalism & Academic Integrity. The waiver can be obtained along with absence request from Ms. Laurie Moore in the Office of Academic Administration.

CAMPUS POSTING GUIDELINES

The following protocol is required when posting announcements, meetings, speakers, and other events. Postings should reflect appropriate messages, and artwork and comply with university policy.

Campus Postings

All postings, other than those related to clinic, must be submitted to the Assistant Dean of Student Services & Enrollment Management for approval. A date stamp indicating review and approval of the notice will be affixed to the copy. Failure to get approval will result in signs be removed from public postings

Corktown Campus

Postings can never be taped to doors and should be placed on bulletin boards or distributed to offices. Once the event has occurred, old postings should be removed, including tape. It is the responsibility of the individual(s) posting the information to remove the old postings.

Patient Care Settings Corktown Clinic and UHC

Posting placed either in the Corktown or UHC clinics should be submitted to either the Office of Assistant Dean of Clinic Administration or the Assistant Clinic Manager at UHC. Once approved, the person responsible for posting the information is responsible for properly removing the old materials.

Posting in the Corktown Clinic can be placed only on bulletin boards or windows. POSTINGS SHOULD NEVER BE TAPED TO DOORS OR WALLS IN THE CORKTOWN CLINIC/CLASSROOM BUILDING. Postings at UHC can be placed on bulletin boards or taped to appropriate surfaces. Once an event has occurred, remove postings, including tape.

Approved by President's Council June 23, 2004

EMERGENCY RESPONSE PLAN

In the case of an emergency (fire alarm indicating immediate evacuation of a building or buildings; air horn indicating the need to seek shelter within a building), the quick and efficient response of our faculty, staff, and students (and the patients for whom they are providing care) is a necessity.

This plan must be followed any time the fire alarm is activated. The plan is as follows.

1. Alarm sounds.
2. All occupants of the building should quickly exit their offices and proceed to the nearest stairwell. Do not use the elevator!
3. Everyone is to use the stairwell closest to them.
4. Descend the stairs to the first floor and exit the building at the first available exit that will direct you outside AND within the dental school perimeter gates.
5. Upon exiting, walk directly to the closest of the following two gathering points:
    a. The west gathering point is located in the patient/visitors parking lot.
    b. The east gathering point is located in the employee/student parking lot.
6. Proceed to walk as far away from the building as possible, the farthest point near respective fence line. Minimum distance from the school should be 500 feet.
7. Always keep the driveways clear for emergency vehicles.
8. Await further instructions by Public Safety.

The University's Emergency Response plan may be viewed at:
http://www.Detroit Mercy Dentalercy.edu/publicsafety/emergency-readiness/erp

Revised 7.19.13