

2020-2021

Student Handbook



Please Note: The University of Kentucky College of Dentistry Student Handbook is available on-line at: <https://dentistry.uky.edu/faculty-and-staff-resources>

University of Kentucky College of Dentistry Chandler Medical Center,
Lexington, KY 40536-0297

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Introduction

Welcome to the University of Kentucky College of Dentistry! This Handbook is designed to answer questions you may have about student life, academic policies and the daily operations of the College and University. The policies and procedures outlined in this Handbook are designed to enhance your progress and help create balance in your student life.

The Offices of Academic Affairs and Admissions and Student Affairs are dedicated to supporting the success of all student dentists throughout the dental curriculum. If you have any questions that are not answered by this Handbook, please feel free to come by our office and speak with us or visit our website: : <https://dentistry.uky.edu/academic-student-affairs>

Student Support and Advocacy

The Associate Dean for Academic Affairs oversees the curriculum, accreditation, and academic performance of the students. The Offices of Academic and Student Affairs provide guidance and support to students on all academic and student life related issues. The Academic Dean and personnel are available from 8:00 am - 5:00 pm M-F or on an as needed basis. Their offices are located on the first floor of the dental science building, room M-134 and D-155. The offices can also be reached by phone at 323-5656.

The Assistant Dean of Admissions and Student Affairs and the Director of Student Affairs are responsible for advocacy for student rights and maintain an open-door policy. Advisement, support with personal/professional challenges and additional resources (cv/personal statement writing, learning assessment/learning style difference, school/life balance resources) are available in the office. In addition, the office provides support to student activities and organizations. The Assistant Dean and the Director of Student Affairs are available from 8:00 am – 5:00 pm M-F or on as needed basis if a student requests support or advocacy. Their offices are located on the first floor of the dental science building, rooms M-130A and M-134. The offices can also be reached by phone at 323-6071.

Students who have needs that go beyond the resources the Office of Academic and Student Affairs can provide are referred to more specific resources on the University of Kentucky's campus.

For Additional Questions:

Office of Academic Affairs 323-5656

Office of Admissions and Student Affairs 323-6071

Accreditation Policy

The predoctoral educational program at the University of Kentucky College of Dentistry is fully accredited by the American Dental Association Commission on Dental Accreditation.

It is the policy of this institution and the Commission on Dental Accreditation that all students should know how to contact the Commission to obtain a copy of the Accreditation Guidelines and/or to file a complaint.

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 procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653, or at the following website: <http://www.ada.org/314.aspx>

The University of Kentucky College of Dentistry
Philosophy of Education
Approved by the Faculty Council, March 3, 2006

A philosophy of education reflects the core values that determine how and what we teach.

Since its inception, the University of Kentucky College of Dentistry has been innovative in promoting the following values and educational principles:

- A student-centered approach: novice learners are guided through the dentistry curriculum in a transparent, collegial manner.
- A curriculum that is not lock-stepped and thus allows for individual differences in learning;
- An education focused on teaching comprehensive patient care in a total patient care model as opposed to a requirement-based model.
- Integrated basic and clinical science instruction with early patient exposure (the diagonal curriculum required inclusion of an Oral Biology curriculum);
- Movement toward an outcomes-based curriculum supported by gradients of core competencies which were assessed by measurable criteria rather than strictly norm referenced criteria.
- Emphasis on teaching community service to develop social sensitivity;
- Emphasis on formative assessment and feedback during skill or knowledge development rather than summative grading.
- A curriculum that embraces computer information technology and includes an increase in experiential, active and web-based instruction in addition to traditional lecture format.
- Implementation of a Professional Conduct Code to help students further develop and internalize moral behaviors that are critical for an autonomously practicing professional.

Under the canopy of these values and principles, students at the University of Kentucky College of Dentistry are encouraged and facilitated to develop the ability and desire:

- to master the subject matter, concepts and techniques of dentistry at the highest national standards;
- to acquire the skill required to access new knowledge and to continue learning throughout life;
- to adapt acquired knowledge to new situations;
- to communicate in English clearly, concisely and logically;
- to acquire the skills needed to embrace rapidly changing technologies in a rapidly changing environment.
- to develop skills to undertake problem identification, analysis and solution;
- to develop a sense of personal accountability for their own learning and achievement of outcomes;

- to develop critical thinking skills and to be open to new ideas and possibilities;
- to acquire mature judgment and to accept responsibility in supporting and advancing ethical, moral, social, and professional standards of care;
- to work effectively and efficiently, both independently and in a team;
- to acquire cross-cultural and other competencies to take leadership roles at the local, national, and even international communities.

In summary, an outcome-based curriculum at the University of Kentucky College of Dentistry is an approach to education that shifts the emphasis from teaching to learning, from what the teacher will do to what the student will do. It emphasizes the student perspective by:

- clear and explicit identification of what a learner is expected to know, understand or be able to do as a result of a learning process (outcomes);
- assessment that transparently and defensibly aligns with the outcomes;
- teaching and learning activities that elicit the specified outcomes;
- assessment tasks that are detailed and evaluated consistently using explicit criteria.

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| University of Kentucky College of Dentistry | Policy: 02-01 |
| Policy Name: Competencies for the new DMD program graduate | |
| Created: 10/26/98; reaffirmed Revised: 1/11/11; 06/10/11 Effective Date: 06/10/11 with editorial changes 1/11/11; 1/4/18 | |
| Purpose: To define the competencies required of the College's DMD graduates. | |

Competencies are defined as a set of knowledge, skills, and values that a dental graduate is expected to demonstrate consistently and independently. Successful completion of each competency evaluation is one of the requirements for graduation from the College of Dentistry. These competencies are subject to continuous review and improvement:

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| 1 | The new dentist must be able to practice ethically. |
| 2 | The new dentist must be able to acquire, analyze and synthesize information in a scientific, critical, and effective manner. |
| 3 | The new dentist must be able to communicate effectively, with colleagues, other health care providers, staff, and patients. |
| 4 | The new dentist must be able to collect, record, and evaluate the biological, psychological, and social information needed to assess the patient's oral and general health. This includes the ability to recognize and manage behavioral factors that affect oral health and utilize the information to implement strategies that facilitate the delivery of oral health care. |
| 5 | The new dentist must be able to establish a differential, provisional or definitive diagnosis by interpreting and correlating findings from the history, consultations, and examination. |
| 6 | The new dentist must be able to develop, present, and discuss treatment goals and plans that address the needs, desires, and abilities of patients in diverse age groups. |
| 7 | The new dentist must be able to promote and improve the oral health of individuals, families, and groups in the community. |
| 8 | The new dentist must be able to provide care that emphasizes prevention of oral disease and supports the maintenance of existing systemic and oral health and monitor effectiveness of treatment. |
| 9 | The new dentist must be able to assess, diagnose, and manage anxiety, apprehension, and dental and orofacial pain. |
| 10 | The new dentist must be able to assess, diagnose, and manage diseases of pulpal and periradicular origin. |
| 11 | The new dentist must be able to assess, diagnose, and manage periodontal diseases and monitor the effectiveness of therapy. |
| 12 | The new dentist must be able to assess, diagnose, and manage conditions requiring oral and maxillofacial surgical therapy. |
| 13 | The new dentist must be able to assess, diagnose, and manage dental and medical emergency situations encountered in the practice of general dentistry. |
| 14 | The new dentist must be able to assess, diagnose and manage orofacial pain and temporomandibular disorders (TMD). |
| 15 | The new dentist must be able to assess, diagnose, and manage developmental |

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| | and/or |
| | acquired craniofacial/dental abnormalities of the primary, mixed, and permanent dentitions. |
| 16 | The new dentist must be able to assess, diagnose, and manage oral mucosal and osseous diseases or disorders. |
| 17 | The new dentist must be able to assess patients with special needs. |
| 18 | The new dentist must be able to assess, diagnose, and treat the oral conditions of patients requiring restoration and replacement of teeth to achieve a dentition that is comfortable, functional, and natural in appearance. |
| 19 | The new dentist must be able to critically assess his/her professional knowledge and skills including self-assessment for the need of learning through self-directed learning and continuing education. |

Characteristics of Successful Dental Students

Students who answer “yes” to the following:

1. Approaches dental school as if it's a regular, full-time job
2. Actively participates in academic activities (e.g., coming to class and advising sessions prepared with expected documents and assignments completed).
3. Attends all classes and exam reviews and sets a daily schedule that includes study time.
4. Finishes assignments and projects before deadlines rather than procrastinates.
5. Takes class notes using Cornell Method (or comparative styles) and reviews notes within 24 hours of a class. (Does not rely on PowerPoint slides from class).
6. Participates in study groups or group discussions
7. Studies during daylight hours rather than late at night
8. Prepares in advance to study for all exams, including mid-terms and finals.
9. Makes an appointment early in the semester to meet with course faculty during office hours, as needed, and consistently communicates with faculty throughout the semester when they don't understand content.
10. Is willing to make mistakes and learn from those mistakes.
11. Comes to each class with 5 questions having already read the material of the day's subject matter.
12. Asks for assistance from tutors, Advisors, and instructors.
13. Reviews questions in Dental Decks on topics from class and reads dental journals.
14. Consistently does more than is required (e.g., reads the textbook even when tests are based on notes or reads professional dental journals).
15. Comes to clinic prepared, having reviewed the patient record and procedures to be performed.
16. Knows her/his dominant learning style and how to creatively engage with a faculty member who instructs in a different style.
17. Makes appropriate personal choices (e.g., not using drugs, drinking alcohol underage or on the weekend before an exam or before seeing patients).
18. Is self-aware of personal issues, prejudices, and biases that interfere with connections to people.
19. Has financially prepared for the costs of education, and lives like a student while in school (to avoid living like a student after graduation, when student loans come due).
20. Schedules time each day for personal renewal and fulfillment.
21. Practices self-care (e.g., daily: exercises, eats a healthy diet, and sleeps at least 7- 8 hours/night).

University of Kentucky Codes of Conduct and Policies

Student Rights and Responsibilities

The *Student Rights and Responsibilities* document is published online by the University of Kentucky and is available on the web at <http://www.uky.edu/StudentAffairs/Code/>. Part I, "Code of Student Conduct", includes rules, procedures, rights and responsibilities governing non-academic relationships. Part II is entitled "Selected Rules of the University Senate" and includes all policies and procedures on student academic affairs. Part III gives regulations governing time, place, and manner of meetings, demonstrations, and other assemblies. Part IV contains the "University of Kentucky Alcohol Policy." Part V deals with student records.

Health Care Colleges Student Professional Behavior Code (HCCSPBC)

This Code provides the standards of professional conduct and procedures to be followed when questions arise about the professional, moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges. The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program offered by any of the health care colleges (Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health). The full version is available online at <https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/HCCcode.pdf> under the heading of "Health Care Colleges Documents".

Computer Policy: Confidentiality Agreement for Computer Use

Please see the current "Confidentiality Agreement for Computer Use" located on the College of Dentistry's Student Portal under Forms and Info:
<https://dentistry.uky.edu/mydmd-portal/>

Sexual Harassment Awareness and Other Forms of Discrimination Awareness

Sexual harassment and other forms of Discrimination involving students, faculty, staff or patients destroy the learning environment and relationships and will not be tolerated. Furthermore, sexual harassment is prohibited by federal and state laws. Students are encouraged to review the sexual harassment website for the University of Kentucky for additional information: http://www.uky.edu/EVPFA/EEO/discrimination_faq.html If you have questions related to possible sexual harassment issues, you are encouraged to consult with the Associate Dean for Academic Affairs (M-134); the Assistant Dean for Admissions and Student Affairs (M-130A); or the Sexual Harassment Hotline (257-3100).

Substance Abuse

The University is committed to providing a healthy and safe environment for its students, faculty and staff. The University has defined conduct in relation to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Conduct that violates this definition poses unacceptable risks. Disregard for the health, safety and welfare of University community members shall result in disciplinary action up to and including Suspension, Dismissal, and Expulsion. Please note that public intoxication either on or off

campus at a university sponsored event constitutes a violation of the policy and will result in appropriate disciplinary action, following appropriate due process. The policy is described in detail in the pamphlet. The Policy Statement as a Drug-free Institution can be found on the web: <http://www.uky.edu/Registrar/bulletinCurrent/dfi.pdf> The University alcohol policy can be found at: <http://www.uky.edu/StudentAffairs/Code/index.html>

Corporate Compliance and Responsibility

UK HealthCare members are required to deal fairly and honestly with patients and their families, suppliers, third-party payers, as well as with their professional associates. UK HealthCare has, and continues to maintain, a reputation for ethical and lawful behavior. Each member has an obligation to help UK HealthCare maintain these positive reputations that former and current employees have worked hard to establish. Simply put, the institution's reputation is too valuable and its mission too critical for anyone to jeopardize it. As part of its commitment to excellence in health care, UK HealthCare has implemented a Corporate Compliance Program to further the institution's efforts to prevent and detect illegal, unethical, and abusive conduct.

Potential issues or areas of concern include, but are not limited to:

- Patient care
- Patient referrals and referral sources
- Vendor and supplier relationships
- Operational, business and financial integrity
- Soliciting, receiving, providing or offering illegal compensation
- Conflicts of interest, duty of loyalty, and duty of care
- False statements, claims and representations
- Research and scientific integrity
- Coding and billing practices
- Confidentiality of medical information
- Responding to governmental officials and regulatory agencies
- Abuse of controlled substances
- Drug and device misuse
- Fraud, theft, abuse
- Embezzlement

As a student at the University of Kentucky College of Dentistry in the Chandler Medical Center, you must be aware of the Corporate Compliance program and report any conduct that you believe is illegal, unethical, or abusive. To report an issue or behavior that you believe may compromise our efforts to comply with all local, state, and federal guidelines and regulations, you may contact the Office of Corporate of Compliance in one of the following ways:

- (1) Dentistry Compliance Manager at (859) 323-8792;
- (2) Office of Corporate Compliance at 859-323-8002; or
- (3) Comply-Line 877-898- 6072, or visit the website and select "How to Make a Report":
<http://www.ukhealthcare.uky.edu/compliance/>

Gifts and Interactions with Industry Representatives

Industry Representatives are defined as any representative, vendor, or supplier which does business or seeks to do business with UK HealthCare. UK HealthCare Members interact with Industry Representatives in a variety of on-campus and off-campus circumstances. Many aspects of these interactions are very positive and important for promoting the educational, clinical, and research missions of UK HealthCare. All interactions with Industry Representatives should be ethical and cannot create real or perceived conflicts of interest that could endanger patient safety, data integrity, or the integrity of our education and training programs, or the reputation of our members and our institution. Industry Representatives may not interact directly with students unless supervised by a UK HealthCare faculty member.

Gifts are considered anything of value provided at no charge or at discount. Examples may include but are not limited to – meals, loans, cash, gift certificates, services, prizes, art objects, transportation, meals, use of a vehicle or vacation facility, stocks or other securities, participation in stock offerings, home improvements, or tickets to sporting and cultural events. The potential list is endless – these are only intended as examples. Gifts do not include reimbursement for reasonable business expenses paid by faculty practice plans or other University of Kentucky related organizations.

The following guidelines must be observed when interacting with Industry Representatives and accepting gifts:

1. UK HealthCare Members may not accept gifts from Industry Representatives regardless of the nature or value.
2. Discounted goods and services, or those that eliminate or reduce an expense that would have otherwise been incurred, are also considered gifts under this code of conduct.
3. Industry sponsored meals or snacks may be accepted when provided in conjunction with an accredited continuing education program and is offered to all attendees.
4. Gifts from other sources may be appropriate if these gifts primarily benefit patients or have genuine educational value. Questions regarding acceptance of such a gift can be directed to the Dentistry Compliance Manager.
5. Appropriate gifts must primarily benefit patients or have genuine educational value.
6. Items intended for the personal benefit of the recipient are not appropriate. (e.g., golf bags, tickets to sporting or entertainment events, sponsorship of departmental parties or social events).
7. UK HealthCare Members may participate in events such as golf scrambles and dinners that take place solely to benefit a bona-fide not-for-profit organization.
8. Philanthropic gifts are accepted through the UK Office of Philanthropy.
9. UK Healthcare Members cannot accept unauthorized gifts, loans, other favors from patients from whom they provided care, services, and/or referred services. However, there is an exception for occasional, small tokens of gratitude with an estimated cash value less than \$50.00.

Please note: Collections of money for gifts of appreciation of faculty, while well intended, are

forbidden by items 8 and 9 above. Students who would like to honor faculty may wish to establish scholarship funds or endowed professorships in the names of university faculty.

The above guidelines are based on the Code of Conduct Addendum set forth in the following UK HealthCare policies: A01-030 *Conflicts of Interest*, A01-155 *Industry Representatives*, and A01-155 *Interactions with Industry Representatives*.

HIPAA at UK

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates health care providers adopt unprecedented standards related to the protection and security of individually identifiable patient information. All dental students are required to successfully complete HIPAA training prior to treating patients or accessing patient information.

Because of the scope of the legislation and its impact on the University, we have adopted a centralized approach to HIPAA compliance efforts to ensure coordination, prevent duplication, and leverage resources. The Office of Corporate Compliance is responsible for implementing HIPAA requirements.

HITECH at UK

The Health Information Technology for Economic and Clinical Health Act enacted as part of the American Recovery and Reinvestment Act of 2009 widened the scope of privacy and security protections available under HIPAA by increasing the potential legal liability for non-compliance and providing for more enforcement. The HITECH Act imposes breach notification requirements for unauthorized uses and disclosures of “unsecured PHI.” Under the new law patients must be notified of unsecured breaches. If a breach impacts 500 patients or more then HHS must also be notified as well as the local media. The covered entity must establish a toll-free number for patients to call and post information about the breach on the company’s website. These breach notification requirements are also applicable to the covered entities business associates and vendors. For more information, please see UK HealthCare policy A06-100 Privacy Investigations and Breach Notification at:

<https://ukhealthcare.mc.uky.edu/policies/enterprise/layouts/15/WopiFrame.aspx?sourcedoc=/policies/enterprise/Enterprise/A06-100%20Privacy%20Investigations%20and%20Breach%20Notification.docx&action=default&DefaultItemOpen=1>

Questions or issues regarding the University’s response to HIPAA or HITECH should be addressed to Richard Chapman, Chief Privacy Officer, Office of Corporate Compliance, 2333 Alumni Park Plaza, or sent via e-mail to richard.chapman@uky.edu. You may reach the Compliance Office by phone at (859) 323-8002 and find them on the web:

<https://ukhealthcare.uky.edu/staff/corporate-compliance>

Academic Services

On occasion, student dentists sometimes encounter academic difficulty. It is important to familiarize yourself with the College's Academic Disciplinary Policies (Appendix A) and strive for academic excellence and success. If you are experiencing any problems in class or clinic, please seek guidance from the Office of Academic Affairs immediately. Failure to maintain satisfactory academic performance may lead to probation, and possibly suspension or dismissal from the College.

Faculty Advisors

Advisor assignments are made when the student enrolls, and students will usually meet with their Advisor during Orientation. You are encouraged to get together with your Advisor periodically to discuss your progress in the curriculum and your plans following graduation. Advisor changes may be made on request with the consent of the new Advisor; contact the College Registrar in M-134 to make a change.

Academic Advising

The Office of Academic and Student Affairs provides guidance and support for current DMD students to advise in navigating course, support with personal/professional challenges and additional resources (cv/personal statement writing, learning assessment/learning style difference, school/life balance resources). The College's Director of Student Affairs serves to provide programming relating to student success, and acts as a liaison to direct students to resources, as needed.

UKCD provides entering students with academic success seminars during, "S.M.I.L.E. Week," a three-day program where the students have the chance to get to know their classmates, participate in activities related to overall student success, and become more acclimated to Lexington and UKCD. One of the main goals is to help provide the resources, interventions and tools to assist students negotiate the rigorous D.M.D. curriculum. The programming and outcomes of this experience have been developed based on incoming student feedback and also align with the University's "4 Pillars of Academic Excellence," part of the University's strategic plan focus including belonging and engagement, student health and wellness, academic success, and financial stability.

Entering students will also complete the **Learning and Study Strategies Inventory (LASSI)** and participate in a follow-up seminar. The LASSI consists of "a 10- scale, 80-item assessment of students' awareness about and use of learning and study strategies related to skill, will, and self-regulation components of strategic learning." The LASSI ". . . is on both covert and overt thoughts, behaviors, attitudes and beliefs that relate to successful learning and that can be altered through educational interventions. Research has repeatedly demonstrated that these factors contribute significantly to success in college and that they can be learned or enhanced through educational interventions such as learning and study skills courses," (HH Publishing, 2014).

For a full list and description of each scale please visit HH Publishing's LASSI Website at:
<https://www.hhpublishing.com/ap/assessments/LASSI-HS.html>

After completing the assessment, students will receive a score report. Students can learn more about how to interpret these results and improve their learning and study strategies through HH Publishing's Webpage at <http://www.hhpublishing.com/assessments/LASSI/index.html>. The LASSI is offered online through the UKCD Academic and Student Affairs Office. If you are a current dental student interested in taking this assessment, then please contact the UKCD Academic Advisor.

Many graduate programs require more time management skills and different learning and study strategies than students have used before. Students can often find themselves somewhat unprepared to balance everything. UKCD has recorded academic success seminars on the LASSI/Learning Styles, Forming Effective Study Groups, Effective Note Taking, Selecting Main Ideas/Information Processing, and Test Taking Strategies/Testing Anxiety, which can be accessed here: <https://drive.google.com/folderview?id=0B6I-5qUZZPIOSDBfVUxhRmV0d28&usp=sharing>. Furthermore, other student success programming will be offered throughout the academic year for current students and on other topics upon request, to assist students in being full prepared for academic success in our program.

Appointments can be made directly with the Academic Advisor to discuss academic progress, study strategies, note-taking, time management, etc. This office is in M134-B.

LASSI and Learning Styles

The LASSI and Learning Styles Seminar is a two-part seminar. The first part is focused on an overview of the LASSI, as well as how to interpret and use LASSI results to improve academic skill sets. The second part is aimed at providing students with an overview of different learning styles and how to connect one's learning style to the instruction they will be receiving at UKCD. Students are also given a learning styles assessment.

"Many graduate programs require more time management skills and different learning and study strategies than students have used before. Students often find themselves somewhat unprepared to balance everything. UKCD provides academic success seminars on the LASSI/Learning Styles, Forming Effective Study Groups, Effective Note Taking, Time Management, Selecting Main Ideas/Information Processing, and Test Taking Strategies/Testing Anxiety, as well as other topics upon request, to assist students in being full prepared for academic success in our program. All of these seminars, except time management, can be accessed here: <https://drive.google.com/folderview?id=0B6I-5qUZZPIOSDBfVUxhRmV0d28&usp=sharing>. The time management seminar is offered face-to-face at the beginning of school year and additionally, upon request." If you need descriptions, they are on the website here: <https://dentistry.uky.edu/resources>

UKCD also provides students with access to the learning and study strategies inventory (LASSI). The LASSI "... is on both covert and overt thoughts, behaviors, attitudes and beliefs that relate

to successful learning and that can be altered through educational interventions. Research has repeatedly demonstrated that these factors contribute significantly to success in college and that they can be learned or enhanced through educational interventions such as learning and study skills courses,” (HH Publishing, 2014).

The LASSI is a 10-scale, 80-item assessment that measures a student’s learning and study skill sets, such as time management, concentration, information processing, and selecting main ideas. For a full list and description of each scale please visit HH Publishing’s LASSI Website at: https://www.hhpublishing.com/ap/LASSI_Products.html

[After completing the assessment, students will receive a score report.](#) Students can learn more about how to interpret these results and improve their learning and study strategies through HH Publishing’s Webpage at:

<https://www.hhpublishing.com/ap/assessments/LASSI-3rd-Edition.html>, as well as through UKCD’s LASSI and Learning Styles Academic Success Seminar

The LASSI is offered online through the UKCD Academic and Student Affairs Office. If you are a current dental student interested in taking this assessment, then please contact UKCD’s Student Affairs Officer, at 859-323-6071.

Academic Success Seminars

UKCD provides entering students with Academic Success Seminars on the learning and study strategies inventory (LASSI) and learning styles, active note taking, forming effective study groups, selecting main ideas and information processing, time management, and test taking strategies. A brief description of each seminar is provided below.

Mindful Meditation Courses and Offerings

“I found the course very beneficial. It provided me with the opportunity to take a step back and see the bigger picture, which really helps to put things into perspective in dental school...I’m very glad that I participated in the mindfulness course and have already recommended it to my classmates...,” shared UKCD student Austin Delpont.

Studies show that mindfulness, the skill of learning to pay attention without judgment to one’s present–moment experience, offers a way to improve a person’s well-being. Mindfulness-based techniques and tools have been proven to provide significant improvement with anxiety, stress, and mood issues. Students in the UK College of Dentistry (UKCD) are increasingly engaging in mindfulness training to feel better balanced and address these and other potential problem areas. [Read full UK Dental Students Becoming More Mindful article here.](#)

Resources

- Guided Meditations for Koru Mindfulness Courses; Koru Basic and Koru 2.0 - MP3 format
First Class: [Opening Meditation](#) / [Body Scan](#)
Second Class: [Opening Meditation with bell](#) / [Gatha](#)
Third Class: [Guided Imagery \(Adapted with permission form the Center for Mind Body](#)

[Medicine\) / Labeling Thoughts](#)

Fourth Class: [Labeling Feelings](#) / [Loving Kindness](#)

- [Koru website](#)

Tutorial Assistance

The Offices of Academic and Student Affairs offer programs to help facilitate student success in the dental curriculum. Student dentists are employed by the offices as tutors for individuals seeking additional help in specific courses to improve their overall performance. In coursework that historically has been challenging for a few students, study tables have been established for drop-in tutoring during those times. Study table schedules will appear on the google calendars and will be held during evening and weekend hours. Students should attend the tutoring group sessions first, if they feel they need additional, more individualized assistance, or believe you would benefit from more intensive tutoring; contact the Assistant Dean of Student Affairs in M-134. There is no charge to the student requesting tutorial services due to academic difficulties. Students are encouraged to utilize these services in a proactive manner.

In addition, being a tutor is a great job to consider while in the DMD program. Our student tutors are paid for their time and it is a great way to keep your mind fresh on previous coursework in preparation for boards. The Office will reach out to students based on previous performance in coursework, but if you are not contacted and would like to discuss the possibility of serving in the role, please contact the Assistant Dean of Students in M-130A.

Career Planning and Counseling

Student dentists receive formal instruction in the investigation and development of career options and practice planning during all four years of the curriculum. Faculty and staff participate in counseling student dentists. The College maintains career resource information on the distribution of dental manpower and demographic data on all Kentucky counties; limited information regarding other states is also available. The College also provides counseling and placement referral services to student dentists and practitioners. Most individuals incur some indebtedness to help finance their dental education. Since the amount of educational loans received affects the career options available at graduation, debt management counseling is offered throughout the period of enrollment.

University Counseling Center: Consultation and Psychological Services

The UK Counseling Center provides counseling/therapy: for personal concerns [including alcohol and other drug use], in support of academic success [e.g., motivation and difficulty concentrating], and to address issues around life and career decision-making processes. Center services include individual, couples, and general group therapy, and there are several support groups and topic-specific groups on issues such as stress management, social confidence, and eating/body image concerns. The Counseling Center also offers psycho-educational outreach programs, consultation, training, suicide prevention, and community service to help students to succeed academically; develop and make progress

toward life goals; and be productive members of the university and society. The Counseling Center is staffed by licensed psychologists and trainees from Clinical or Counseling Psychology doctoral programs. The Counseling Center often refers to the University Health Service [psychiatrists and other medical professionals], to the Academic Enhancement Program [for study skills and strategies], to the Career Center [to continue their career development], to the Disability Resource Center, to academic Advisors, and to other campus/community resources as appropriate. To schedule an appointment, call (859) 257- 8701 or go to 201 Frazee Hall to request an appointment in person. The UK Counseling Center is located on the second and third floors of Frazee Hall, on Administration Drive next to the Student Center.

Disability Resource Center

The goal of the Disability Resource Center is to provide equal access to students who are eligible. They advocate for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, their purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community.

Students with documentation of the following diagnoses should contact the Disability Resource Center:

- Attention Deficit/Hyperactivity Disorder
- Learning Disability
- Communication Disorder
- Neurological Disorder
- Psychological Disorder
- Visual Impairment
- Hearing Impairment
- Permanent Disability
- Temporary Disability
- Chronic Health Conditions

It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student. For more information about documentation guidelines and specific requirements to providing accommodations to students, stop by or visit the website. The Disability Resource Center is located The Disability Resource Center is located at 725 Rose Street MDS Bldg., Suite 407. For more information, call 257-2754 or visit the website:

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/documentation.html>

Additionally, please reference the College's information on disability resources (Appendix E)

Cheating, Plagiarism and Other Academic Infractions

Refer to the University's Student Rights and Responsibilities publication <http://www.uky.edu/StudentAffairs/Code/>.) Students are provided the links to these policies at Orientation each year must sign a document at orientation to indicate they have reviewed these policies and are responsible to follow the procedures outlined therein to preserve their rights.

Attendance

Enrollment in a professional curriculum is often compared to full-time employment and is very different from undergraduate education. Student dentists often attribute their success in the curriculum to the mindset that dental school is a full-time job. They also understand that work-life balance is essential to their overall success and well-being. Ensure your success by attending all classes and clinics. Attendance in classes and clinics is **mandatory**, unless excused by Course Directors, Associate Dean for Clinical Affairs, or the Associate Dean for Academic Affairs. Additionally, even if there appears to be an open time on your schedule, last minute changes can and will occur. All clinical experiences are associated with courses and are part of the overall curriculum. When patient cancellations occur, students will be expected to participate in an alternative clinical experience during that scheduled clinic time. It is the student's responsibility to understand that they are available from 8- 5pm Monday through Friday unless the College is closed. The College has a detailed - *Absences Policy* (Appendix B: Miscellaneous Academic Policies- Policy One) which describes the procedures for requesting an excused absence.

See the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2 if you have questions regarding excused absences. The website: <http://www.uky.edu/StudentAffairs/Code/> then select Part II.

Tardiness

Tardiness is disruptive to the students and lecturer. Repeated tardiness will not be tolerated. Course directors have the option of incorporating a "tardiness" policy with appropriate ramifications in their course syllabus. It is the Course Director's prerogative to determine what constitutes a tardiness and when "being late for class" constitutes an absence. The lecturer or Course Director has the authority and responsibility to deal with discipline issues.

University Closing

The College's clinical operations remain open during emergency delays or closings. In-person academic classes and seminars and DMD clinics are suspended along with other UK classes when a cancellation or delay of classes is announced. See Appendix H: Inclement Weather Emergency Closing Operation.

UK Alert System

The University of Kentucky has an emergency notification system, UK Alert, to communicate official information during an emergency or crisis that disrupts normal operation of the

campus or threatens the health or safety of members of the campus community. Interested students may self-subscribe through the website. Users may enter as many devices (i.e., e-mail, phone, and fax) as they would like to receive notifications. Visit the website to sign up: <http://www.uky.edu/EM/UKAlert/>

Classroom Decorum

Scholarly behavior is a necessary outcome in all professional coursework. The classroom demands certain behavior that creates the **decorum** in the classroom, with one important ingredient being **civility**. Scholars (faculty and students alike) expect a certain degree of respect from other scholars regardless of the similarity or divergence of viewpoint and irrespective of age or experience. If students demonstrate any disrespectful or disruptive behavior, such as talking in class, sleeping, text-messaging, reading non-class-related material, tardy arrivals, or failing to turn off a cell phone, it is the prerogative of the instructor to ask the student to leave the classroom, laboratory or clinic. The definition of disruptive behavior will be at the Course Director or faculty's discretion. They may also elect not to give credit for classroom participation for that day. Penalties for disruptive behavior, absences or tardiness may also be found in course syllabi. In addition, if the behavior is severe, the Healthcare Colleges Code of Student Professional Conduct <https://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/HCCcode.pdf> may be invoked.

Restricted Exam Policy

Each Course Director will determine if an exam is restricted (copies not to be circulated). Students must consult the Course Director if they come into possession of an old exam which they know or believe to have been restricted. Possession and use of restricted examinations is a violation of College policy and is considered cheating and will be prosecuted under Part II of the Student Rights and Responsibilities.

Part-time Employment

Attending dental school is your **primary** responsibility. Consequently, outside employment is strongly discouraged, especially during the first year. Students who need additional income should first consult the College's Financial Aid Coordinator (D-155), for information regarding further financial aid including work-study.

Professional Appearance

The Clinical Dress and Professional Appearance Policy are designed to provide a standard of dress and appearance appropriate for College of Dentistry personnel in clinic and reception areas. Information regarding this policy will be provided to student dentists, faculty and staff during the clinic orientation. The policy will apply whenever care is being provided in the clinics. Student dentists are expected to adhere to the **dress code** whenever they are in clinic whether treating patients, in preclinical courses, seeking assistance from faculty or removing items from lockers. Student dentists are expected to wear surgical gowns when treating patients and are **strongly** encouraged to wear scrubs under the gown. Hair must be clean and well-maintained to ensure that it is not in the patient's face during care.

Accordingly, long hair must be tied back or pinned back. Men are expected to be either clean-shaven or have facial hair that is well maintained to convey a professional appearance. Student dentists will be counseled if personal attire or appearance in classes/clinics is considered **unprofessional** as adherence to this policy is expected. More details regarding this policy may be found in the UKCD Clinical Manual.

<https://dentistry.uky.edu/sites/default/files/ClinicManual2015-16.pdf>

UK Tobacco-Free Initiative

In November 2007, Michael Karpf, MD, Former Executive Vice President for Health Affairs, announced that UK HealthCare joined the Kentucky Hospital Association's Tobacco-free Healthcare Collaborative. This group of health care providers in Lexington and surrounding communities worked together to implement tobacco-free policies and committed to going completely tobacco-free in conjunction with the Great American Smoke out. UK HealthCare went tobacco-free on November 20, 2008. The entire UK campus became tobacco free on November 19, 2009.

Technical Standards

The College has approved a policy that defines the non-academic criteria for admission into, continued enrollment in, and graduation from the Doctor of Dental Medicine program. See Appendix C: Policy on Technical Standards for Dental Students.

UK/UK HealthCare Fitness for Duty Evaluations

Impaired workers pose unnecessary and unacceptable safety and health risks to themselves and others with whom they work. Impairment also poses a threat to the well-being of UK College of Dentistry patients and visitors. The Fitness for Duty Evaluation Policy (Appendix D) has been developed to promote a safe working environment for all UK College of Dentistry members, to provide patients with quality patient care and related services and to assist UK College of Dentistry members in receiving appropriate assessment, counseling, referral and treatment for alcohol and drug abuse and other problems that may adversely affect satisfactory job performance.

The University of Kentucky College of Dentistry has adopted the UK HealthCare Policy #A09-005 (Fitness for Duty Evaluations) as its Fitness for Duty Evaluations Policy which may be accessed via the link below:

<https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/GMEPolicyManual.pdf> UK College of Dentistry Results and Personnel Action addendum to UK HealthCare's Policy #A09-005:

UK College of Dentistry dentists and dental hygienists will be referred to the Kentucky Board of Dentistry's Well Being Committee when fitness for duty issues arise. Students will be referred to the College of Dentistry's Office of Admissions and Student Affairs for "prophylactic monitoring" with positive background check indicating past DUI or other alcohol/drug related offenses or when fitness for duty issues arise. Non-clinicians and staff members will be referred to the University of Kentucky Employee Assistance Program as indicated in the UK HealthCare's Policy #A09-005.

Clinic Standards

Please see the current Clinic Manual located on the College of Dentistry website:

<https://dentistry.uky.edu/sites/default/files/ClinicManual2015-16.pdf>

Textbooks/Bookstores

The textbook list is distributed at Orientation. If requested by your class president, a spring booklist update can be sent out before the winter holiday break. The UK Student Center Bookstore will also have the student booklists. The textbook list is generated by the Curriculum Coordinator (M-136).

Frequently Called Telephone Numbers and Helpful Websites:

| | | |
|---|----------|---|
| Office of the Dean | 323-1884 | |
| Office of Student Affairs | 323-6071 | https://dentistry.uky.edu/current-students |
| College Registrar | 323-6691 | |
| Office of Academic Affairs | 323-5656 | https://dentistry.uky.edu/academic-programs |
| Curriculum and Scheduling | 562-2352 | |
| Clinical Affairs | 323-5876 | http://Dentistry.uky.edu/patients |
| Student Health Center | 323-2778 | http://www.ukhealthcare.uky.edu/uhs/ |
| Campus Computer Helpdesk | 218-4357 | http://www.uky.edu/UKIT/ |
| Medical Center Information Systems (MCIS) | 323-8586 | http://www.uky.edu/MedicalCenter/Y2K/welcome.html |
| Medical Center Security | 323-2356 | http://www.uky.edu/Police/healthcare-security.html |
| Medical Center Library | 323-5300 | http://www.uky.edu/Libraries/lib.php?lib_id=12 |
| Parking | 257-5757 | http://www.uky.edu/pts/ |
| UKCD Absence Notification | | https://dentistry.uky.edu/mydmd-portal/content/eform/submit/absence-request |
| UKCD homepage | | http://Dentistry.uky.edu |
| UK homepage | | http://www.uky.edu/ |

Curriculum

The University of Kentucky, College of Dentistry, in meeting its responsibility to the Commonwealth, the University, the dental profession and the student, is dedicated to the education of a dentist who meets defined levels of skills and knowledge and has demonstrated ethical behavior and judgment that will benefit the public. The content and sequencing of the curriculum is maintained so that students should be able to complete the curriculum satisfactorily in four years and be awarded the degree of Doctor of Dental Medicine (D.M.D.).

The College of Dentistry offers a curriculum that prepares the student for the general practice of dentistry. Since the health needs of Kentucky and the nation are constantly changing, an effective curriculum in dentistry requires relatively frequent revision of courses and requirements. For this reason, the curriculum described in this bulletin is subject to change from year to year, not only in content and sequencing but also in the educational methodology utilized.

The dental curriculum is composed of four categories of study: biological sciences, behavioral science, preclinical dentistry, and clinical dentistry. Courses in these areas may be taught by lecture, seminar, self-instruction or any combination of the above formats. Laboratory and clinical settings provide supplemental learning experiences for the didactic information which the students receive.

In the clinical setting, students treat patients under the supervision of the clinical faculty. Comprehensive dental care for the patient is emphasized and so, because of the varying needs of individual patients, the objectives of each clinical treatment experience by each student will vary. The concept of comprehensive dental care permits learning experiences in all the clinical disciplines of dentistry.

Students, faculty and staff of the College of dentistry are expected to adhere to the Medical Center's Behavioral Standards in Patient Care, and Health Care Colleges Code of Student Professional Conduct

<https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/HCCcode.pdf> . These documents call for high standards of professional and human behavior in caring for patients.

Extramural experience in dental practice is a required component of the curriculum. Students are placed in the offices of dental practitioners, public institutions or other health delivery systems in AHEC approved urban and rural areas throughout the state of Kentucky. One of the goals of the extramural experience is to provide the student with a view of dentistry as it is practiced.

In addition to the core, or required curriculum, the College offers several elective courses in a variety of subjects. Electives provide an effective way to satisfy the individual needs and interests of the students. Fourth-year students are required to take two elective courses. Enrollment in additional elective courses requires the approval of the Course Director and the appropriate Academic Performance Committee.

During the course of study, any student may be denied permission to continue in the formal educational program if, in the opinion of the faculty and administration, that student's character, attitudes, mental or physical fitness cast grave doubt upon the student's capabilities as a dentist. The Doctor of Dental Medicine degree is awarded to those students who have satisfactorily completed every required component of the dental curriculum and have applied for graduation.

Below is the current listing of the DMD program courses by year; for a more detailed description about each course please see Appendix G

First Year

| | | |
|---------|---|---|
| ANA 530 | Combined Histology and Special Oral Microanatomy | 5 |
| ANA 534 | Dental Gross Anatomy, Embryology and Neuroanatomy for Dental Students | 6 |
| CDE 814 | Patients, Dentists and Society I | 1 |
| CDE 815 | Fundamentals of Dental Public Health | 2 |
| CDS 812 | Normal Human Growth and Development | 1 |
| CDS 813 | Management I: Introduction to Management for the Dentist | 2 |
| CDS 815 | Introduction to Clinical Dentistry | 2 |
| CDS 818 | Profession of Dentistry I | 1 |
| CDS 819 | Special Topics in Dentistry I | 1 |
| OBI 812 | Dental Biochemistry | 5 |
| OBI 814 | Dental Human Function | 5 |
| ODM 810 | Basic Principles in Oral and Maxillofacial Radiology | 2 |
| ODM 814 | Oral Diagnosis/Oral Medicine & Treatment Planning | 2 |
| PER 810 | Periodontics | 3 |
| RSD 810 | Foundations in Operative Dentistry I | 3 |
| RSD 811 | Principles of Dental Anatomy, Morphology and Occlusion Lecture | 3 |
| RSD 812 | Principles of Dental Anatomy, Morphology and Occlusion Laboratory | 3 |
| RSD 813 | Dental Cariology | 1 |
| RSD 814 | Foundations in Operative Dentistry II | 3 |
| RSD 822 | Principles of Dental Occlusion and Articulation | 3 |

Second Year

| | | |
|---------|--|---|
| CDE 824 | Communication in the Dental Health Care Setting | 1 |
| CDE 826 | Dental Practice Management I | 1 |
| CDS 821 | Local Anesthesia | 1 |
| CDS 823 | Management II: Introduction to Clinical Patient Management | 1 |
| CDS 824 | Oral Diagnosis and Treatment Planning | 1 |
| CDS 825 | Dental Implantology | 2 |
| END 824 | Principles of Endodontics | 2 |
| END 826 | Preclinical Endodontics | 2 |
| OBI 828 | Immunity, Infection and Disease for the Student Dentist | 5 |
| OBI 836 | Dental Pharmacology | 3 |
| ODM 820 | Oral and Maxillofacial Radiology and Diagnostic Imaging | 2 |
| ODM 821 | Clinical Oral Diagnosis I | 1 |
| ODM 830 | Management of the Medically Compromised Dental Patient | 3 |
| OPT 820 | General Pathology for Student Dentists | 3 |
| ORT 822 | Orthodontics | 3 |
| OSG 820 | Oral Surgery I | 1 |
| PDO 822 | Pediatric Dentistry I | 2 |
| PER 821 | Clinical Periodontics II | 2 |
| PRO 820 | Preclinical Complete Denture Prosthodontics Lecture | 2 |
| PRO 821 | Clinical Complete Denture Prosthodontics | 1 |
| PRO 822 | Preclinical Complete Denture Prosthodontics Laboratory | 2 |
| PRO 824 | Removable Partial Dentures | 2 |
| RSD 821 | Clinical Restorative Dentistry I | 3 |
| RSD 823 | Restorative Dentistry II | 1 |
| RSD 824 | Preclinical Restorative Dentistry II (Lab) | 2 |
| RSD 825 | Restorative Dentistry III | 1 |
| RSD 826 | Preclinical Restorative Dentistry III | 2 |

Third Year

| | | |
|---------|--|---|
| CDE 830 | Advanced Concepts in Dental Public Health | 1 |
| CDS 831 | Conscious Sedation | 1 |
| CDS 833 | Management III: Clinical Patient Management | 1 |
| CDS 835 | Advanced Dental Implantology | 2 |
| CDS 836 | Diagnosis and Management of Orofacial Pain | 3 |
| END 830 | Endodontics II | 1 |
| END 831 | Clinical Endodontics I | 1 |
| OBI 836 | Dental Pharmacology | 3 |
| ODM 830 | Management of the Medically Compromised Patient | 3 |
| ODM 831 | Clinical Oral Diagnosis II | 2 |
| OPT 830 | Oral Pathology I | 3 |
| OPT 832 | Oral Pathology II | 1 |
| OSG 830 | Oral Surgery II | 1 |
| OSG 831 | Oral Surgery Rotation I | 1 |
| PDO 831 | Clinical Pediatric Dentistry I | 1 |
| PDO 834 | Pediatric Dentistry II | 2 |
| PER 830 | Periodontics III | 2 |
| PER 831 | Clinical Periodontics III | 2 |
| PRO 831 | Clinical Removable Prosthodontics | 2 |
| PRO 834 | Preclinical Restorative Dentistry III | 4 |
| PRO 836 | Advanced Fixed Prosthodontics and Treatment Planning | 2 |
| RSD 831 | Clinical Restorative Dentistry II | 4 |
| RSD 835 | Advanced Esthetics in Restorative Dentistry | 2 |

Fourth Year

| | | |
|---------|--|---|
| CDE 841 | Dental Practice and Field Experience | 6 |
| CDE 844 | Dental Practice Management II | 2 |
| CDS 843 | Management IV: Clinical Patient Management | 1 |
| END 841 | Clinical Endodontics II | 1 |
| ODM 841 | Clinical Oral Diagnosis II | 1 |
| OPT 840 | Oral Pathology III | 1 |
| ORT 841 | Clinical Orthodontics | 1 |
| OSG 841 | Oral Surgery Rotation II | 1 |
| PDO 841 | Clinical Pediatric Dentistry II | 2 |
| PER 841 | Clinical Periodontics IV | 4 |
| PRO 841 | Advanced Clinical Removable Prosthodontics | 2 |
| RSD 840 | Restorative Dentistry Update | 1 |
| RSD 841 | Clinical Restorative Dentistry III | 3 |

Evaluation and Grading

Students have the right to receive grades based only upon a fair and just evaluation of their performance in a course as measured by the standards announced by their instructor(s) at the first- or second-class meeting of each course. This information should also appear in the course syllabus (i.e. nature of the course, the content, the activities to be evaluated, the grading practice to be followed, and the attendance policy). Evaluations by anything other than a good faith judgment based on explicit statements of the above standards are improper.

Approved by the University Senate on November 8, 1999, the grading system (A, B+, B, C, and E plus I, W, and P/F) applies to all students. Questions regarding policies may be directed to the Associate Dean for Academic Affairs, 323-5656.

Course Directors will evaluate the performance of each student on course objectives and assign a grade as follows (Appendix C, Policy Five):

1. Passing Grades:

- A = Exceptionally high level of performance; four (4) quality points are awarded for each credit hour.
- B+ = A high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
- B = The minimum expected level of performance; three (3) quality points are awarded for each credit hour.
- C = A marginal level of performance; two (2.0) quality points are awarded for each credit hour.
- P = A passing grade in courses taken on a pass-fail basis. It is not used in G.P.A. calculations.

2. Failing Grades:

- E = An unacceptable level of performance; zero (0) quality points are awarded for each credit hour.
- F = Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in G.P.A. calculations.

3. Incomplete Grade:

- I = Course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an I grade will automatically convert to an E or an F grade as appropriate.

Please Note: A written report must accompany the I grade. The report shall include the reasons for issuing the "I" and the work that the student must complete to receive a passing grade.

4. Withdrawal:

W = This grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

Please Note: The college does not permit withdrawal from specific required courses, but rather permits “leaves of absence”, allowing withdrawal from all courses during the involved instructional period.

Appeal of Course Grade

1. A student, before requesting a grade review, will attempt to resolve the issues with the Course Director and the Division Chief (or next administrative level, should the Course Director also be the Division Chief).
2. Should this meeting fail to resolve the issue, the student may submit a written request to the Associate Dean of Academic Affairs for the formation of a Grade Review Committee. This request shall include an explanation of reason for the request. The student is not bound to exercise this in-house process.
3. Within five (5) working days of the request, the Associate Dean of Academic Affairs shall appoint a Grade Review Committee that will consist of three (3) voting members (two neutral members of the College faculty and one neutral student). The Associate Dean will designate one of the committee members Chairperson of the Committee.
4. The committee shall meet within ten (10) working days of its formation of the Committee. The student, the student’s Advisor, the department chair, the Course Director, and any other persons having information relevant to the case in question will be requested to attend the meeting, at which time, the situation will be fully discussed by all parties concerned. Following this open discussion, the Committee will make a recommendation to the department chair and the Course Director involved. This appeal recommendation is non-binding and the Committee will not have the prerogative of changing the grade.
5. If the student grade review continues to be unresolved, the student may file a grievance with the Academic Ombudsman regarding academic evaluation as described in 6.0 Section VI Student Academic Affairs of the Universities Student Rights and Responsibilities Handbook. <http://www.uky.edu/StudentAffairs/Code/>

Unsatisfactory Examination Grades

Students, who receive an unsatisfactory grade on any exam, including practical exams, are expected to make an appointment with the Course Director to discuss a plan of action. Students are expected to be very proactive in dealing with academic difficulties.

Academic Ombud

When students are unable to resolve grievances or complaints at the College level, the Ombud will be able to counsel and advise him/her on the University procedures to follow. All inquiries are treated with discretion. Students are encouraged to begin resolving an academic grievance or complaint by contacting the faculty member, Advisor, Division Chief, Chair of the Department, Associate Dean for Academic Affairs, Assistant Dean of Admissions and Student Affairs, or the Dean. Examples of grievances could include a dispute over a final grade, or inconsistent application of policy standards as stated in the syllabus. The Academic Ombud may be contacted at 109 Bradley Hall • (859) 257-3737 • Confidential FAX 859-257-5346 • Email: <https://www.uky.edu/ombud/> Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Walk-in visits are welcomed at any time. Call-in and e-mail inquiries are encouraged too.

Often speaking with the well-qualified and helpful Ombud Office staff can resolve a problem, and an appointment with the Ombud isn't even necessary.

Academic Performance Committee (APC)

The University of Kentucky College of Dentistry Academic Performance Committee is comprised of four subcommittees. Each subcommittee includes an APC Chair, Course Directors for the specific year of the curriculum and team leaders (years 1-4). In addition, the Associate Dean for Academic Affairs and the Assistant Dean of Admissions and Student Affairs are members of all four groups. This is a proactive committee that meets periodically to keep abreast of student progress. The members attempt to identify, as early as possible, problems or potential problems in student performance to help the student succeed in the curriculum.

Academic Promotion

Students will be promoted to the next year in the curriculum when they have successfully completed all required courses and competency evaluations scheduled for that year. A course retake is necessary for any course in which a final unsatisfactory grade was received (a course may be substituted for the retake at the Associate Dean for Academic Affairs' discretion). The student will be expected to repeat the course during the next academic year unless other arrangements have been made, providing he/she is not subject to Academic Suspension or Dismissal. This may result in the student not advancing to the next level of courses in the curriculum and either repeating the entire academic year or being placed on a special curriculum, depending on the individual's circumstances. The student's graduation may also be delayed. In accordance with the College's educational philosophy of comprehensive care, successful completion of all preclinical courses is required for students to proceed into more advanced clinical course work. A student who is judged to be eligible for graduation in May or August by the Academic Performance Committee, may participate in the Hooding Ceremony. The Hooding Ceremony is usually held on the second weekend in May. See Appendix B: Miscellaneous Academic Disciplinary Policies for the Graduation requirements.

Post-graduation Clinic Usage Fee

Graduation occurs annually on the second weekend in May. Students are permitted to complete remaining patient responsibilities (not associated with course work) and must do so within 15 working days of the graduation date. After that point, students who have not completed their work and need to be in the clinic will be charged a \$100 per day clinic usage fee. If, in the absence of extraordinary circumstances as determined by the Academic Performance Committee, clinic responsibilities are part of a course requirement, you will receive an August degree. As a reminder, please be proactive in working with the Academic Dean, Team Leaders and your Course Directors to assure you are on track to complete all requirements in a timely fashion, before graduation. (Students who may be graduating in December or August, please consult the Registrar and/or Academic Dean for the date by which all work needs to be completed to not incur a fee or impact your diploma).

Curriculum Evaluation

In compliance with policies of the Commission on Dental Accreditation, the curriculum is regularly evaluated by dental students and the Curriculum Committee. A written report of the results is then submitted to the Associate Dean for Academic Affairs, the Curriculum Committee, the appropriate department chair, Division Chief, and the Course Director. In addition, focus groups consisting of a sampling of members of each class will be conducted on a regular basis. All students **must** complete all course evaluations online prior to the deadline established by Academic Affairs. The evaluations must be completed at the end of the fall semester and before checking out for the summer. Not only are these evaluations mandatory, to retain accreditation they form the basis for changes made to assure continuing quality enhancement of the curriculum. Students who fail to comply with the current course evaluation policy may not be registered for subsequent coursework until the required course evaluations are completed.

Elective Courses

Elective courses are designed to enrich and customize the dental curriculum. All students must complete two elective courses prior to graduation. A list of courses will be distributed near the beginning of the academic year. Although only two elective courses are required, some students may be allowed to take additional elective courses with the approval of the APC and the Course Director. As per Curriculum Policies, **ALL electives** for **second- and third-year** students must be scheduled **outside of regularly scheduled clinic/class time**. Students in the fourth year will be allowed to take **ONE** elective externship during regularly scheduled classes/clinic. All other elective externships must be scheduled outside regular scheduled clinic/class time. Students will be instructed when and how to register for these courses. All elective courses use the Pass/Fail grading system.

Offsite Volunteer Electives

Students must be registered in a course to participate in offsite activities for the college's professional liability coverage to be in place. Students may not participate in clinical activity not endorsed by the College of Dentistry. Operating without professional liability insurance places a student in the position of potential *substantial* personal financial liability.

Professional Development Days

Students in the **fourth** year may use **up to 5** professional development days for dentistry related activities, **outside of job / postgraduate program interviews**. Such days may be used for shadowing dentists, visiting programs, studying for boards or attending continuing education programs. Such days may also be used for a second elective (for credit) or for an observation with a school or dental office with which we do not have an agreement (no credit). All absences, including those for professional development, must be requested and approved through the Absence Request portal of the college of dentistry.

Student Class Schedules

Class Schedules are prepared by the Office of Academic Affairs. Class schedules are available on UK's Google apps for education and can be accessed using your g.uky account. In addition, schedules will be accessible via published web links and on the UKCD website. These digital calendars are subject to change and are never 'final'. Always check the daily calendar as well as the course syllabi for information regarding class dates, times and locations. Any discrepancies should be reported immediately to the Office of Academic Affairs. The College academic calendar lists official holidays and events. See (Appendix F): College of Dentistry Academic Calendar.

Please Note: It is the responsibility of each student to check for changes as students are expected to be available for classes between the hours of 8 a.m.-5 p.m. and any other specifically instructed hours. Going to dental school is your occupation for the four years that you are enrolled in UKCD. Last minute additions to the schedule should be expected, and failure to check the schedule and attend all classes, even late additions, will be considered an unexcused absence (unless the reason for missing class falls into the definition of an excused absence as defined in the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2).

Exam and Class Date Change

Changes in exam and class times are strongly discouraged because class space and faculty responsibilities are considered when original schedules are developed. The class may request a maximum of one exam change per semester. Requests for change must be related to true academic hardship caused by the schedule. The Associate Dean for Academic Affairs will determine if changing exams or classes is an option. If the Associate Dean for Academic Affairs considers a change valid, the class of students desires to change the date or time of a class or examination, the class must:

1. Discuss the change with the entire class and Course Director and identify tentative dates for rescheduling. The Class President or Vice President then discusses the tentative dates/times/room availability with the Academic Dean and support staff in the Office of Academic and Student Affairs.
2. Obtain, by ANONYMOUS BALLOT, votes to change the exam or class. If 5 or fewer negative votes are returned, the class can discuss the change options again, and a re-vote may occur. However, it is improper and unprofessional for class members to

pressure classmates and faculty who do not agree to proposed changes in scheduled examinations or classes.

3. Once **unanimous** agreement has been reached, obtain signatures from all students on class roster and complete the Exam or Class Date Change Form, including the Course Director's signature.
4. Submit completed form and roster to the Associate Dean for Academic Affairs at least 24 hours prior to the requested change and requests room reservation.

When a Course Director needs to change a scheduled exam or class, that is the Course Director's prerogative, and such requests are also directed to the Associate Dean for Academic Affairs.

Please Note: The Course Director and Associate Dean for Academic Affairs are responsible for final approval.

Criteria for Changing Exams/Classes

1. Multiple exams in one week (usually more than three major exams, does not include quizzes and other assignments)
2. Any exam/class date change must have **prior** approval by the Associate Dean for Academic Affairs (see above)
3. Only individual class or exam times and dates will be changed, not multiple class meetings
4. A minimum of 24 hours' notice is required for a class or exam already scheduled to be changed.

Other Required Activities

Periodically throughout the academic year, students are **required** to attend and participate in various professional seminars, lectures, meetings, conferences, or other activities that contribute to their professional education. These may be locally or at locations within a reasonable driving distance (they will appear on the student's schedule and the students will be notified by e-mail or in writing if attendance is required). The same absence/tardiness policy applies to these instances as in any scheduled course in the curriculum. Excused absences from these types of activities must be approved by the Associate Dean of Academic Affairs prior to the absence. The Office of Admissions and Student Affairs must be contacted as well. See the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2. Visit the website:

<http://www.uky.edu/StudentAffairs/Code/>

Research Opportunities

Student Research

One of the College of Dentistry's major goals is to conduct biological, clinical, behavioral, and health services research that will lead to the discovery and application of new knowledge, provide an opportunity for research training for doctoral and postdoctoral students, and enhance the climate of scholarship within the College and Medical Center. We actively encourage students to

participate in research projects during their stay in the College and give academic credit for this participation through a series of elective courses. Most of the research currently under way in the College falls into several broad categories:

- infection and inflammation as related to oral diseases
- biomaterials and dental devices
- oral disease prevention in children and the elderly
- oral health related to general health, particularly in pregnancy, cardiovascular disease, and diabetes
- health services research for oral health disparities, targeting oral health care delivery and oral health care education
- salivary bio diagnostics

Students are actively involved in all these research areas. Students also are active in a formal Student Research Group and compete for College-sponsored Student Research Fellowships.

The College's research program is productive, as evidenced by the number of scientific papers presented by students and faculty at various local and national dental research meetings, and the number of papers published in scientific journals. The College and the local chapter of the American Association of Dental Research annually sponsor a series of lectures and seminars that bring world-renowned researchers to the College to discuss their work.

We strongly believe that an active and dynamic research program benefits both students and faculty by improving the educational climate of the College, and ultimately benefits the citizens of Kentucky and the nation by contributing to the overall improvement of society. We strive hard to make this belief a reality.

UKCD Research Track

Incoming UK College of Dentistry students interested in taking part in an intensive research experience in conjunction with their dental curriculum have the option of applying for the UK College of Dentistry Research Track elective program of study. Students do not need to apply to the Research Track in order to perform research while in dental school. In many cases, students participating in the Research Track will look to pursue an academic career. In addition to completing required courses for the DMD degree, selected students will also focus their efforts on one or more UK College of Dentistry research focus areas. Students enrolled in the Research Track option will gain valuable experience in research, have the opportunity to take part in meaningful studies, and may receive scholarship funds to help offset UK College of Dentistry tuition fees each year they participate in, and fully meet Research Track requirements. To apply to the Research Track, incoming dental students must include a completed Research Track application with their acceptance materials. Website: <http://Dentistry.uky.edu/research>. For more information, contact Dr. Luciana Shaddox (859) 323-8269 or at lshaddox@uky.edu.

Registration for Research Electives OHP 850/OHS 850/CDS 866

To receive credit for research in either OHP 850, OHS 850 or CDS 866, students must receive prior approval from the Course Director and the APC committee. Students must write a brief explanation of the research to be conducted. This should be signed by the student's research mentor and the Course Director. The signed document must be submitted to the College Registrar, (M-134) two weeks in advance of the academic term and after the Course Director and the APC approve the student to receive credit. Appropriate credit hours will be given depending on the amount of time spent by the student in the activity (1-3). Exceptions must have approval from the Course Director. Students are allowed a maximum of 12 credit hours for these courses or selective course work.

National Boards and Licensure Examinations

The purpose of the Integrated National Board Dental Examination is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. The examinations assesses both the candidate's knowledge of basic biomedical and dental sciences and the cognitive skills to apply such information in a problem-solving context. "It is referred to as an "integrated" exam because it combines content from several disciplines, and test takers must integrate their knowledge of science with the clinical know-how involved in the safe practice of dentistry to answer many of the test items."

The National Board Dental Examinations is an electronic exam, composed of 500 multiple-choice test-items and is administered over two days. The exam is comprehensive and requires diligent preparation and study time. Several study aids and guides are available for this purpose (<https://www.ada.org/en/jcnde/inbde/news-and-resources>).

In the absence of extraordinary circumstances, the National Board Dental Examination is to be taken in the summer after successful completion of the third-year curriculum. Taking the exam is a requirement for graduation.

Approval to take the examination is given by the Associate Dean for Academic Affairs once all prerequisite coursework has been satisfactorily completed.

BoardVitals INBDE Prep

A resource for the University of Kentucky College of Dentistry, [BoardVitals](#) from STAT!Ref is a high-quality, effective and powerful exam review tool. Click the registration button below and follow the simple directions to access the resource now.

- Make sure to use your [@uky.edu](#) email address for registration
- Click the signup button and the system will send a validation e-mail
- Check your e-mail and click on the validation link in the e-mail

This new BoardVitals tool offers:

- The highest quality questions with detailed explanations to help prepare for the INBDE Dentistry Exam

- High-yield, vetted questions listed up front to maximize studytime
- Constantly evolving cloud-based system that updates every 24 to 48 hours based on changes and feedback
- Ability for users to create customized practice tests based on number of questions, subjects and more, to simulate exams and help increase board passrates
- Advanced statistics so users can know where their strengths and weaknesses are, with suggested questions based on their performance
- Detailed, up-to-date explanations with each answer, with references and links to applicable sources
- Administrators can monitor student usage and performance to serve as a proactive remediation tool
- Faculty can send customized exams to students or utilize questions in classroom discussions and weekly didactic review sessions

The registration link embedded is: https://www.boardvitals.com/users/sign_up

BoardVitals Video

link: <https://www.youtube.com/watch?v=SVwvvtT5s4o&feature=youtu.be>

http://marketing.statref.com/lp/uky_boardvitals.html

Licensure

The Kentucky Board of Dentistry issues dental licenses under laws adopted by the state legislature. Specific licensure requirements vary among states/jurisdictions, but all have three types of requirements: 1) an educational requirement, 2) a written examination requirement, and 3) a clinical examination requirement. All jurisdictions recognize graduates of dental schools accredited directly by the Commission on Dental Accreditation (CODA) as having fulfilled the educational requirement. The written requirement may be satisfied by passage of the INBDE administered by the Joint Commission on National Dental Examinations. For the clinical examination requirements please see the two sections listed below. Documentation of credentials needed for licensure **will not** be provided to the Board of Dentistry until a graduating student has checked out of the College (i.e., has fulfilled all obligations to the institution and his/her patients). Our College Registrar assists with the documents needed for dental licensing in the State of Kentucky and other Dental Boards around the country. The Registrar is a Notary and can assist with notarizing documents. If you have questions, please contact the Registrar at (859) 323- 6691.

Please Note: It is the responsibility of the student dentist to understand the licensing requirements in the state(s) he/she intends to practice dentistry. Contact the respective board of dentistry to learn more about licensing requirements.

Mock Board Exam

During the fourth year, all students must successfully pass a Mock Board competency exam. This is an examination given in similar format to the Regional Board exam needed for state licensure and provides opportunity for students to prepare for their board licensure examinations.

Regional Board Examinations

Clinical licensure examinations, with few exceptions, are generally conducted by regional dental testing agencies. The University of Kentucky College of Dentistry offers an CDCA/ADEX examination. The testing agency administering the CDCA/ADEX examination here at the University of Kentucky College of Dentistry is determined yearly and is usually administered in the spring of the fourth year. Students wishing to take any of the examinations offered through these agencies must be approved to do so by the college based on completion of an adequate portion of the clinical curriculum.

Successful candidates for the exams must complete all other specific requirements of that testing agency including graduation within a designated time of clinical board examination passage, or the results are invalidated. Each state may have additional requirements to obtain a dental license beyond the passage of a licensure exam.

Please Note: It is the responsibility of the student dentist to understand the licensing requirements in the state(s) he/she intends to practice dentistry. Contact the respective board of dentistry to learn more about licensing requirements.

Assurances

All student dentists must demonstrate that they are qualified to participate in patient care by providing the following assurances:

Student Criminal Background Check Policy University of Kentucky Chandler Medical Center

All conditionally admitted applicants must consent, submit to, and satisfactorily complete a criminal background investigation as a condition of matriculation into UK health professions programs in the *Colleges of Medicine, Dentistry, Pharmacy, and participating programs in Health Sciences and Nursing*. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable to the applicable college/program. All expenses associated with the CBC are the responsibility of the applicant/student, either directly or through arrangements with an appropriate centralized application service. Students, who do not consent to the required background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information regarding the background check will be subject to disciplinary action up to, and including, refusal of admission or dismissal from the program. The full version is available online under *Health Care Colleges Documents*:

http://www.uky.edu/Provost/APFA/Policy_Protocol/

Basic Life Support (BLS) Requirement

All students must maintain current **Healthcare Provider Basic Life Support** certification from the beginning to the end of the academic year. BLS has been scheduled as part of clinical courses in the third year. The College of Dentistry requires all incoming first-year dental students be certified in an American Heart Association (AHA) approved CPR training program. CPR training can take place at any location that offers the Two-Year Certification-

AHA BLS for Healthcare Providers, requiring both classroom time for hands on training and demonstration of skills. At the beginning of the first and third year, you will be scheduled to take CPR during orientation. A copy of your certification card should be submitted to the Student Affairs Office (both front and back with signature). If a student can provide proof of Healthcare Provider BLS certification (may include instructor or higher status) by the American Heart Association for **the entire academic year and subsequent years**, he/she may be excused from taking the dentistry course. The Office of Clinical Affairs maintains a database of CPR certifications to provide upon request to accreditation and regulatory bodies.

Immunizations

All students involved in clinical activities in academic programs at the University of Kentucky are required to be immunized for Hepatitis B, Varicella (Chicken Pox), Measles, Mumps, and Rubella (MMR) and Tetanus, Diphtheria, and Acellular Pertussis (TDAP). An annual Tuberculosis (TB) skin test is also required as well as the Influenza vaccination.

Please note: INCOMING STUDENTS – must follow University of Kentucky Prematriculation Requirements. Additional requirements include Meningitis vaccination for students living in UK residence halls and documented Polio immunity.

Students are encouraged to have all immunizations prior to initial enrollment. However, immunizations are available for students through the University Health Service (UHS) once you are enrolled. Appointments are necessary and may be made by calling 323-2778. Failure to comply will result in the loss of your privilege to treat patients or to engage in other clinical activities.

Proof of immunizations and annual TB test and Influenza vaccinations shall be submitted or received through Student Health. Each student shall print off their Immunization History and submit it to COD_IMMUNE@uky.edu for inclusion into the database maintained by the Clinical Affairs office.

Financial Considerations

Cost of Attendance

Tuition and fees for the 2020-2021 academic year are \$35,584 for Kentucky residents and \$76,684 for non-residents. Expenditures for instruments and their sterilization, books, clinic attire, and CPR comprise the remainder of the required curriculum expense. The tuition and fees are subject to change.

Student Financial Aid

Primary responsibility for meeting the cost of dental education rests with the student dentist and his or her family. However, the College's Financial Aid Coordinator, located in the College of Dentistry, assists students in making application for various types of financial assistance. The

major sources of funding are loan programs administered by the federal government. Eligibility for financial aid is determined by the following formula:

$$\begin{array}{l} \text{Cost of Attendance (curriculum \& living expenses) } \mathbf{minus} \\ \text{Expected Family Contribution (as measured by federal formula)} \\ \mathbf{equals \text{ Financial Need}} \end{array}$$

The Financial Aid Coordinator, who is a member of the Office of Academic and Student Affairs, endeavors to meet the demonstrated financial need of all student dentists to the extent of available funds. Since school managed funds are limited, awards from these sources will be determined based on in-state tuition and parent information on the federal application. About 95 percent of enrolled student dentists qualify for and receive some type of financial assistance. Applicants wishing to investigate financial aid options are encouraged to consult the financial aid coordinator. Financial need is not a criterion for admission to the College of Dentistry. Additional information on loan, and scholarship programs can be obtained by accessing the College of Dentistry webpage on financial aid under "DMD Students > Financial Aid and Estimated Costs."

Any question related to financial aid should be directed to:

Office of Academic and Student Affairs
University of Kentucky
College of Dentistry
D-155 Dental Science Building
Lexington, KY 40536-0297
Telephone: (859) 323-5280
Fax: (859) 257-5550
Email: donald.brown@uky.edu

Tuition Payment, Instruments, PTS Policy

The University of Kentucky provided several ways to pay tuition and other charges, such as mandatory fees.

Payment On-Line

Visit [myUK](#) and choose Financials tab. Student's account and password required.

Automated Clearing House (ACH) electronic check payment

Visit [myUK](#) and choose Financials tab. Student's account and password required.

Enter bank routing and checking account information. No fees associated with ACH electronic Check payment.

Credit Card Payment

Enter credit card information.

Visa, MasterCard, Discover, and American Express payments are accepted.

Note: Effective July 2014, a 2.25% service fee will be assessed on all credit card payments.

Payment by Mail

Check and money order payments may be mailed to:

Office of Student Account Services

18 Funkhouser Building

Lexington, KY 40506-0054

To ensure proper credit make checks payable to the University of Kentucky. Please include the student's account number. All dishonored checks will be charged \$25.

Payment in Person

Check, money order, and credit card payments may be made in person at:

Office of Administrative Affairs

D-131 Dental Science Building

8:00a.m to 4:00p.m. Monday through Friday

Deadline

Monthly electronic student account statements will be sent to the student's university assigned email address. Accounts statements will be sent at the beginning of each month itemizing that month's new charges and credits.

If the TOTAL amount due is not received on or before the 22nd of the month, a fee of 1.5% will be assessed on the remaining account balance.

Students are ineligible to register for future semesters until the account balance is paid in full. Any past-due accounts may be referred to an outside collection agency which could result in collection fees. If the account is referred to an outside collection agency, the student agrees to reimburse the University for the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, the University incurs in such collection efforts.

Sponsor Billing

Students who have a tuition sponsor (an embassy, government program, or any other agency/business outside the University of Kentucky) billed on their behalf of or all their tuition and fees must provide an official authorization.

The official authorization must meet the following criteria

- Must be on agency letterhead
- Must have an official signature
- Billing address of the sponsor
- Name and phone number of a contact person
- Specify the length of sponsorship
- Specify what fees or portion of fees sponsor will pay

Once documentation is provided, the student account will be credited, and the sponsor will be billed directly.

To avoid late payment penalties, please submit your official authorization to Student Account Services by August 22nd for Fall semester and January 22nd for the Spring semester.

Students who wish to use their KAPT benefits must submit a KAPT billing authorization form each semester.

[Form may be downloaded at the KAPT website.](#)

Returned Checks

A returned check fee of \$25 will be assessed for dishonored checks. The University has the right to cancel the registration of any student whose tuition and fees are paid with a "returned check."

Refunds/Direct Deposit

An overpayment of charges will result in a credit balance on the student account.

Credit balances that are refundable are processed two to three times weekly and deposited electronically into the student's bank checking account.

Students paying by personal check must wait thirty days after the payment has been posted to the account before a refund is processed.

Students are responsible for ensuring the accuracy of routing and banking account numbers to avoid delays in receiving their funds.

To enroll or to make changes, visit [myUK](#).

Installment Payment Plan

The University of Kentucky Installment Payment Plan offers 3 or 4 payments per semester with a minimum account balance of \$500.00 or more. A student who owes for a prior term account balance is ineligible until the past due balance is paid in full. Any changes to charges or financial aid will be adjusted in the **following** month's installment payment amount.

The enrollment fee is \$50.00 each semester, is non-refundable, and must be paid at the time of enrollment. Installment payments are due by the 22nd day of each month of the plan.

- The enrollment fee of \$50.00 must be paid to activate plan enrollment and is non-refundable.
- Any reduction or increase in tuition and fees, housing, or dining may reduce/increase the minimum monthly payment due and will be adjusted in the **following** month installment amount.
- Any reduction or increase in financial aid may reduce/increase the minimum monthly payment due and will be adjusted in the **following** month installment amount.
- Failure to pay the required minimum monthly payment by the indicated due date will result in cancellation of the payment plan. The student is then responsible for immediate payment of the total amount due and is subject to late payment fee assessment of 1.5% of the total unpaid balance and further collection action.
- **Payments must be initiated each month, NO automatic payments.**

Please direct any questions to Student Account Services at (859) 257-3406 or studentaccts@lsv.uky.edu

Holds

A stop on an account indicates that a student owes money or must complete a process with a particular office prior to registration or add/drop activity.

Stops must be removed from a student’s account before registering for classes or receiving a diploma or transcript.

A student may check whether they have a stop by calling the appropriate department in which the stop was placed.

Withdrawal/Refund

In accordance with University policy, a student who withdraws from the College of Dentistry may be eligible to receive a partial refund of the current semester tuition depending on the withdrawal date. Refer to the Academic Calendar for specific withdrawal deadlines and the University Registrar’s Refund and Fee Liability Policy for specific refund amounts. Also, in the event of withdrawal, students are responsible for any balance owed for instruments.

Tuition refunds for students who officially withdraw through the College’s Registrar will be made according to the following schedule:

| | Students who withdraw by: | Will receive Refund/Reduction |
|--------------------|---------------------------|-------------------------------|
| Fall 2020 | August 3, 2020 | 100% |
| | August 10, 2020 | 80% |
| | September 8, 2020 | 50% |
| Spring 2021 | January 4, 2021 | 100% |
| | January 11, 2021 | 80% |
| | January 29, 2021 | 50% |

Satisfactory Academic Progress

For the purpose of awarding financial aid, any student shall be considered making satisfactory academic progress unless suspended from the College. Suspension shall result in immediate loss of eligibility. To re-establish eligibility, a student, at his/her expense, must satisfactorily complete a semester of either the standard curriculum or a specialized curriculum approved by the Academic Performance Committee. Notification by this Committee, in writing, to the Financial Aid Coordinator, or satisfactory achievement will restore eligibility for aid. Financial Aid can be received for a total of twelve semesters.

A student may appeal a denial of Financial Aid for failure to maintain satisfactory progress by submitting the justification *in writing* to the Dean of the College. The decision of the Dean is final.

Procedures for SAP Appeal

To initiate an appeal, the student must (1) complete the Satisfactory Academic Progress (SAP) Appeal Form and (2) submit the above form with a letter and appropriate documentation, if required, containing the following:

1. The reason(s) the student feels he or she should be considered to have made satisfactory progress.
2. Mitigating or extraordinary circumstances beyond the student's control, which may have adversely affected academic performance, preventing the student from earning the required grade point average and/or number of credit hours. **Documentation** of such circumstances should be included with the written appeal. Note that inability to attend class due to lack of funds is **not** an extenuating circumstance.
3. Specify what measure(s) are being taken or have been taken to ensure that academic performance will improve if the appeal is approved, as well as any plans the student has developed with his/her academic Advisor to address academic performance.
4. A statement from the student's faculty Advisor, Dean, or Department Chairman, if the student believes it appropriate.
5. The reason(s) for withdrawal (in cases where the student withdrew during the semester) along with *documentation*, if appropriate (medical advice, illness, personal, or family problems, et cetera).
6. Other information that the student may believe is pertinent or helpful.

Examples of circumstances which might be considered in evaluating appeals include, but are not limited to, (a) medical (physical or mental) problems, (b) employment-related problems, (c) financial problems, (d) academic-related situations (e.g., change in major, academic bankruptcy, attendance at own expense with positive performance, attendance at another school with positive performance), and/or (e) family problems (e.g., divorce or separation, spousal abuse, death and/or illness, unexpected daycare problems).

Debt Management Counseling

Students are encouraged to limit expenditures to maintain loan debt at a manageable level. The amount of loan debt at graduation significantly affects career choices. The ability to obtain finances to open a dental practice or to buy an existing practice can be affected by prior financial obligations.

All borrowers are required by federal regulation to participate in pre-loan entrance and exit interviews. Student dentists are invited to discuss their individual financial situations with the College's Financial Aid Coordinator (D 155). Computer software and Internet calculators estimate repayment as new loans are considered. This information is useful in planning career options and developing debt management strategies; please utilize the following websites.

Education Investment Planner

<https://www.aamc.org/services/first>

<https://www.adea.org/GoDental/>

Repayment Plans and Calculators

<https://www.aamc.org/services/fao-first/godental/>

<https://studentaid.gov/sa/repay-loans/understand/plans>

Your Federal Student Loans – Learn the Basics and Manage Your Debt

<http://www.adea.org/current-students/Education-Debt-Management.aspx>

<http://www.mappingyourfuture.org/Money/>

<https://studentaid.gov/h/manage-loans>

Department of Education’s Approved Loan Servicers

<https://myfedloan.org>

<https://www.mygreatlakes.org/>

<https://www.nelnet.com/marketing/index>

<https://www.navient.com/>

Financial Aid/Loan Repayment

A dental education is an expensive investment. External agencies, such as the federal government, assist students largely through loan programs. Detailed information on the application process, the different types and amounts of financial assistance available, and eligibility requirements can be determined by contacting the College’s Financial Aid Coordinator.

Academic and Student Affairs Services

Class Rankings

An official class ranking is compiled at the end of the academic year once all grades have been posted. Class rank will be determined from letter grades (and quality points) received in all required courses. Questions regarding class rank can be answered by the College Registrar in person (M-134) or via University Email Address.

Graduation Honors

The graduation honors are "With High Distinction" and "With Distinction". Students are chosen according to their class rank when they apply for a May degree. The top 12% of the class receive "*With High Distinction*;" the next 8% receive "*With Distinction*."

Lockers

Students are assigned a locker in the student lounge by the Student Affairs Officer prior to SMILE Week. You are provided two locks, one for your clinic space locker and one for your student lounge locker. You are strongly encouraged to use a **combination lock** rather than a key/pad lock.

Please Note: Locks will be cut, contents removed from those lockers not properly assigned.

Clinics and D-611 Storage Space

Your lockers in the Student Lounge and outside D-611 are the most secure places to store instruments and other valuables. Assignments to these storage spaces are managed by Dental Maintenance.

Letters of Evaluation

You may request letters of evaluation for admission to graduate programs, advanced training, or employment signed by the Dean through the Academic Affairs Office M-134. There is an information form (Dean's Packet Request) to complete; FERPA consent form and a \$25 fee for processing. The packet includes official transcripts.

Lost and Found

There is no official Medical Center lost and found department. However, the main Hospital information desk does collect lost items. If any instruments are lost or found, you should go to the Central Sterilization window on the ground floor of the College of Dentistry. Occasionally, items are brought to the Office of Admissions and Student Affairs, M-134. Put a notice in the student lounge, on the blackboard in D-611 and contact Medical Center Security at 323-2356.

Messages

- **Urgent:** If someone needs to contact you in an emergency, they should call you on your pager/cell phone or contact the Office of Admissions and Student Affairs (323-6071) and a staff member will contact you immediately.
- **Non-urgent:** Messages that are not urgent will be sent to you via your university account e-mail.
- **Cell Phone/Pager Protocol:** Students will have the option to be issued a University pager or use their personal mobile phone in order to be accessible during school hours as well as after hours (Monday-Friday, 7am – 7pm) by UKCD administration. If students choose to use a University pager, there should be no misuse of the pagers. Also, students will be responsible for lost pagers. Additional details regarding “Cellular Phone/Pager Protocol” can be found in the UKCD Clinic Manual.

Transcripts/Enrollment Verifications

Official Transcripts and Enrollment Verification letters may be obtained from the College Registrar, Office of Admissions and Student Affairs (M-134). Requests may be made in person or via University Email Address. Unofficial transcripts can be accessed from the myUK portal <https://myuk.uky.edu>

Notary Services

The College Registrar is also a licensed Notary; if you need Notary services go to the Office of Admissions and Student Affairs (M-134).

Records & Registration

All information concerning your student record and registration is handled through the Office of Admissions and Student Affairs. You can review your student record by making an appointment with the College Registrar (M-134). The file may not be removed from the Office of Admissions and Student Affairs.

The University of Kentucky and the College of Dentistry abide by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), which allows students to review, inspect, and challenge the accuracy of information contained in their records. This act also provides guidance governing the release of information from that record. A copy of the FERPA policy can be obtained from the Office of Admissions and Student Affairs.

Registration for classes is done by the College Registrar. Students, who want to register for additional classes, i.e., research, extramural, individualized externship, etc., should check with the Office of Academic Affairs for the proper procedures.

Check-out Procedure

All student dentists must complete a College of Dentistry "Check-Out Sheet" and all course evaluations before leaving for the summer break. The sheet must be completed with the appropriate signatures before a student can re-enroll the following academic year. Students granted a leave of absence or who are withdrawing from the College must also complete the forms. Check-Out Sheets may be obtained from the Office of Admissions and Student Affairs (M-134).

Please Note: Graduating student dentists should allow at least one week after graduation to complete the checkout process.

Shadowing Procedure

Prospective students wanting to shadow faculty in the DMD clinic must be approved by volunteer services. The requirements and process to become a volunteer can be found here <https://ukhealthcare.uky.edu/wellness-community/volunteer-observe/observation-learning-experience>. Questions regarding the shadowing process can be directed towards the Office of Admissions and Student Affairs (M134).

Student Organizations

Student Organization Registration

The Center for Student Involvement (CSI) at the University of Kentucky is committed to student involvement on the UK campus and in the Lexington community. Located in the UK Student Center, the office is responsible for advising and assisting with student programming, event management, and leadership development initiatives as well as overseeing the Student Center Ticket Office and Wildcard Student ID office. In all, more than 350 student organizations are coordinated and advised through this office.

To register your organization with UK, a group must complete four steps:

- ❓ Seek approval for a new organization from Academic and Student Affairs
- ❓ Have one student officer or representation attend and complete a required training (<https://uky.campuslabs.com/engage/submitter/form/start/397681>).
- ❓ Complete the online registration by logging in with your LinkBlue credentials. You can find the link to register your organization here: <https://getinvolved.uky.edu/organization-registration> . You will need the following to register your organization:
 - Name, Student ID #, Phone Number, and UK E-mail Address for three students/officers that are currently enrolled and in good standing (2.0 cumulative GPA)
 - Name, UK Position Title/Department, Phone Number, and E-mail Address for one full-time faculty or staff member to serve as the organization's primary advisor
 - All organizational constitutions and/or bylaws

Once the online application has been completed, the Center for Student Involvement (CSI) verifies information and approves the organization's registration application. If you experience any problems, please stop by the CSI, or call (859) 218-1771.

Organization Registration Windows are open during the following dates:

- Fall Registration Open: April 11-Sep 30
- Spring Registration Open: Jan 19-Feb 15

Please Note: New groups will always have to input all the information, but re-registering groups from year to year will primarily be verifying information from the previous year.

American Dental Education Association – Council of Students

The College has two delegates to the American Dental Education Association (ADEA) Council of Students. Their responsibilities include dealing with a wide variety of issues of concern to all students attending the nation's dental schools. Students are encouraged to contact the first or second delegate (see Student Directory) regarding issues of importance (e.g. tax deferments on student loans, regional licensing, etc.) to most student dentists.

American Association of Women Dentists

The American Association of Women Dentists (AAWD) is a national organization that represents, serves, and supports the specific needs and interests of women dentists. Information on membership is provided annually by the local chapter.

American Association of Public Health Dentistry: The University of Kentucky chapter of the American Association of Public Health Dentistry (AAPHD) is a student-run organization which aims to create an environment that enhances public health dentistry. <http://www.aaphd.org/>

American Student Dental Association

The American Student Dental Association (ASDA) was established in 1971 to represent, serve, and support the needs and interests of all student dentists as they prepare to enter the dental profession. ASDA is the affiliate student organization of the American Dental Association (ADA). Structured as a network of local chapters, ASDA is uniquely geared to respond to the concerns of its members at the local, regional, and national levels. ASDA members from each chapter elect two individuals as delegates to serve in ASDA's House of Delegates, to represent their schools at association meetings and to serve as representatives in KDA's House of Delegates.

The University of Kentucky chapter has a history of being active at all levels. The local chapter sponsors an annual student convention with exhibitors, table clinic/research competition, and continuing education courses. The chapter also serves the community through its Saturday Morning Clinics, a program that provides dental care to children from low-income families. Additionally, the chapter sponsors several professional and social activities for its members. ASDA members are also encouraged to join the Kentucky Student Dental Society (KSDS), the affiliate organization to the Kentucky Dental Association. Information on KSDS is available from any ASDA officer.

Christian Medical and Dental Association (CMDA): was founded in 1931 to provide Christian healthcare professionals and students with resources, networking, and educational opportunities. UK's CMDA chapter is open to any student or faculty in the medical or dental schools. They conduct Bible studies, hold social gatherings, and invite speakers to their monthly meetings.

Delta Sigma Delta: DSD is a group of dental students associated with the national dental fraternity Delta Sigma Delta. They participate and raise money for dental charities, run exceptional educational programs for dental students, and organize social events like Trivia Night, which benefits Mission Lexington (free clinic).

Hispanic Dental Association

Founded in 1990, the Hispanic Dental Association (HDA) is the national organization dedicated to providing leadership and represent professionals who share a common commitment to improve the oral health of the Hispanic community.

Omicron Kappa Upsilon

Omicron Kappa Upsilon is a national dental honor society founded in 1914. Every dental school in the United States has an active chapter. The Delta Epsilon Chapter of OKU is the chapter at the University of Kentucky College of Dentistry. Each year, the chapters elect alumni members from the graduating class. Only students in the top 20% of their class are eligible. From the top 20%, a number equal to no more than 12% of the entire class, who, in addition to scholarship, have demonstrated exemplary traits of character and potential qualities of future professional growth and attainment, may be elected by the active members of the chapter. Our chapter also recognizes the scholastic achievement of students through the Basic Science Award (awarded to a second-year student) and the Kramer Award (awarded to a third-year student).

Oral and Maxillofacial Surgery Club

Founded in 2020, the Oral and Maxillofacial Surgery Club is to increase the exposure and knowledge of dental students about oral and maxillofacial surgeries and procedures. Provides an opportunity for dental students to collaborate with their fellow peers and utilize their talents to create a professional environment conducive to advance knowledge in OMFS. A great resource for students that are interested in pursuing a residency program in oral and maxillofacial surgery. It stipulates a platform to learn from experienced oral surgeons and dental providers from the University of Kentucky and abroad.

Class Officers and Representatives

Each College of Dentistry class has a President, Vice-President, Secretary, Treasurer, Social Chair, ASDA Representative, Alumni Representative, two representatives to the College Code Committee, two representatives to the College Curriculum Committee and the third- and fourth-year classes will also have two representatives to the College Admission Committee.

SPEA-Student Professional and Ethics Association: The purpose of this organization is to increase the overall level of ethics and professionalism at the University of Kentucky College of Dentistry.

Student Advisory Council

The Student Advisory Council (SAC) serves in an Advisory capacity to the Dean by providing information and making recommendations to improve the quality of students' educational experience. SAC also serves as a forum through which students may exchange information develop ideas, express concerns, and identify problems related to College educational or administrative policies.

SAC membership consists of the president and vice-president of each class of each student organization (e.g. ASDA, ADEA, SNDA, AAWD, HDA, and SRG), the UK Student Government senator, the first delegate of the ADEA Council of Students Association and a postdoctoral student dentist. The College's Dean, Assistant Dean of Admissions and Student Affairs and Director of Student Affairs also attend SAC meetings.

Student Government Association Senator

The purpose of the University of Kentucky Student Government Association (SGA) is to increase student influence over academic policy; to provide necessary student services; to protect and expand student substantive and procedural rights; and to better represent the student body in relations with the faculty, administration, Board of Trustees, and the Commonwealth of Kentucky. Annually, students of each College in the University elect an SGA senator who serves as a member of the Student Senate.

Student National Dental Association

The Student National Dental Association (SNDA) is the national organization that addresses the specific needs and interests of minority students. SNDA is the affiliate student organization to the National Dental Association (NDA). Information is provided annually by

the Chapter's officers on membership and its many activities. The SNDA Chapter engages in several community service programs throughout the year.

Student Research Group

The Student Research Group (SRG) is affiliated with the American Association of Dental Research (AADR). Its primary purpose is to foster student involvement in research at the College. Student research is promoted by:

- Informing students about College research opportunities and support (i.e. elective courses, work-study, fellowships)
- Acquainting students with on-going research projects
- Providing students with information on how to do research, write abstracts and present the results of research studies through table clinics, posters, and oral presentations
- Providing a forum for students to present and discuss research results
- Informing students about post-graduate dental research opportunities

Tau Sigma Military Dental Club: is a new student dental organization that seeks to promote oral health in the Lexington Community, to welcome new military-sponsored students into UKCD, provide information to current and potential dental officer candidates about serving in the military, and to participate in fund raising initiatives for Lexington area homeless vets.

Services

AudioVisual Library (AV)

The AV Library that was previously located at the College of Nursing Building (CON) Computer Classroom/Testing Center Room 625 has had all its AV content relocated to the Medical Center Library. The primary mission of the AV Library is to provide study and lecture support for students, faculty and staff of the six Medical Center Colleges. The entire University, along with the residents of Kentucky involved in health care delivery, can access the audiovisual collection in its new location. For all AV library-related questions, contact the Medical Center Library User Services Desk (323-5300) or Rick Brewer (323-8008).

College of Nursing Main Computer Lab

The computer lab is available to all UK students, faculty and staff. The following hardware is available: 42 Dell computers 8 Macintosh computers, 2 black and white multifunctional printers/copiers and 1 scanner. There is a variety of software available including word processing, spreadsheet, graphics and faculty developed applications. The lab is also fully networked, and its computers may be used to communicate with any of the mainframes on campus. In addition, wireless networking is available. A Link-Blue student login account is required to access all computer applications from this lab. All computers are available on a first come/first serve basis. The computer lab closes 15 minutes before the closing of the AV Library. DART machines are available to add monies to PLUS accounts, also computer lab

printers and self-serve copiers accept PLUS cards campus wide as well as. For more information, call the lab at 323-4233.

College of Dentistry Web Site

Enrolled dental students should periodically browse the College website for student related information <http://Dentistry.uky.edu/current-students> and to gain access to web enhanced courses <http://Dentistry.uky.edu/academicaffairs>. The College website is also updated periodically: <http://Dentistry.uky.edu/>

College of Dentistry Clinical Information System

The University of Kentucky College of Dentistry uses a clinic information system called AxiUm which is designed with state-of-the-art capabilities. The system is easy to learn and use, yet its great flexibility allows us to meet our clinical and financial information needs. The system has also allowed us to pursue a true electronic patient record with online charting, forms, progress notes, and digital radiographs. The College is transitioning to a new system, EPIC Wisdom, in June 2021.

Center for Graduate and Professional Diversity Initiatives

CGPDI initiatives focuses on recruiting diverse graduate and professional students in UK's six health colleges and retaining diverse graduate and professional students in all nineteen colleges, contributing to an inclusive campus environment where all students can fully engage and succeed. The College of Dentistry offers presentations (quarterly and annually) about Diversity, Equity, and Inclusion. An electronic DEI calendar distribution occurs monthly. This e-calendar contains holidays and events well known in North America as well as dates specifically recognized by the global citizens making up our students, staff, and faculty population. <http://www.uky.edu/Diversity/HCSDS/letter.html>

Student Listservs

Through the University listserv system, group accounts have been established as an easy means to send emails to a given class. Faculty, staff and students may send to these accounts. Any questions or concerns about the student listservs, please contact Student Affairs Officer in M-134.

First-Yr. Students: Dent2024@lsv.uky.edu

Second-Yr. Students: Dent2023@lsv.uky.edu

Third-Yr. Students: Dent2022@lsv.uky.edu

Fourth-Yr. Students: Dent2021@lsv.uky.edu

Parking and Security

Parking and Security Offices

University Parking Office 721 Press Avenue

Phone: 257-5757

University Safety Division, 305 Euclid Ave

Phone: 257-5770

The federally mandated annual Campus Security Report is published and distributed by the U.K. Campus Police Dept. and is available for review <http://www.uky.edu/EM/campus-security-and-crime-statistics-reporting.html>

Parking Permits

All students parking on University property must have a valid hangtag parking permit. First and second-year student dentists are eligible for "K" lot (Commonwealth Stadium) permits only. Third and fourth-year student dentists are eligible for "K" or "E" permits. There is a fee for all parking permits; summer permits are prorated. Contact the Office of Admissions and Student Affairs for more information.

Email (Electronic Mail)

All students receive a UK exchange email account (uky.edu) to send and receive electronic mail, as well as a google account through google apps for education (g.uky.edu). These are linked to UK Google Apps for Education. Students should not use their g.uky accounts for transmitted patient information (this should be done through the AxiUm messaging system). Email from g.uky can be forwarded to any other account, but never should exchange email be forwarded to g.uky or google accounts. Students must use their UK exchange account while enrolled in the College as this is the address that the College will use for communication. The student is responsible for all information sent to their UK exchange email address. The email system provided by the University of Kentucky is for communications related to the business of the College or University, only. Reasonable exception can be made for important personal communications among two or a few persons. Personal communications such as these should not be distributed to distribution lists or other large groups via the campus email system. Students are responsible for reviewing the following campus policies related to responsible computing and rules of use for our campus: <https://www.uky.edu/its/customer-support-student-it-enablement/customer-services> Violations of these policies will result in disciplinary action.

Students must maintain their official University exchange email accounts to be certain to receive emails from the class listservs. The University listserv system does not recognize forwarded accounts from systems such as yahoo, aol, etc. If you have questions about use of the email or email privilege, please contact the Office of Student Affairs.

Cloud Computing

Cloud Computing provides many benefits to our students, faculty and staff. The ability to save, edit and share information using cloud computing services, while helpful, raises many data security questions. We encourage the adoption of these resources including Google Apps and the Virtual Den (apps.uky.edu) but would like to remind our users that **information covered by HIPAA and FERPA may not be uploaded to these services.**

In online documentation for Google Apps:

Information protected by HIPAA and FERPA regulations may not be uploaded to Google Apps.

Social Media Guidelines

UK HealthCare recognizes the impact of social media websites like Facebook, Twitter and MySpace on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in our environment of health care and observe our policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important to us. We train regularly on our obligations related to privacy and security matters (HIPAA). Recent changes to the HIPAA rules require us to notify the federal government when patient privacy has been violated.

Below are some expectations when using social media sites:

- Do not "friend" patients
- Do not accept "friend requests" from patients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients for pictures
- Never give medical advice via social media

Please view our [Social Media Guidance 2011 FAQ](#) for further information on UK HealthCare's social media guidelines.

Summary:

Incidental and occasional use of Internet and Web resources are permissible, but personal use should not adversely affect the responsibilities/productivity of any employee; nor should it detract from the professional perception of the work environment. Use discretion when posting on social media sites; remember this is public information that can be viewed by the public and our patients. Your supervisor has the responsibility to determine excessive usage or negative impact of assigned responsibilities. The supervisor will determine if access should be revoked and any disciplinary action if warranted.

Reference:

UK HealthCare Policies & Procedures:

<https://ukhealthcare.mc.uky.edu/policies/Pages/Default.aspx>

Medical Center Library

Located on the first floor of the Medical Sciences wing of the Chandler Medical Center across from the elevators; phone: 323-5300. The mission of the Medical Center Library (MCL) is to provide access to information essential for education, research, and patient care and to promote health information literacy. The MCL is a valuable resource for the six medical center colleges, the UK Hospitals, and Kentucky health professionals. It contains a variety of journals, texts, and non-print media and has rapid access to resources it does not own. It provides automated systems for accessing its own collection and for conducting broad information searches over electronic networks.

The MCL web pages at http://www.uky.edu/Libraries/lib.php?lib_id=12 present new

services and products, including the following: *InfoKat*, the online library catalog for UK libraries, *MEDLINE*, *CINAHL*, *TOXLINE*, *SPORT*, *Bioethics line* and other *OvidSP* databases via the web, *PubMed* and other free resources from the National Library of Medicine accessed through the web, *Stat!Ref*, *MD Consult*, *Up-to-Date*, *Micromedex*, *Web of Science*, *SciFinder Scholar*, over 26,000 full text electronic journals, evidenced based resources and community of science and discipline-oriented websites. Proxy server access is also available for literature searching and other off-campus use.

A user services desk is staffed to assist in using MCL's resources. An educational program is offered in more than 13 areas to improve research and searching skills. Scheduled group classes and individual or curriculum-oriented instruction are available. Classes are held in the MCL 16-seat training room or can be taught in other locations as necessary. Electronic forms for requesting document delivery and interlibrary loan, asking a reference question, performing a literature search, scheduling a class, ordering materials to improve our collection, etc., are available on the home page. For reading email, printing and other computer-based activities, student dentists may use the public access computers (including wireless transmission) available throughout the

Chandler Medical Center library including those located on the first floor in the back of the library. The Medical Center library and the enclosed computer lab are open Monday-Thursday, 6:00 a.m. – Midnight; Friday, 6:00 a.m. - 8:00 p.m.; Saturday, 8:00 a.m. – 8:00 p.m.; Sunday, Noon – Midnight. Please check with the library for holiday exceptions.

W.T.Young Library

In April 1998 the University of Kentucky opened the doors of the W.T. Young Library. Physical access to the UK Libraries' social sciences, humanities and life sciences collections has become much easier, with widely scattered material brought together in one site. The building contains 361,000 square feet (including a basement and five floors), seats over 4,000 patrons and will house 1.2 million volumes (in 198,828 linear feet or 37 miles of shelving). The library includes 21 group study/seminar rooms and seating for 350 in faculty/dissertation study areas. The building has six elevators and is fully accessible to people with physical disabilities. Visit the website:

http://www.uky.edu/Libraries/lib.php?lib_id=14

The William T. Young Library combines the humanities, social sciences and life sciences collections to assist patrons in research and to support multidisciplinary programs. It provides a state-of-the-art electronic infrastructure to take full advantage of current and emerging technology. It provides open, flexible space so that its services and facilities can adapt to future changes in patrons' needs.

The Library supports the University Libraries' role in meeting the information needs of off-campus users, including agriculture extension agents, 4-H agents, dentists and physicians in rural areas, public libraries, businesses, and public and private educational institutions throughout the state.

All books and journals from 1987 to the present and selected reference and textbook reserves regardless of age are housed in the Medical Center Library. Books and journals prior to 1987 are maintained in the W.T. Young Library.

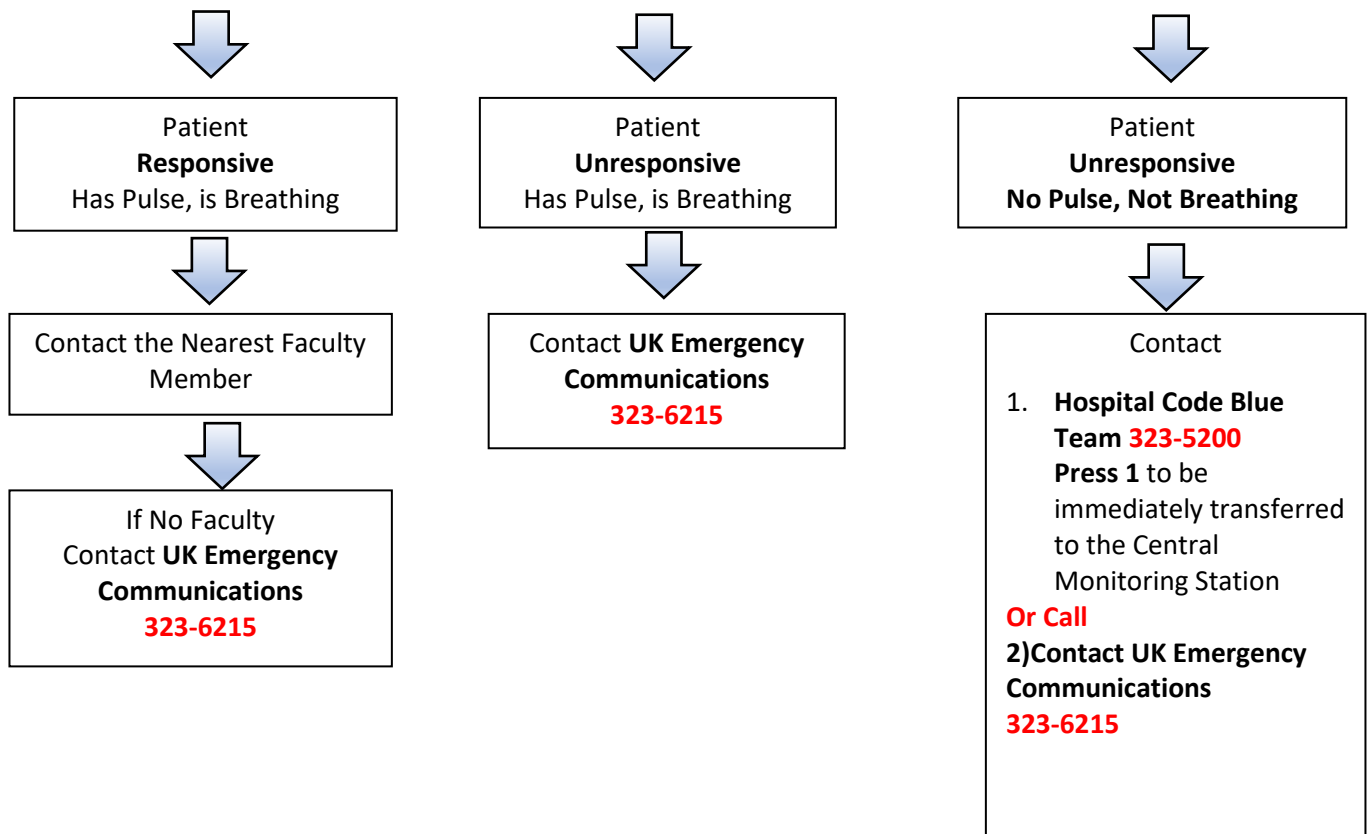
Medical Center Security Office

Chandler Medical Center (UKMC), Room Pavilion A00.806 Phone: 323-2356

Please Note: If you are within the Chandler Medical Center do not call 911. The College of Dentistry has an emergency response: 12.0 EMERGENCY ACTION PLAN - MEDICAL EMERGENCY

- 12.1 Implement the **BEAP** for Medical Emergencies for any injury or illness that requires more than simple first aid. Occupants of this building should implement the following Rapid Response Protocol for *ADULT* and *PEDIATRIC* medical emergencies established for all UK Medical Complex buildings.

DENTAL SCIENCES BUILDING MEDICAL EMERGENCY RESPONSE PROTOCOL



When you call the Hospital Code Blue Team (323-5200) **Press 1 to be immediately transferred to the Center Monitoring Station, you do not have to wait for the menu message to finish playing before pressing 1** or UK Emergency Communications (323-6215). Be prepared to give the following information:

1. Your name and the phone number where you can be reached.
2. **Location** of the emergency (be specific, first say “College of Dentistry” then, “the floor #”, then the “operatory #” or the specific area).
3. Nature of the emergency if known (e.g. allergic reaction, heart attack, etc.)
4. Patient condition: are they breathing, are they responsive, do they have a pulse, etc.
5. Provide any additional information they may require.
6. Follow any instructions you are given.
7. **Remember to remain on the phone** until the other party hangs up and make sure someone is present in the College of Dentistry first floor lobby and in the lobby by the elevator of the floor where the emergency occurred to meet the Team or Teams responding to the emergency and direct them to the proper location.
8. Complete incident report via <http://careweb.mc.uky.edu/psn/>

Liability Coverage (Malpractice Insurance)

All students are covered by the UK HealthCare occurrence coverage through the UK HealthCare self-insurance program, while participating in approved patient care activities. This coverage does not always apply to off campus voluntary activities, especially those outside the region, state or country, unless the student is formally enrolled in a selective course offered by UKCD. For questions or additional information contact the Associate Dean for Administration or Associate Dean for Clinical Affairs.

University Health Service

If you are a full-time University of Kentucky student, you have access to University Health Service through your tuition and mandatory fees. University Health Service is open Monday through Friday from 8 a.m. to 6 p.m. during the fall & spring semesters. **Please note:** Appointment registration and check-in begins at 8:45 a.m. on Thursdays. Saturday Hours are 9 a.m. to 11 a.m. (fall and spring semesters only, when school is in session. There are no Saturday hours during the summer). Saturday hours are for urgent medical issues and follow-up visits from previous appointments. All Saturday visits are on a walk-in basis.

Appointment phone lines are **not open** on Saturday. University Health Service will be **closed** for the Thanksgiving Holiday (Thursday through Sunday) and will also be **closed** Christmas, New Year's Day, Martin Luther King Day, Memorial Day, July 4th and Labor Day.

Phone Numbers:

- University Health Service Information: (859) 323-5823
- Appointments - Medical or Gynecology: (859) 323-APPT (2778)
- Appointments - Behavioral Health: (859) 323-5511
- Phone Information Nurse: (859) 323-INFO (4636)
- Health Education Information or Presentations: (859) 323-5823, ext. 8-3258
- Student Health Advisory Council (SHAC): (859) 323-5823 ext. 8-3258.
- Student Pharmacy: (859) 257-6451

Student Health Insurance Information

Students have access to a two-part health care system by utilizing the services provided by the mandatory *health fee* at University Health Service (UHS) and the benefits offered by Academic Health Plans in the school-sponsored *student insurance* program. Students are **expected** to have their own major medical health insurance to pay for hospitalization, surgical procedures, specialist consultation and other services not covered by the health fee. We strongly advise students to purchase a comprehensive plan.

The University Health Service can assist students in obtaining affordable, comprehensive student health insurance plans for themselves, their spouses and/or children. For more information visit <https://forestry.ca.uky.edu/files/2016studenthealthplan.pdf> or contact Chavae Mock, Student Health Plan Administrator, at 859-218-3208 or chavae.mock@uky.edu Academic Health Plans Inc., in corporation with Humana Health Care Inc., is your University-endorsed health insurance plan for 2020-2021.

Hospitalization Insurance

Services related to hospitalization, surgical procedures and specialist consultation (typically "insured services") are NOT covered by the health fee. Students are **expected** to have their own health insurance to pay these expenses (Note: International Students are required to have health insurance). Many students are covered by their parents' insurance. Students who are no longer considered dependents on a family policy or who otherwise need their own policy should consider purchasing the University-endorsed health insurance plan.

UK Student Group Insurance Plan

The University of Kentucky student health insurance plan is underwritten by United Healthcare. This annual plan provides year-round coverage. University of Kentucky undergraduate students taking six credit hours or more and enrolled graduate students are eligible for enrollment. Students may also purchase coverage for their spouse and/or children. The premium may be paid by e-check or any major credit card.

Although students are encouraged to enroll at the beginning of the school year, enrollment is available throughout the policy year. For further information and enrollment dates visit Academic HealthPlans/Humana or call University Health Service (859) 323-5823. For detailed information on the UK Student Insurance Plan, you may browse through the Insurance FAQs page on the Academic Health Plans/Humana website:

<https://ukhealthcare.uky.edu/patients-visitors/patients/payment-insurance/in-network-insurance-plans>

International Students

All International students are required by the University to have health insurance which meets the University of Kentucky minimum criteria. If you are on an F-1, J-1, or J-2 Visa, you are automatically enrolled in the Student Health Insurance Plan when you register for classes. The charge for insurance is applied directly to your student bill. If you have any questions, please call, Health Insurance Coordinator 859-218-3208.

Funded Graduate Students

All enrolled, degree-seeking graduate students with full-time assistantships or institutional fellowships (or a combination of the two) are automatically enrolled in the University's student insurance plan through the Graduate School Funding Office. For more information about funded student insurance, see <https://gradschool.uky.edu/student-funding> or contact the Graduate School Funding Office at (859) 257-4613.

Wildcard Badge

Students must have a Wildcard I.D. badge. You are expected to wear your Wildcard I.D. badge in UKMC facilities, and wearing the badge is required when not gowned. Badges are also required for admittance to the facilities on evenings and weekends.

Campus Information

Campus Recreation

- **Boone Indoor Tennis Center**(257-2777)
Four indoor courts located near the Seaton Center are open to students with I.D. from mid-October to mid-April. You must reserve a court in advance by calling after 11:30 a.m.
- **Intramural / Club Sports** (257-9000)
Go to room 172A, Johnson Center or call 257-6584
Website: <https://www.uky.edu/recwell/johnson-center>
- **Lancaster Aquatic Center** (257-7940 or 257 7943)
Located at the Seaton Center. You must show your student I.D. to use the 50-meter pool facility. Hours are Monday - Friday: 10:00 a.m. – 2:00 p.m. and 5:15 p.m. -9:00 p.m. Summer hours from June 1, August 1: Monday – Friday 11:00 a.m. – 7:00 p.m., closed weekends. Visit the website:
https://calendar.uky.edu/lancaster_aquatic_center#.X9uhy lKiUk
- **Nutter Field House** (257-7122)
The Field House has an indoor jogging track open to students, faculty and staff during the fall and spring semesters. The facility is open Monday – Friday 11:30 a.m. – 1:00 p.m.
- **Outdoor Track**
There is an outdoor jogging track near the Cooperstown apartment complex. The track is available whenever the gate is unlocked.
- **Johnson Center** (257-9383)
Room 177 for Campus Recreation information. You must show your student I.D. to use the facility which has a 12,000 square feet fitness center with free weights and plate loaded stations, 75 Cardiovascular and selectorized stations, racquetball courts, multi-purpose gymnasium, elevated 200 yard Run-Walk Track, climbing wall, aerobic studios, locker and shower facilities. The fall and spring hours are different than summer hours, so be sure to call. The racquet ball courts should be reserved two days in advance (257-3928). Guest passes are available by calling 257-3298 or go to room 177 Johnson Center.
Fall and spring hours:

| | |
|-----------------|-----------------------|
| Monday – Friday | 6:00 a.m. - Midnight |
| Saturday | 9:00 a.m. - 9:00 p.m. |
| Sunday | 11:00 a.m. - Midnight |
- **The Arboretum** (227-6955) The Arboretum, located behind the football stadium, 500 Alumni Drive began in 1991 and is continuing to boast 100 acres of year-round color and plants. The gardens are open from dawn until dusk each day. Admission is free. Open

365 days a year. Walk through them at your leisure or Docent-led free tours through the gardens are available for groups, year-round. Call us at 859-257-6955 between 8:30am to 2:30pm on weekdays to schedule a tour. For more information visit the website:

<http://www.ca.uky.edu/arboretum/>

- **Campus Bus Information (257-5757)**

The University provides a free bus from the Commonwealth Stadium (K lot) to the campus and Medical Center. The buses resemble the large city buses but are marked "Medical Center Route" or "Stadium Route". Buses are scheduled every 5-10 minutes. Call Parking and Transportation for additional schedules or details or visit their website:

www.uky.edu/pts

- **Shuttle Information/On Demand Night Service**

Parking and Transportation Services will be operating the on-demand night bus service during the Fall and Spring semesters when class is in official session.

Cats Cab is a late-night transportation service designed to enhance the safety efforts of the University and surrounding community in partnership between Student Government and Bluegrass Cab. UK students can ride for free within New Circle Road with a valid student ID. For destinations outside of New Circle, students will pay a discounted fare.

The Cats Cab service operates Thursday through Saturday nights from 10 p.m. - 3 a.m. Call 221-RIDE (7433) to make a pick-up request.

http://www.uky.edu/pts/buses-and-shuttles_campus-shuttles

CAT Tracker – Tracks CATS Buses in Real-time with Transloc

<http://uky.transloc.com/>

- **Bicycle Information**

As the campus and its activities change and grow, the University desires to enhance the use of bicycles on campus as a means of alternative transportation. Please call (257-5757) or visit the website to learn about routes, parking locations and related campus policies. Website: www.uky.edu/pts

For information on the free bike checkout open to students visit the website:

<https://www.uky.edu/transportation/bicycle-information>

Cultural Opportunities on Campus

- **Martin Luther King, Jr. Cultural Center (257-4130)**

The Martin Luther King, Jr. Cultural Center provides year-round cultural and educational activities including lectures, workshops, seminars, art exhibits, theatre, music, and dance. The Center maintains a collection of books, periodicals, audio, and videotapes related to many diverse aspects of African American culture. The Center is located in 133 Student Center and is open Monday through Friday from 10:00 am to 6:00 p.m. Website:

<https://www.uky.edu/mlkc/>

- **Otis A. Singletary Center for the Arts (257-1706)**
The Singletary Center for the Arts is the performance facility for University, community, and regional events. The Center includes a 1500-seat Concert Hall and a 400-seat Recital Hall both designed for acoustical excellence. Programs include the Lexington Philharmonic Orchestra, the University Artist Series featuring classical concerts by world-renowned musicians, and the Central Kentucky Chamber Music Society. Many programs at the Center are free or offer discounts for students. For more information call 257-1706 or visit the website: <http://www.uky.edu/SCFA/index.php>
For the ticket office call 257-4929 or online: <https://www.etix.com/ticket/v/8513/singletary-center?listAll=true>
- **Guignol Theatre (257-3297)**
The Department of Theatre, College of Fine Arts, produces several staged works each year that offer a range of dramatic performances for the University and the community. Call for more information.
- **University Art Galleries (257-2808)**
The University has five main art galleries. The Tuska Gallery in the Fine Arts Building presents a series of exhibitions each year, including group shows, student exhibitions in various media, and works by major artists. These exhibitions feature painting, drawing, graphic arts, photography and sculpture, as well as experimental forms and media. The Student Center Gallery is run by a student board and offers a similar fare. The Raymond Barnhart Gallery in the Reynolds Building serves students and faculty in the art studio program. The Pence Hall Gallery, under the direction of the College of Architecture, combines exhibits of architectural interest featuring painting, drawing and sculpture.
- **University Art Museum (257-5716)**
The University Art Museum, one of the major art museums in the state, serves a regional audience of over 400,000 people in fifty Kentucky counties. Located in the Singletary Center for the Arts, it offers a variety of changing exhibitions and education programs. The museum is open noon to 5:00 p.m., Tuesday through Sunday (except University holidays). Admission is free. Visit the website: <http://www.uky.edu/ArtMuseum/>
- **University Concerts (257-4900)**
The School of Music, College of Fine Arts, sponsors a variety of faculty and student recitals and concerts throughout the year. Most faculty recitals, faculty ensemble concerts, and concerts by student organizations are free to students, faculty, staff and the community.
- **College of Medicine Humanities Festival (323-2460)**
The festival was inspired by Sue Fosson, former assistant dean of Student Affairs for the UK College of Medicine. It is held twice a year and sponsored by the College of Medicine

Student Affairs Office. Students, staff and faculty from the Colleges of Medicine and Dentistry will showcase their talents in the performing arts in a festival of music, movement and poetry. For more information please contact **Ashley Hamilton** at (859) 323-2460.

Medical Center Eating Facilities

- *Hospital Cafeteria* is located on the first floor of the New Hospital-Pavilion A
- *Whitney-Hendrickson Café* is located on the first floor of the Whitney-Hendrickson building and serves breakfast and lunch Monday - Friday.
- *The Wildcat Deli* is located across the street on the third floor of the Kentucky Clinic.
Starbucks coffee is located on the first floor of the Kentucky Clinic
- *The V.A. Café* located in the Veterans Hospital on the ground floor.
- *Terrace Café* is located on the ground floor of the New Hospital-Pavilion A
- *The 90* is located across the street from the W.T. Young Library
- *K-Lair Grill* is in Haggin Hall

Sporting Events

- **Ticket Information**

Block seating is available for ASDA members. For more information, see your ASDA class representative or call the Joe Craft Center ticket office (257-1818)

- **UK vs. U of L Games**

The College of Dentistry competes in an annual flag football game with the University of Louisville School of Dentistry, fielding both a men's and women's team each year. The game is played in conjunction with the UK/U of L men's football game in the fall.

- **Football and Basketball Schedules**

For any fan information call UK Sports Information (257-3838) or view the UK website for schedules and other information: <http://www.ukathletics.com/>

Student Center (257-6627 or 257-5781)

The Student Center is a community center offering cultural, recreational, and organizational outlets for the University population. Students can take in a movie at the Worsham Theatre, browse through the University Bookstore, stop at the food court or Starbucks, or relax with friends in one of several lounges or the game room. For more information call the Director's Office at 257-5781 or visit the Website: <http://www.uky.edu/StudentCenter/>

APPENDICES

- A. Academic Disciplinary Policies
- B. Miscellaneous Academic Policies
- C. Technical Standards for Dental Students
- D. Fitness for Duty Evaluations
- E. Disability Resources for Students
- F. College of Dentistry Academic Calendar
- G. College of Dentistry Course Descriptions
- H. Inclement Weather Emergency Closing Operation

APPENDIX A

Academic Disciplinary Policies

Academic Disciplinary Policy Number One: BASIS FOR ACADEMIC DISCIPLINE

Objective of the Policy: To define the basis for academic discipline in the D.M.D. Program.

Policy Statement: Disciplinary action for students in the D.M.D. Program will be initiated upon unsatisfactory academic performance.

Methods and Procedures: Requests to alter academic disciplinary policy will be made in writing to the Faculty Council. (Refer to the Bylaws of the Faculty, Section II, 4.3)

Responsible Agents: The Dean and the Academic Performance Committee.

Approvals:

College Faculty: 9/6/78 New Policy

College Faculty: 9/15/03 Revised

College Faculty: 5/26/09 Revised

University Senate: Does not need Senate Review – Senate Rules Committee 9/14

Academic Disciplinary Policy Number Two: PROBATION

Objective of the Policy: To describe the conditions that will result in a student being placed on probation, the terms of probation, and the conditions for removal from probation.

Policy Statement: A student shall be placed on probation immediately after any of the following has occurred:

1. The student has completed any academic year with a grade point average (GPA) for the year of less than 2.75 or
2. The student has received a failing (E or F) final course grade or
3. The student has failed Part 1 of the National Board Dental Examination (NBDE) or
4. The student has been placed in a modified curriculum or
5. The student has been reinstated after suspension.

Methods and Procedures:

Limitation on the Use of Probation. The Academic Performance Committee (APC) shall place a student on probation only if, based on the student's performance in the College of Dentistry's course work (including but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined that the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems.

Duration of Probation. The duration of probation shall be established by the APC. The following rules for establishing the minimum duration of probation shall apply:

1. In the case of probation for a low GPA, the minimum duration of probation shall be one academic term following the academic year in which the low GPA occurred.
2. In the case of a failing grade, the minimum duration of probation shall begin the day a failing grade is reported to the registrar and continue at least one academic term after the term in which a passing grade in the course has been achieved.
3. In the case of a failed Part 1 NBDE, probation shall begin the day the failure is reported to the Office of Academic Affairs. Retaking and passing the failed NBDE before a deadline to be set by the APC shall be among the terms of probation. The minimum duration of probation shall be at least until the end of the term in which the retake of the NBDE is passed.

4. In the case of a student who has been placed in a modified curriculum, the minimum duration of probation shall be the entire period in which a student is enrolled in a modified curriculum and at least one academic year after the student has been allowed to resume in the College's regular curriculum.
5. In the case of a student who has been suspended, the minimum duration of probation shall be at least one academic year after the student has been re-admitted after suspension.

Terms of Probation. The terms of probation will be established by the APC.

The terms of probation may also include required activities to help the student prepare to pass Part 1 of the NBDE. The APC may decide to include in the terms that during probation the student is ineligible for certain curricular or extracurricular College activities (see Curriculum Policy Number eight).

Notification of Probation. Probation is triggered automatically by the situations listed in the Policy Statement, not by decision of the APC. The student shall be notified by letter of the date when the probation began. This letter shall explain the student's status and inform him or her that the terms of probation and minimum duration of probation will be established by the APC the next time it meets.

When an APC places a student on probation or affirms an automatic probation, its Chair shall notify the student by a letter with verified receipt of the terms of probation, including the minimum conditions that must normally be fulfilled before the APC will consider removal from probation.

Appeals. The decision to place a student on probation is automatic according to these policies. The terms of probation are decisions of the APC. Neither the terms of probation nor probation itself is subject to appeal.

Removal from Probation. The student shall be notified by letter with verified receipt from the Chair of the APC that she or he has been removed from probation. Notwithstanding anything in the preceding, the APC may at any time elect to remove a student from probation.

Responsible Agent: The Academic Performance Committee.

Approvals:

College Faculty: 9/6/1978 New Policy – ADP #2

College Faculty: 3/24/1998 Revised – ADP #2

Senate Council: 11/8/99 Revised – ADP #2

College Faculty: 9/16/2003 Revised – ADP #2

College Faculty: 5/26/2009 Revised – ADP #2

University Senate – 2/8/16 Revised – ADP #2

Academic Disciplinary Policy Number Three: CLINICAL SANCTIONS INCLUDING SUSPENSION OF CLINICAL PRIVILEGES

Objective of Policy: To describe procedures for determining: 1) whether a student is subject to clinical sanctions including suspension of clinical privileges, 2) whether sanctions other than suspension of clinical privileges are appropriate, and if so, to determine which sanctions shall be applied, 3) durations of suspensions of clinical privileges for violations of professional conduct of varying seriousness, 4) whether a student's problems delivering patient care are due to academic deficiencies, and 5) deciding, in the cases where academic deficiencies are the problem, whether to address the situation within individual courses or within a modified curriculum.

Policy Statement: A student shall be subject to clinical sanctions, including suspension of clinical privileges, if the Clinical Performance Committee (CPC) determines that a student has 1) committed violations of professional conduct or 2) endangered or is deemed likely to endanger the safety or well-being of a patient.

Methods and Procedures:

Initial Determination that a Student may be Subject to Clinical Sanctions. The CPC shall consider applying sanctions that may include suspension of a student's clinical privileges if 1) one or more member(s) of the clinical faculty are concerned that a student may meet one of the conditions in the Policy Statement or 2) a student has been removed from clinic during a clinic session. In both cases the CPC shall determine as soon as possible whether the student meets one of the conditions of the Policy Statement. In cases where the student will miss more than one clinic before the CPC can meet, the Dean of Clinical Affairs or a person designated by this Dean shall determine whether the student may return to clinic before the CPC meets.

Sanction Options. The CPC may decide that: 1) no further action is warranted (if the student has been suspended from clinic she or he shall return to clinic without penalty), or 2) suspension of clinical privileges and/or other sanctions are indicated. Sanctions shall include but are not limited to a report to relevant Course Directors, an incident report, a letter of record to be placed in the student's file, and/or suspension of clinical privileges for a period of time.

Removal from Clinic During a Clinic Session. A supervising clinical instructor, any Team Leader, the Division Chief for Comprehensive Care, or the Dean of Clinical Affairs each have the authority to temporarily remove a student from clinic if she or he believes a student fulfills either of the conditions in the Policy Statement.

Determination that Professional Conduct has been Violated. Professional conduct includes behaviors that range in severity from those that are found only in course syllabi or the College's

Clinic Manuals (particularly, the College of Dentistry's **Behavioral Standards in Patient Care**) to those that are found in the HCCC (**Health Care Colleges Code of Student Professional Conduct** <https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/HCCcode.pdf>).

The CPC shall determine whether professional conduct has been violated, and if so, identify the violation.

HCCC Code Violations. The HCCC is a professional code that includes hearing and appeal procedures that are separate from those in the Academic Disciplinary Policies. If the violation is covered in the College Code, the CPC shall report the infraction to a member of a Code Committee member (College Code, VI.B.2). If the violation is not covered by the College Code, but is covered by the HCCC, the CPC shall report the violation to the Dean (HCCC Article 6). The CPC shall continue the suspension of clinical privileges while the appropriate Code Committee or Hearing Committee considers the allegation if it determines that the student is likely to endanger the safety or well-being of patients.

A Decision that No Violation Has Occurred. In the event either College Code Subcommittee or the HCCC Hearing Committee decides that a violation has not occurred (a "not guilty" verdict in the case of the College Code), the student's clinical privileges shall be immediately restored if they had remained suspended during deliberations. All records of the allegation shall be removed from student, course, and CPC records. The same procedure shall apply in the case where an alleged violation has been successfully appealed.

A Decision that a Violation Has Occurred. In the event a student is found to have committed a violation of professional conduct by the College Code Subcommittee or the HCCC Hearing Committee, but remains enrolled in the College (i.e., sanctions imposed do not include suspension or dismissal), the CPC shall not impose sanctions in addition to those imposed by the Dean in response to the Subcommittee's or Hearing Committee's determination that a violation has occurred.

Sanctions for Other Violations of Professional Conduct. If a violation of professional conduct is not included in the College Code or the HCCC (e.g., it is not in these codes, but is included in, for example, the College's **Behavioral Standards in Patient Care**), the CPC shall determine appropriate sanctions based on the situation and the seriousness of the violation. (See the Appendix for a list of suggested sanctions for violations.) Repeated violations of professional conduct, and especially, repeated violations of the same standard shall be viewed as aggravating factors and may result in more severe sanctions. Suspension of clinical privileges may be a sanction, especially when the nature of the violation is such that the safety or well-being of patients is a concern. The CPC may impose tasks designed to help the student understand a particular standard of professional conduct (e.g., review of the standards, an essay etc.) as a condition that must be fulfilled before clinical privileges are restored.

Serious Violations of Professional Conduct. In cases of serious violations of professional conduct that are not included in the College Code or HCCC, the CPC may recommend to the Dean that a student be suspended or dismissed.

Notification of the Student. The Chair of the CPC shall notify the student of sanctions via a letter with verified receipt. The letter should list all sanctions, the duration of any suspension of clinical privileges, a list of any tasks that must be completed before clinical privileges are restored, and notification of the student's right to appeal.

Appeals. Appeals of clinical sanctions, including suspension of clinical privileges, shall be conducted as described in Policy No. Seven.

Determination that Academic Deficiencies Are Affecting Clinical Performance. In cases where the CPC concludes that professional conduct has not been violated, it shall determine whether a student lacks skill, knowledge, and judgment to successfully treat patients due to failure to master aspects of the college's academic program. If the weaknesses are not such that they endanger patient safety, the CPC shall refer the weakness to clinical courses directors who will remediate the student as they determine is appropriate.

If the CPC concludes the lack of skill, knowledge, and judgment are to the extent patient safety or well-being are endangered, it shall suspend clinical privileges and recommend to the Academic Performance Committee (APC) that it consider placing the student in a modified curriculum (see Policy No. Four) or, as described in Policies Five, and Six, to Suspend or Dismiss the student.

Notification of the Student – Modified Curricula. In cases where the CPC recommends the APC consider placing a student in a modified curriculum, student notification shall be by the APC as described in Policies Numbers Four, Five, and Six.

Appeals – Modified Curricula. In cases where the CPC recommends that the APC consider placing a student in a modified curriculum, students should be notified of the right to appeal as described in Policies Four, Five, and Six. Appeals shall be conducted as described in Policy Number Seven.

Responsible Agents: The Clinical Performance Committee and Academic Performance Committee.

Approvals:

College Faculty: 5/26/09 New Policy – APC #3

University Senate: 2/8/16 New Policy – APC #3

Academic Disciplinary Policy Number Four: MODIFIED CURRICULA

Objective of the Policy: To describe: 1) the conditions that will result in a student being placed in a curriculum designed to remediate poor or failing performance while the student remains enrolled in the College (a “modified curriculum”) 2) the process for requesting an appeal of placement in a modified curriculum, and 3) the method for setting the conditions for allowing the student to resume the College’s regular curriculum after the completion of a modified curriculum.

Policy Statement: The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances place a student in a modified curriculum, which may include repeating a year of the curriculum, if any of the following is true AND, in judgment of the APC, she or he can best be helped by experiences within the College. The student has:

1. Received, within the last four academic terms (or, for first-year students, within two academic terms), two or more failing (E or F) final course grades or
2. Received a failing (E or F) final course grade and an annual grade point average for all other courses of less than 2.75 or
3. Received a failing (E or F) final course grade while on probation or
4. Failed to meet the terms of probation or
5. When on probation after the first year of the curriculum, achieved a cumulative GPA of less than 2.75 at the end of any term or
6. Had her or his clinical privileges suspended by the Clinical Performance Committee and been recommended by the CPC for a modified curriculum.
7. Failed Part 1 of the National Board Dental Examination (NBDE) a third time.

If in the judgment of the APC the student can best be helped by experiences exclusively outside the College, the APC shall suspend the student (see Policy No. Five).

Methods and Procedures:

Limitation on the Use of Modified Curricula. The APC shall place a student in a modified curriculum only if, based on the student’s performance in the College of Dentistry’s course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems.

Deadline to Notify Student of a Modified Curriculum. Except under extraordinary circumstances, the APC shall notify the student that she or he will be placed in a modified

curriculum within 15 working days of the date when a triggering condition occurs (a failing grade is turned into the registrar, the Office of Academic Affairs is notified of a failed NBDE, etc.).

Terms of the Modified Curriculum. The APC shall determine: 1) the elements of the modified curriculum, 2) the standards for successful completion of each element of the modified curriculum, and 3) any other conditions to be met before the APC can consider allowing the student to resume the College's regular curriculum. Customized curricula may include, but not be limited to, retaking portions of a course, entire courses, portions of an academic year, or the entire academic year. The terms of the modified curriculum must include the maximum time within which the student must complete the modified curriculum.

A modified curriculum must include courses and other experiences within the college but may include courses and other experiences offered outside the College. The student shall be on probation while in the modified curriculum. Terms for resuming the regular curriculum shall include achieving a grade of 'B' or better on all failed courses that are retaken and passing any courses that have been previously taken but the student has been asked to audit as part of the modified curriculum. During the auditing of previously passed courses, the student shall take all examinations and complete all assigned projects and must receive a passing grade on all examinations and projects. The calculation of the student's GPA will include both the original failing grade and the new grade in the course. Audited courses will not be included in the calculation of the student's GPA.

A student who has been placed in a modified curriculum because of a third failure of Part 1 of the NBDE shall not be allowed to resume the College's regular curriculum until she or he takes and passes the failed NBDE.

Notification of Placement in a Modified Curriculum. The student shall be notified by a letter with verified receipt from the Chair of the APC of the terms of the modified curriculum, including the minimum conditions that must normally be fulfilled before the APC will consider allowing the student to resume the College's regular curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

Appeal. A student who has been placed in a modified curriculum may request an appeal of this decision. The request must be made in writing to the Dean within five working days of receipt of notification of being placed in a modified curriculum (see Academic Disciplinary Policy Seven, "Appeal Procedures").

Reinstatement into the College's Regular Curriculum Following Completion of a Modified Curriculum. When the student has completed the elements of the modified curriculum, has demonstrated that he or she can perform at the level required to graduate from the College, and has met other terms for resumption recommended by the APC, the APC may allow him or her to resume the College's regular curriculum. Following resumption, the student shall be

placed on probation for the entire academic year into which she or he has been placed and will be subject to terms recommended by the APC. The student shall be notified by letter from the Chair of the APC that she or he has been reinstated into the regular curriculum. Notwithstanding anything in the preceding, the APC may at any time reinstate a student into the regular curriculum.

Consequences of Failure to Complete a Modified Curriculum. If a student who has been placed in a modified curriculum for a third failure of Part 1 of the NBDE does not retake and pass the Boards within two months of the date when he or she is first eligible to retake the exam, that student shall be dismissed. A student who has not completed the modified curriculum within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

Responsible Agent: The Academic Performance Committee.

Approvals:

College Faculty: 5/26/09 New Policy – ADP #4

University Senate: 2/8/16 New Policy – APC #4

Academic Disciplinary Policy Number Five: SUSPENSION

Objective of the Policy: To describe the conditions that will result in a student being suspended from the College and the process for requesting an appeal of the suspension.

Policy Statement: The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances suspend a student if any of the following is true AND, in judgment of the APC, she or he is likely to be helped by experiences exclusively outside of the College. The student has:

1. Received, within the last four academic terms (or, for first-year students, within two academic terms), two or more failing (E or F) final course grades or
2. Received a failing (E or F) final course grade and an annual grade point average for all other courses of less than 2.75 or
3. Received a failing (E or F) final course grade while on probation or
4. Failed to meet the terms of probation or
5. While on probation after the first year of the curriculum, achieved a cumulative GPA of less than 2.75 at the end of any term or
6. Failed Part 1 of the National Board Dental Examination (NBDE) a third time.

Methods and Procedures:

Limitation on the Use of Suspension. The Academic Performance Committee shall suspend a student only if, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), it has determined the student has the potential of meeting graduation requirements after addressing academic shortcomings and receiving counseling to address issues that may be contributing to the academic problems.

Deadline to Notify Student of Suspension. Except under extraordinary circumstances, the APC shall notify the student that he or she is being suspended within 15 working days of the date when a triggering condition occurs (a failing grade is turned into the registrar, the Office of Academic Affairs is notified of a failed NBDE, etc.).

Terms of Suspension. The APC shall recommend to the Dean the terms for consideration of reinstatement following suspension. If the APC determines the student might benefit from additional course work or other remediation experiences available outside the College, it shall specify the course work and/or the customized experiences the student must complete prior to consideration of reinstatement. Terms for reinstatement shall include grades of B or better in courses and evidence of completion of any specially designed

curriculum offered outside the College. A student who has been suspended because of a third failure of Part 1 of the NBDE must pass this exam to be eligible for reinstatement. The terms of suspension must include the maximum time within which the student must gain readmission.

Notification of Suspension. The student shall be notified by a letter with verified receipt from the Chair of the APC of the terms of suspension, including the minimum conditions that must normally be fulfilled before the Dean will consider reinstatement of the student in the regular College curriculum. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

Appeal. A suspended student may appeal this decision. The appeal request must be made in writing to the Dean within five working days of receipt of notification of suspension (see Academic Disciplinary Policy Seven, "Appeal Procedures").

Reinstatement Following Suspension. When the student has demonstrated he or she can perform at the level required to graduate from the College and has met the terms of readmission recommended by the APC, the Dean may readmit him or her. However, granting a request for reinstatement is not automatic. Procedures for considering and granting reinstatement can be found in Policy No. Nine. Notwithstanding anything in the preceding, the Dean may at any time elect to readmit a suspended student into the regular curriculum.

Consequences of Failure to Gain Reinstatement. If a student who has been suspended for a third failure of Part 1 of the NBDE does not pass the Boards within two months of the date when he or she is first eligible to retake the exam after the third failure, that student shall be dismissed. A student who has not been reinstated within the maximum time allowed by the APC shall be dismissed and will no longer be eligible for reinstatement.

Responsible Agents: Academic Performance Committee.

Approvals

College Faculty: 9/6/1978 New Policy – ADP #3

College Faculty: 11/23/1998 Revised – ADP #3

Senate Council: 11/8/1999 Revised Policy – ADP #3

College Faculty: 3/21/2005 Revised Policy – ADP #3

College Faculty: 5/26/2009 Revised Policy – ADP #5

University Senate: 2/8/16 Revised Policy – APC #5

Academic Disciplinary Policy Number Six: DISMISSAL

Objective of the Policy: To describe the conditions that will result in a student being dismissed from the College and the process for requesting an appeal of the dismissal.

Policy Statement: The Academic Performance Committee (APC) shall in the absence of extraordinary circumstances dismiss a student if the student has:

1. Failed Part 1 of the National Board Dental Examination (NBDE) a fourth time or
2. Failed to meet the terms of a modified curriculum or suspension or
3. Become eligible for either a modified curriculum or suspension and has been previously placed in a modified curriculum or suspended or
4. Failed to be reinstated in the regular College curriculum after being placed on a modified curriculum within the maximum time allowed by the APC or
5. Failed to be reinstated to the College after being suspended within the maximum time allowed by the APC or
6. Failed to retake Part 1 the NBDE within two months of being eligible to retake it when on a modified curriculum or when under suspension for a third failure of the exam or
7. Failed to convince the APC, based on the student's performance in the College of Dentistry's course work (including, but not limited to grades, attendance, motivation, work ethic, and professionalism), that she or he has the potential of meeting graduation requirements.

Reinstatement Following Dismissal: A dismissed student shall not be reinstated.

Methods and Procedures:

Deadline to Notify Student of Dismissal. Except under extraordinary circumstances, the APC shall notify the student that he or she is being dismissed within 15 working days of the date when a triggering condition occurs (e.g., a failing grade is turned into the registrar, the Office of Academic Affairs is notified of a failure of Part 1 of the NBDE, etc.).

Notification. The student shall be notified of the decision to dismiss by a letter with verified receipt from the Dean. The letter must include notification of the student's right to appeal and a summary of the procedures for appealing the decision.

Appeal. A dismissed student may appeal this decision. The appeal request must be made in writing to the Dean within 5 working days of receipt of notification of dismissal (see Academic Disciplinary Policy Seven, "Appeal Procedures").

Responsible Agent: The Academic Performance Committee.

Approvals:

College Faculty: 9/6/78 New Policy – APC #4

Senate Rules: 11/8/99 Revised Policy – APC #4

College Faculty: 3/21/05 Revised Policy – APC #4

College Faculty: 5/26/09 Revised Policy – APC #6

University Senate: 2/8/16 Revised Policy – APC #6

Academic Disciplinary Policy Number Seven: APPEAL PROCEDURES

Objective of the Policy: To define the procedures by which decisions to impose clinical sanctions, including suspension of clinical privileges, and decisions to suspend, dismiss, or place a student in a modified curriculum can be appealed.

Policy Statement: A student who has been subjected to clinical sanctions, including suspension of clinical privileges or has been suspended, dismissed, or placed in a modified curriculum may request an appeal of such a decision according to the procedures listed in this policy.

Methods and Procedures:

1. *Appeal Deadlines.* A meeting to consider the appeal shall be allowed if the Dean receives the appeal within five (5) working days after the date the student receives notice of the clinical sanctions or disciplinary action. This meeting shall occur no later than ten (10) working days following receipt of the written request appealing the decision
2. *Grounds for Appeal.* The student shall state in his or her written request the grounds for requesting a meeting to consider the appeal. Acceptable grounds for appeal include but are not limited to the following:
 - a) The academic disciplinary action or clinical sanctions were the result of circumstances beyond the student's control.
 - b) The grounds for clinical sanctions or academic disciplinary action involve circumstances not known by the CPC, APC, or the Dean.
3. *Participation in College Activities after Notice of Clinical Sanctions or Placement in a Modified Curriculum, Suspension, or Dismissal.* After receiving notice of such an academic disciplinary action, the student will be ineligible to participate in the College's regular curriculum, including didactic classes, preclinical laboratories, extracurricular activities, and clinics. In the case where the action is to place the student in a modified curriculum the student shall be eligible to participate in activities only to the extent allowed by that curriculum.
4. *Participation in College Activities During Appeal.* Upon receipt of the written appeal by the Dean and until a decision has been made by the Dean following the meeting, the student will be allowed to continue in College's regular curriculum. The latter includes didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients.
5. *The Appeals Committee.* Upon receipt of a student's appeal, the Dean shall select three members of the faculty to serve on an Appeals Committee. The following members of

the faculty are ineligible to serve: the student's Advisor and team leader, any Course Director who issued the student a failing grade or was involved in suspending the student's clinical privileges, the members of the CPC that issued the latest clinical sanction, and members of the APC that issued the latest academic disciplinary action. The Dean shall designate one of the Appeals Committee members to serve as Chair.

6. *Preliminary Meeting of the Appeals Committee.* Prior to the meeting to consider the appeal, the Committee will convene to review the student's records, documents submitted by the APC or CPC (if appropriate), and the appeal materials submitted by the student.
7. *Appealing Student's Pre-Meeting Rights.* Prior to the meeting to consider the appeal, the appealing student shall be
 - a) allowed to inspect his/her academic record and all documents submitted by the APC or the CPC to the Appeals Committee
 - b) entitled to choose a member of the faculty or a fellow student to present supporting statements.
8. *Persons Allowed to Present Statements at the Meeting.* The following persons shall be allowed to make statements at the meeting:
 - a) The appealing student.
 - b) A member of the faculty or a student selected by the appealing student.
 - c) A member or members of the faculty or others selected by the Appeals Committee who it believes may be able to clarify issues related to the appeal.
9. *Attendance during the Appeal Meeting.* During the meeting, the following conditions shall apply:
 - a) All Appeal Committee members shall be in attendance for the entire duration of the meeting and deliberations. (If a break is needed, the meeting and deliberations will be suspended during that time period.)
 - b) A staff employee shall be present to take minutes of the meeting and deliberations.
 - c) Persons presenting statements shall only attend the meeting while they are making their statement.
 - d) No other persons shall be allowed to be present during the meeting.
10. *Statements Allowed During the Meeting.* During the meeting, statements that shall be allowed will include but not be limited to:

- a) Statements clarifying the procedures to be followed during the appeal meeting.
 - b) The appealing student's statement of the grounds for her or his appeal.
 - c) The statement of the member of the faculty or the student who is supporting the appealing student.
 - d) Statements from any faculty member or Course Director whose statement could clarify issues related to the appeal.
11. *Transmittal of Appeals Committee's Recommendations to the Dean.* Following completion of deliberations and within 3 working days after the meeting, the committee will render to the Dean:
- a) A recommendation and rationale for that recommendation. This recommendation is Advisory to the Dean.
 - b) The minutes of the appeal proceedings.
12. *Dean's Decision.* After considering the student's reasons for appealing the APC's disciplinary action (or the CPC's Clinical Sanctions) and the recommendation from the Appeals Committee, the Dean shall decide whether to grant or reject the appeal. The decision shall be communicated to the student by a letter with verified receipt. The decision of the Dean is final for the College.
13. *Appeals to the Ombud and the University Appeals Board.* If the student wishes to appeal the Dean's decision, further appeal may be directed through the Academic Ombud and the University Appeals Board as described in University Senate Rules 6.2 and 6.5.
14. *Participation in Student Activities During Appeals to the Ombud and University Appeals Board.* Should the Ombud recommend that the University Appeals Board hear the student's appeal, the student will be allowed to continue in College's regular curriculum until a final decision is made. These activities shall include didactic classes, pre-clinical laboratories, and extracurricular activities. The student shall be allowed to participate in clinics provided, in the judgment of the CPC, the student is able to safely treat patients.

Responsible Agent: The Dean.

Approvals:

College Faculty: 1/31/05 New Policy – APC #5

College Faculty: 5/26/09 Revised Policy – APC #7

University Senate: 2/8/16 Revised Policy – APC #7

Academic Disciplinary Policy Number Eight: PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

Objective of the Policy: To define curricular and extracurricular restrictions for students on academic probation.

Policy Statement: A student who is on academic probation will be excluded from participation in curricular privileges or extracurricular activities of the College of Dentistry, including:

1. Taking non-required selective courses
2. Beginning a totally self-instructional course before the official starting date unless this course is part of a modified curriculum developed by the APC.
3. Serving as an officer or committee member of any College of Dentistry organization or committee.
4. Participating in any extracurricular research activities or other College of Dentistry extracurricular activities, such as in College of Dentistry organizations, if the participation involves the expenditure of an appreciable amount of time.

Participation in these activities will be considered a violation of the terms of probation.

Methods and Procedures: The APC will include these restrictions in the terms of probation.

Responsible Agents: The Academic Performance Committee and the Deans for Academic Affairs and Admissions and Student Affairs.

Approvals:

College Faculty: 9/6/78 New Policy – APC #6

College Faculty: 9/15/03 Revised Policy – APC #6

College Faculty: 5/26/09 Revised Policy – APC #8

University Senate: 2/8/16 Revised Policy – APC #8

Academic Disciplinary Policy Number Nine: REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

Objective of the Policy: To define the process for reinstatement following academic suspension.

Policy Statement: A student on academic suspension may apply for reinstatement under probation.

Methods and Procedures:

1. A student may be considered for reinstatement upon submission of a written request to the Dean.
2. The Dean will appoint an Ad Hoc Committee of three (3) members of the full-time faculty to review the case.
3. The student will be given the opportunity to present the basis for requesting a review.
4. The Committee will be given the opportunity to ask relevant questions of the student.
5. The recommendations of the Ad Hoc Committee will be forwarded to the Dean.
6. After reviewing the recommendations of the Committee, the Dean will decide and communicate that decision to the student.
7. The decision of the Dean is final for the College.
8. If reinstated by the Dean, the student will be placed on academic probation for a minimum of one academic year. Other terms of probation may be recommended by the Academic Performance Committee.

Responsible Agent: The Dean.

Approvals:

College Faculty: 9/6/78 New Policy – ADP #7

College Faculty: 4/24/06 Revised Policy – ADP #7

College Faculty: 5/26/09 Revised Policy – ADP #9

University Senate: 2/8/16 Revised Policy – APC #9

Glossary of Terms Used in the College of Dentistry's Academic Disciplinary Policies

Academic term

Academic terms will be defined using the College of Dentistry's Academic Calendar that has been approved by the University Senate for the particular year of the curriculum in which the student is enrolled. The fall term begins on the first day of the academic year and ends on the last day before winter break begins. The spring term begins on the day on which classes and clinics begin after winter break and ends of the last day of the academic year. (Note that these dates will vary depending on the student's year in the curriculum.)

Academic Performance Committee (APC)

The APC meets to review the academic performance of students in a particular year in the College's curriculum. There are four such committees: First-year APC, Second-year APC, Third-year APC, and Fourth-year APC. This committee is charged with administering and enforcing most of the College's Academic Disciplinary Policies. The membership of each APC consists of the Course Directors of all courses running in the year of the curriculum in the committee's title. The chair of each APC is appointed by the Dean. The Dean of Academic Affairs is an ex officio member of all APC committees.

Academic Standing

All students start in good academic standing. Subsequently, students may be placed in other standings automatically by policy or by decision of the Academic Performance Committee. Changes in standing may be in responses to failure of courses, a low-grade point average, failure of Part 1 of the NBDEs, or placement in a modified curriculum. In addition to being in good standing, the student may be under probation, in a modified curriculum, suspended, or dismissed.

Academic year

The academic year will be defined using the College of Dentistry's Academic Calendar that has been approved by the University Senate. The academic year normally begins on the first day of classes after Summer Break and ends on the last day of classes prior to Summer Break. The exact dates for the beginning and end of each academic year will depend on the year of the curriculum in which the student is enrolled. The next academic year for events that occur in fall term is defined as beginning on the first day of classes following Winter Break and to run through the last day of classes before Winter Break.

Clinical Performance Committee

The Clinical Performance Committee (CPC) considers cases in which a student may be subject to clinical sanctions, including suspension of clinical privileges. The CPC's membership shall include the Dean of Clinical Affairs, Chair of Oral Health Practice, Chair of

Oral Health Science, Division Chief of Comprehensive Care, Team Leaders, and the supervising clinical faculty member. The Dean of Clinical Affairs is the chair of this committee.

Clinical Sanctions

These are sanctions, including suspension of clinical privileges, that the CPC may impose on students who violate elements of professional conduct that are not included in the College Code or HCCC. Examples of other clinical sanctions include but are not limited to: a report to relevant Course Directors, an incident report, a letter of record to be placed in the student's record, and suspension of clinical privileges for a period of time.

Letter with verified receipt

A letter of notification of academic status that may be sent by certified mail return receipt requested or hand delivered with an accompanying affidavit of receipt that the recipient has signed.

Modified Curricula

Any change or modification from the normal sequencing of courses, including but not be limited to repeating a course or courses, auditing courses, enrolling in courses out of the normal sequence, spreading coursework out over multiple terms, decompressing courses, tutoring, or repeating an entire year. Multiple curricula are possible. A particular curriculum is customized by the APC to meet a particular student's needs.

Professional Conduct

Professional behaviors defined by the rules for conduct during patient care included in the College's course manuals and clinic manuals (particularly, the College's **Behavioral Standards in Patient Care**). It also includes the **Health Care Colleges Code of Student Professional Conduct** <https://www.uky.edu/regis/sites/www.uky.edu/regis/files/files/HCCcode.pdf> The latter codes include hearing and appeal procedures that are independent of those defined in the Academic Disciplinary Policies (Appendix A).

Approvals:

College Faculty: 5/26/09 Approved New Glossary

APPENDIX B

Miscellaneous Academic Policies

Miscellaneous Academic Policy One: ABSENCE POLICY

Objective of the Policy: To describe the circumstances under which absences of short duration from individual courses and all courses simultaneously may be excused. To describe conditions under which leaves of absence may be granted.

Policy Statement:

Absences of short duration* from individual courses must be approved by each Course Director.

When foreseeable absences are of short duration and from all courses, the absence must be approved as excusable in advance by the Dean of Academic Affairs acting after consultation with Course Directors.

When unforeseeable absences are of short duration and from all courses, the absence must be approved as excusable immediately or as soon as possible by the Dean of Academic Affairs acting after consultation with Course Directors.

Leave of absence may be requested by the student and granted by the Dean of the College when a student will be absent for nonacademic reasons for more than one-fifth of the contact hours in one or more courses (see University Senate Rules 5.1.8.3 and 5.2.4.2).

Methods and Procedures:

* In the policy statement above and in the following, absences of short duration are defined to be those that do not exceed one fifth of the contact hours in any course.

Excusable Absences. In all cases, circumstances under which absences are excused shall be as defined in section 5.2.4.2 of the University Senate Rules and by absence policies within each individual course syllabus. Makeup for excused absences will follow the university policies outlined in 5.2.4.2 and by policies within each individual course syllabus. Consequences of unexcused absences shall be as specified within each individual course syllabi.

Absences of Short Duration from Individual Courses. The student must submit an explanation of the absence to her or his Course Director(s) immediately or as soon as possible after the absence.

Foreseeable Absences of Short Duration from All Courses. The student must submit in advance an explanation of the absence to the Dean of Academic Affairs.

Unforeseen Absences of Short Duration from All Courses. The student must submit an explanation of the absence to the Dean of Academic Affairs immediately or as soon as possible after the first day of absence. The student shall provide the expected duration of the absence.

Leaves of Absence. A student may request a leave of absence from the College by a written request of the Dean of Academic Affairs. In some cases, the Dean of Academic Affairs may counsel a student to request a leave of absence. The Dean of Academic Affairs shall decide whether the leave is in the best interest of the student and the College. If the Dean of Academic Affairs supports the request for a leave of absence, she or he shall forward the recommendation to the Dean of the College along with recommended terms for re-entry after the leave. The Dean shall decide whether to grant the leave of absence.

Terms of Leaves of Absence. The terms of the leave of absence will include the duration of the leave and conditions for re-entry into the College.

Re-entry to the College. A student on leave of absence must submit a request for re-entry to the DMD program to the Dean.

Curriculum After Re-entry. If the Dean grants re-entry, the student's curriculum shall be developed by the Dean of Academic Affairs working in consultation with the Academic Performance Committee. The Dean of Academic Affairs will notify all involved College personnel concerning the student's curriculum.

Responsible Agents: Course Directors, Dean of Academic Affairs, Academic Performance Committee, and Dean of the College

Approvals:

College Faculty: 9/7/78 New Policy - MAP #1

College Faculty: 11/17/03 Revised Policy - MAP #1

College Faculty: 10/19/09 Revised Policy - MAP #1

University Senate: Senate Rules Committee determined this is a "local" College policy 2/8/16

Miscellaneous Academic Policy Two: ACADEMIC ADVISING POLICY

Objective of the Policy: To establish an academic advising system.

Policy Statement: All students will have an Academic Advisor assigned to them. The responsibility of the Advisor will include the following:

1. Be available to students for advising by posting office hours and/or by allowing advisees to arrange for appointments at other mutually convenient times consistent with Senate Rule 7.2.3.D.
2. Know the current academic policies of the College of Dentistry affecting students whom they advise.
3. Counsel students to encourage academic excellence.

Methods and Procedures: At the beginning of each academic year, students will be assigned an Academic Advisor.

Responsible Agent: The Dean of Admissions and Student Affairs.

Approvals:

College Faculty: 4/15/77 New Policy - MAP #2

College Faculty: 9/15/03 Revised Policy - MAP #2

College Faculty: 10/19/09 Affirmed Policy - MAP #2

University Senate: Senate Rules Committee determined this is a "local" College policy 2/8/16

Miscellaneous Academic Policy Three: COLLEGE CALENDAR GUIDELINES POLICY

Objective of the Policy: To set forth guidelines for the preparation of the academic calendar of the College of Dentistry.

Policy Statement: The College of Dentistry shall comply with University Senate Rule II, 1.1 (i), which states that the Colleges of Medicine, Dentistry and Law may adopt special calendars and “shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University Calendar, for approval. Such calendars shall conform with the University Calendar as nearly as possible.” In addition, “Any variation from the printed schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the chairman of the department concerned. The dean shall report the change to the Registrar” (consistent with Senate Rule 8.1.0.)

Methods and Procedures:

The Chairperson of the Curriculum Committee shall prepare the academic calendar for the College according to the above University Senate rule and the following guidelines:

1. The College of Dentistry calendar will be consistent with Curriculum Policy Number Three on Length of the DMD Curriculum.
2. Provisions will be made for faculty conferences and student-related events

When the College Calendar is prepared or revised, it shall be forwarded to the Dean of the College who will forward it to the University Registrar. The Registrar will forward it to the Senate Council for approval.

Responsible Agents: The Chair of the Curriculum Committee and the Dean

Approvals:

College Faculty: 4/15/77 New Policy - MAP #3

College Faculty: 9/15/03 Revised Policy - MAP #3

College Faculty: 10/19/09 Affirmed Policy - MAP #3

University Senate: Senate Rules Committee determined this is a “local” College policy 2/8/16

Miscellaneous Academic Policy Four: EVALUATION POLICY

Objective of the Policy: To define the evaluation system for the D.M.D. Program.

Policy Statement: The College recommends that the evaluation system be criterion-referenced.

- * Written evaluation will be provided to all students during each course with respect to progress in fulfillment of course objectives; also, written comments will be provided on strengths, areas for improvement and suggested modes for higher attainment wherever appropriate.

Methods and Procedures: The Course Director will be responsible for providing written evaluation to each student. The Course Director will inform students of the method and frequency of evaluation at the first or second meeting of the course (refer to Curriculum Policy Number Twelve).

- * In the criterion-referenced evaluation system, an absolute norm is established, and students are evaluated based on whether this level has been achieved. The student is in competition only with a standard criterion of performance in the criterion-referenced system.

Responsible Agent: The Course Director.

Approvals:

College Faculty: 6/2/76 New Policy - MAP #4

College Faculty: 9/15/03 Revised Policy - MAP #4

College Faculty: 10/19/09 Revised Policy - MAP #4

University Senate: Senate Rules Committee determined this is a "local" College policy 2/8/16

Miscellaneous Academic Policy Five: GRADING POLICY

Objective of the Policy: To describe the Doctor of Dental Medicine program grading system.

Policy Statement:

An **A**, **B+** or **B** is within the expected range of performance. A **C** is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a grade point average (GPA) of 2.75 or more. Student performance will be reported to the Registrar's Office as follows:

| Grade | Performance Level |
|--------------|---|
| A | Represents exceptionally high level of performance; four (4) quality points are awarded for each credit hour. |
| B+ | Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour. |
| B | Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hour. |
| C | Represents a marginal level of performance; two (2) quality points are awarded for each credit hour. |
| E | Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour. |
| P | Represents a passing grade in courses taken on a pass/fail basis. It is not used in GPA calculations. |
| F | Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in GPA calculations. |
| I | Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, and I grade will automatically convert to an E or an F grade as appropriate. |
| W | Withdrawn; this grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean. |

The expectation is for all Course Directors to outline criteria for achieving each grade. If there are exceptions, they must be petitioned to the Curriculum Committee (Miscellaneous Academic Policy Six: Policy on Changing a Grading System in Individual DMD Courses).

Responsible Agent: The Course Director.

Methods and Procedures: The Course Director will evaluate the performance of each student with respect to the course objectives and assign the appropriate grade. (See Miscellaneous Academic Policy Four: Evaluation Policy.)

Approvals:

University Senate: 11/8/99 New Policy – MAP # 5

College Faculty: 9/15/03 Re-affirmed Policy – MAP # 5

College Faculty: 10/19/09 Re-affirmed Policy – MAP # 5

University Senate: Needs Senate Review

Miscellaneous Academic Policy Six: POLICY ON CHANGING A GRADING SYSTEM IN INDIVIDUAL DMD COURSES

Objective: To outline the procedure for requesting changing a grading system for a DMD course.

Policy Statement: A Course Director may petition the Curriculum Committee to use the pass/fail grading option or the letter grading option in a specific DMD course.

Methods and Procedures:

1. A Course Director may submit a written petition to the Curriculum Committee requesting that he/she be allowed to change the grading option for a specific DMD course that he/she directs. The petition must outline the goals of the course and the rationale for changing the grading policy. The Course Director must show evidence of support for the change in use of the grading policy from both the Course Director's division as a whole and the Division Chief. The Course Director must also present an evaluation plan for assessing outcomes of the use of the changed grading policy.
2. The Curriculum Committee will review the petition and discuss the rationale presented by the Course Director.
3. The Course Director and the Division Chief will be invited to attend the Curriculum Committee meeting. During the meeting, the Course Director will verbally summarize the rationale for his/her request and answer any questions posed by members of the Curriculum Committee. The Division Chief will confirm his/her agreement of the change in use of policy.
4. The Curriculum Committee will vote on the petition. A majority decision will constitute approval.
5. The Chair of the Curriculum Committee will notify the Course Director and Division Chief of the outcome of the vote. The Course Director will abide by the final decision of the Curriculum Committee. If denied, petitions may be resubmitted on an annual basis.
6. Approval of a course for a change in use of a grading option will be in effect until a new petition requesting a change has been submitted.

Responsible Agent: The Curriculum Committee

Approvals:

College Faculty: 9/15/03 New Policy – MAP #6

College Faculty: 10/19/09 Re-affirmed Policy – MAP #6

University Senate – 2/8/16 New Policy – MAP #6

Miscellaneous Academic Policy Seven: NATIONAL BOARD DENTAL EXAMINATION POLICY

Objectives of the Policy: To ensure that students are aware of the dates by which: 1) Parts 1 and 2 of the National Board Dental Examinations (NBDE) must be taken and 2) Part 1 of the NBDE: must be passed. To specify the consequences of failing to pass Part 1 of the NBDE prior to the beginning of the fourth year of the curriculum.

Policy Statement: Students must have passed Part 1 of the NBDE prior to entering the fourth year of the curriculum. Students must have taken Part 2 of the NBDE in order to be eligible participate in commencement and to be eligible for graduation.

If a student fails Part 1 of the NBDE, she or he shall be placed on probation.

In the event of a third failure of Part 1 of the NBDE, the student shall be placed in a modified curriculum or suspended as deemed appropriate by the APC (see Academic Disciplinary Policies Nos. Four and Five). In the case of a fourth failure of Part 1 or in the event of failure to retake Part 1 within two months of being eligible to retake it after a third failure, a student shall, in the absence of extraordinary circumstances, be dismissed.

Methods and Procedures:

1. The Dean of Academic Affairs will monitor student eligibility to take the Parts 1 and 2 of the NBDE and, as needed, remind students of the schedule for taking Part 2 and passing Part 1 that would allow them to graduate on time. He or she will also notify students that they must pass Part 1 of the NBDE prior to the beginning of the fourth year of the curriculum.
2. The Dean of Academic Affairs will monitor the progress of students who have failed Part 1 of the NBDE and remind students of the deadlines established by the APC or these policies.
3. Three or more failures of Part 1 of the NBDEs make a student eligible for a modified curriculum, suspension, or dismissal. The procedures specified in Academic Disciplinary Policies Nos. Four, Five, and Six will apply.
4. Students who have not passed Part 1 of the NBDE prior to the beginning of the four year of the curriculum shall be considered for a modified curriculum as specified in Academic Disciplinary Policy Number Four.

Responsible Agents: The Dean of Academic Affairs and the Academic Performance Committee.

Approvals:

College Faculty: 11/17/03 New Policy – MAP #8

College Faculty: 10/19/09 Revised Policy – MAP #7

University Senate – 2/8/16 New Policy – MAP #7

Miscellaneous Academic Policy Eight: COMMENCEMENT POLICY

Objective of the Policy: To define the conditions under which students will be allowed to participate in commencement.

Policy Statement: In the absence of extraordinary circumstances, a student will be eligible to participate in commencement when all the following conditions are met are met:

1. the student has at least a 2.75 cumulative GPA;
2. Course Directors believe that it is likely that the student will have successfully completed all on-going courses within 30 days of commencement.
3. the student has passed Part 1 of the National Board Dental Examination (NBDE);
4. the student has taken Part 2 of the NBDE;
5. the APC believe that all terms of probation will be satisfied within 30 days of commencement

Responsible Agents: The Dean of Academic Affairs and the Academic Performance Committee.

Approvals:

College Faculty: 10/19/09 New Policy – MAP #8

University Senate – Senate Rules Committee determined this is a “local” College policy 2/8/16

Miscellaneous Academic Policy Nine: GRADUATION POLICY

Objective of the Policy: To define the Doctor of Dental Medicine program graduation requirements.

Policy Statement: A student will be eligible for graduation when all courses have been satisfactorily completed and all the applicable requirements that follow are met:

1. the student has at least a 2.75 cumulative GPA;
2. the student has passed Part 1 of the National Board Dental Examination (NBDE);
3. the student has taken Part 2 of the NBDE;
4. all terms of probation have been satisfied; and
5. all patient responsibilities and other obligations to the College or University have been satisfied.

Responsible Agent: The Dean.

Approvals:

College Faculty: 4/15/77 New Policy – MAP #10

College Faculty: 11/23/98 Extensively Revised Policy – essentially new – MAP #10

University Senate: 5/10/04 New Policy – MAP # 10

College Faculty: 11/17/03 Revised Policy – MAP #10

College Faculty: 10/19/09 Revised Policy – MAP #9

University Senate – 2/8/16 New Policy – MAP #9

Miscellaneous Academic Policy Ten: GRADE REVIEW POLICY

Objective of the Policy: To define the process for a review of a student's grade.

Policy Statement: A Student has the right to request and receive a grade review.

Methods and Procedures:

6. A student, before requesting a grade review, will attempt to resolve the issues with the Course Director and the Division Chief (or next administrative level, should the Course Director also be the Division Chief).
7. Should this meeting fail to resolve the issue, the student may submit a written request to the Dean of Academic Affairs for the formation of a Grade Review Committee. This request shall include an explanation of reason for the request. The student is not bound to exercise this in-house process.
8. Within five (5) working days of the request, the Dean of Academic Affairs shall appoint a Grade Review Committee that will consist of three (3) voting members (two neutral members of the College faculty and one neutral student). The Dean will designate one of the committee members Chairperson of the Committee.
9. The committee shall meet within ten (10) working days of its formation of the Committee. The student, the student's Advisor, the department chair, the Course Director, and any other persons having information relevant to the case in question will be requested to attend the meeting, at which time, the situation will be fully discussed by all parties concerned. Following this open discussion, the Committee will make a recommendation to the department chair and the Course Director involved. This appeal recommendation is non-binding and the Committee will not have the prerogative of changing the grade.
10. If the student grade review continues to be unresolved, the student may file a grievance with the Academic Ombudsman regarding academic evaluation as described in 6.0 Section VI Student Academic Affairs of the Universities Student Rights and Responsibilities Handbook.

Responsible Agent: Dean of Academic Affairs

Approvals:

College Faculty: 9/6/77 New Policy - MAP #11

College Faculty: 4/24/06 Revised Policy - MAP #11

College Faculty: 10/19/09 Revised Policy - MAP #10

University Senate – 2/8/16 New Policy – MAP #10

APPENDIX C

Policy on Technical Standards for Dental Students (Approved by UK Senate on 12/14/98)

Miscellaneous Academic Policies:

Policy Objective: To define the non-academic criteria for admission into, continued enrollment in, and graduation from the Doctor of Dental Medicine program.

Policy Statement:

The University of Kentucky College of Dentistry is committed to ensuring that the opportunity to pursue oral health education is available to all qualified persons. In this spirit, all qualified individuals will be considered for admission. Moreover, the College will work to ensure that all qualified students, consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, will have the opportunity to succeed in the College's programs of study.

The College recognizes that the Doctor of Dental Medicine (D.M.D.) degree carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The D.M.D. degree is unique in that the graduate is prepared and, when licensed, can practice all disciplines of the dental profession. Therefore, the student must demonstrate the knowledge, skills, and attitudes that the faculty has determined are essential for the practice of dentistry. The student must acquire both cognitive and technical skills to negotiate the curriculum.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of a general dental education, and thus, are prerequisites for *entrance, continuation, and graduation* from the College. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of dental education. While enrolled in dental school, students must direct and perform treatment of the College's patients. The College has the responsibility for ensuring the safety of the patients. Treatment must be completed safely and within an acceptable time.

The University of Kentucky College of Dentistry will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Continued enrollment and graduation will depend on the successful demonstration of both the knowledge and the skills listed in this document. The College's Academic Performance Committee will monitor each student's demonstration of such knowledge and skills. Applicants are not required to disclose the nature of their disability (ies) to the Admissions Committee; however, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Admissions Committee Chair before the interview. Upon the request of an applicant or a student, reasonable accommodations will be provided.

Standards

1. Motor Skills

GENERAL: A student should have sufficient motor function to execute movements reasonably required to provide general care to patients.

SPECIFIC: A student must possess the motor skills to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures. Such actions require coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.

SPECIFIC: A student must be able to perform basic life support including CPR, transfer and position disabled patients, physically restrain adults and children who lack motor control, and position and reposition himself or herself around patient and chair in a sitting or standing position. A student must not hinder the ability of co-workers to perform prompt care. A student must be able to operate controls, move high-speed or low-speed dental drills with precision of less than one millimeter, and use hand instrumentation including scalpels for surgical procedures.

2. Sensory/Observation

GENERAL: A student must be able to acquire a predetermined level of required information through demonstrations and experiences in basic and dental science courses.

SPECIFIC: Such information includes, but is not limited to, information conveyed through 1) physiologic and pharmacological demonstrations in animals; 2) microbiological cultures; 3) microscopic images of microorganisms and tissues in normal and pathologic states; and 4) demonstration of techniques using dental models. A student must be able to acquire information from written documents, and to evaluate information presented as images from paper, films, slides, or video. A student must be able to interpret x-ray and other graphic images. A student must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.

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

SPECIFIC: A student must be able to perform dental examinations and treatment that requires the use of sight and touch. He or she must be able to see fine detail, focus at a variety of distances, and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. He or she must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments. A student must also possess the visual acuity to read charts, records, radiographs, small print and handwritten notation, and distinguish colors intra- and extra-orally.

3. Communication

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

SPECIFIC: A student must have sufficient facility with English to: retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. A student must be able to communicate in lay language so that patients and their families can understand the patient's conditions and, thereby, be more likely to comply with treatment and preventive regimes.

SPECIFIC: In any case where a student's ability to communicate through these sensory modalities is compromised, he or she must demonstrate alternative means of communicating with instructors, patients, and other members of the health care team.

4. Cognitive

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

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

5. Behavioral

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

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

Responsible Agent: The Dean

Methods and Procedures: To be developed.

APPENDIX D

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| University of Kentucky College of Dentistry | | Policy: 01-24 |
| Policy Name: Fitness for Duty Evaluations | | |
| Created: 07/20/2011 | Revised: | Last Review Date: 07/20/2011 |
| Purpose: To establish procedures for assessing a UK College of Dentistry member's fitness for duty. | | |

Impaired workers pose unnecessary and unacceptable safety and health risks to themselves and others with whom they work. Impairment also poses a threat to the well-being of UK College of Dentistry patients and visitors. The Fitness for Duty Evaluation Policy has been developed to promote a safe working environment for all UK College of Dentistry members, to provide patients with quality patient care and related services and to assist UK College of Dentistry members in receiving appropriate assessment, counseling, referral and treatment for alcohol and drug abuse and other problems that may adversely affect satisfactory job performance.

The University of Kentucky College of Dentistry has adopted the UK HealthCare Policy #A09-005 (Fitness for Duty Evaluations) as its Fitness for Duty Evaluations Policy which may be accessed via the link below:

https://gme.med.uky.edu/sites/default/files/2016-2017%20Updated%20Policy%20and%20Procedures%2011_11_2016.pdf

UK College of Dentistry Results and Personnel Action addendum to UK HealthCare's Policy #A09-005:

UK College of Dentistry dentists and dental hygienists will be referred to the Kentucky Board of Dentistry's Well Being Committee when fitness for duty issues arise as detailed by the UK HealthCare Fitness for Duty Evaluations Policy. Students will be referred to the College administrator responsible for student affairs for "prophylactic monitoring" with positive background check indicating past DUI or other alcohol/drug related offenses or when fitness for duty issues arise as detailed by the UK HealthCare Fitness for Duty Evaluations Policy. Non-clinicians and staff members will be referred to the University of Kentucky Employee Assistance Program as indicated in the UK HealthCare's Policy #A09-005.

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| Approved: <u>Signature on File</u> Sharon P. Turner, DDS, JD Dean | Date: <u>7/20/2011</u> |
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APPENDIX E

Disability Resources for Students

What is a Disability?

A disability is defined by the ADA Amendments Act (2008) as *“a physical or mental impairment that substantially limits one or more major life activities,”* including *“caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.”*

The Disability Resource Center aids and support to students who have a documented physical, medical, learning, or psychological disorder.

Who should use Disability Resources?

Students with documentation of the following diagnoses should contact the Disability Resource Center:

Attention Deficit/Hyperactivity Disorder

Hearing Impairment

Learning Disability

Permanent Disability

Communication Disorder

Temporary Disability

Neurological Disorder

Chronic Health Conditions

Psychological Disorder

Visual Impairment

Process to document disability

It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student. For more information about documentation guidelines and specific requirements to providing accommodations to students, stop by or visit the website. The Disability Resource Center is in the Alumni Gym Building, Room 2; or you can call 257-2754 or visit the website: <http://www.uky.edu/DRC>.

Students Requiring Accommodations

If you require accommodations for your disability while attending University of Kentucky College of Dentistry, you should provide documentation and discuss your academic needs with a consultant in the Disability Resource Center as soon as possible. The Disability Resource Center will then develop an accommodation letter which will be forwarded to the Associate Dean of Academic Affairs, who will notify the appropriate Course Directors. You will receive an electronic copy of the letter and it is recommended that you meet with the Associate Dean of Academic Affairs and your individual faculty to discuss your accommodations. Please provide a reasonable amount of notice to your instructors to receive testing accommodations; the Disability Resource Center recommends at least 7 days' notice prior to a quiz or test.

Please note:

Accommodations will not have a retroactive effect. For example: if you qualify for accommodations and do not identify the need or follow the procedure outlined above, and subsequently fail or perform worse than expected on an exam, you cannot retake the exam with accommodations.

National Boards

At the discretion of the Joint Commission on National Dental Examinations (JCNDE), testing accommodations may be provided to candidates with qualified disabilities. Specific information related to this process can be found at:

http://www.ada.org/sections/educationAndCareers/pdfs/nb_accommodation_request.pdf

*A consultant at the Disability Resource Center can assist you in completing the testing accommodation request form and attaching the necessary documentation.

APPENDIX F

COLLEGE OF DENTISTRY ACADEMIC CALENDAR 2020-2021 FOR

DMD, OROFACIAL PAIN, ORTHODONTICS, PEDIATRIC DENTISTRY, AND PERIODONTICS PROGRAMS

Fall 2020 Semester

June

- June 8 – Monday - Academic Year Begins for 4th Year DMD Students (Clinics and Externships)

July

- July 3 – Friday - Independence Day - Academic Holiday
- July 6 – Monday - Academic Year Begins for 1st Year Periodontics Residents and Orofacial Pain Residents
- July 13 – Monday - Academic Year Begins for 2nd and 3rd Year Periodontics Residents

August

- August 3– Monday - Academic Year Begins for 1st, 2nd, and 3rd Year DMD Students and Orthodontic Residents
- August 3 – Monday - Last day a DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
- August 10 – Monday - Last day a DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term

September

- September 7 – Monday - Labor Day - Academic Holiday
- September 8– Tuesday - Last day a DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term

October/November

- November 3 – Tuesday – Presidential Election – Academic Holiday
- November 26, 27 – Thursday and Friday - Thanksgiving Holidays - Academic Holidays

December

- December 18 – Friday - Winter Break Begins After Last Class or Clinic for DMD, Orofacial Pain Orthodontics, and Periodontics Residents
- December 24 – Thursday – Winter Break Begins After Last Class or Clinic for Orofacial Pain

Spring 2021 Semester

January

- January 4 – Monday - Classes/Clinics Resume for All Students/Residents: DMD Students, Orofacial Pain, Orthodontics and Periodontics Residents
- January 4 – Monday - Last Day a DMD student can officially withdraw from the College of Dentistry for a full refund for the current term
- January 11 – Monday - Last Day a DMD student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
- January 18 – Monday - Martin Luther King, Jr. Birthday Observed - Academic Holiday
- January 29 – Friday - Last Day a DMD student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term

March/April

- March 29 - April 2 – Spring Break for DMD Students, Orthodontics and Periodontics Residents
- TBD – Spring Break for Orofacial Pain Students (National Conference)

May

- May 7– Friday - Academic Year Ends for Graduating DMD Students
- May 8– Saturday - College of Dentistry Hooding Ceremony
- May 8 – Saturday - University Commencement
- May 28 – Friday - Academic Year Ends for 3rd Year Graduating Orthodontics Residents
- May 31 – Monday - Memorial Day - Academic Holiday

June

- June 4 – Friday - Academic Year Ends for 3rd Year DMD Students
- June 11 – Friday - Academic Year Ends for 2nd Year DMD Students
- June 17 – Thursday - Academic Year Ends for 1st Year DMD students and 1st and 2nd Year Orthodontics Residents
- June 18 – Friday Juneteenth – Academic Holiday
- June 25 – Friday-Academic Year Ends for Periodontics and Orofacial Pain Residents

APPENDIX G

College of Dentistry Course Descriptions

ANA ANATOMY AND NEUROBIOLOGY

ANA 530 Combined Histology and Special Oral Microanatomy (5)

An analysis of the histological structure and organization of the human body, including an especially detailed treatment of the tissues and organs related to the oral cavity.

Prerequisite(s): Admission to the College of Dentistry or some background in biology and consent of the instructor.

ANA 534 Dental Gross Anatomy, Embryology and Neuroanatomy (6)

This class presents principles of human anatomy, integrated with embryology and neuroanatomy and with particular emphasis on the head and neck to first year dental students. The course involves both lectures and viewing cadaver prosections in a laboratory setting. Anatomical concepts are presented in a regional format in lecture followed by viewing specifically, prepared anatomical prosections of the same regions in lab.

Prerequisite(s): Admission to the College of Dentistry or some background in biology and consent of instructor.

CDE COMMUNITY DENTISTRY

CDE 814 Patients, Dentists and Society I (1)

This course aims to orient the student to the place health and health professions play in modern cultures. Recognition of their own social assumptions and values and those of persons of different backgrounds is encouraged. Understanding, predicting, and changing dental patient behavior from a social standpoint is emphasized.

CDE 815 Fundamentals of Dental Public Health (2)

Fundamentals of Dental Public Health is a first-year course designed to introduce student dentists to the dental specialty of Dental Public Health, to dental epidemiological concepts, terminology, and methods used in population-based health care. Community oral health problems in Kentucky and the United States will be reviewed. Emphasis will be placed on public health research, programming, and outcome evaluation strategies related to oral disease in populations.

CDE 824 Communication in the Dental Health Care Setting (1)

This course aims to improve the student's ability to communicate with patients and the public in an empathetic and professional manner. Methods of obtaining necessary health information from all types of patients are taught.

Prerequisite(s): Second year standing in the College of Dentistry.

CDE 826 Dental Practice Management I (1)

This course is designed to present a range of dental practice models and introduce several elements of Practice Management. Students will become acquainted with concepts such as business plans, billing, collections, and risk management, and will have the opportunity to engage in guest lectures from outside experts in a range of legal and business fields.

CDE 830 Advanced Concepts in Dental Public Health (1)

Advanced Concepts in Dental Public Health is a third-year course designed to help students develop the perspective and sensitivities of dentists practicing in the community. It examines the external environment and various factors that influence the oral health of the community including barriers to care. Financing mechanisms and workforce issues will be discussed. To provide a framework for the dental student's professional development, the instructional content builds on the concepts acquired in the first-year introductory course in dental public health and presents concepts that will help the student dentist prepare for the Community-Based Dental Education Program. (CDE 841). Course material is organized around current societal and dental health issues and health care delivery system trends in Kentucky and the United States. These issues and trends will be examined in the context of current national debates concerning access to oral health prevention and care for high-risk populations and the associated health disparities to these populations.

Prerequisite(s): Admission to the College of Dentistry or consent of course director.

CDE 840 Advanced Course on the Treatment of Special Patients (Elective) (1)

In this course, dental students participate in preclinical seminars and dental treatment of mentally, medically, and physically handicapped patients. Several phases of dental treatment of the special patient, such as sedation and general anesthesia, pharmacological evaluation, and preventive dentistry, are covered. The course is individually designed based on the students' interest in treated compromised patients. Note: Scheduling for this course will take place outside of regularly scheduled clinical/class time. Enrollment minimum is one and maximum enrollment is four.

Prerequisite(s): Fourth year standing, consent of Course Director, Academic Performance Committee (APC), and Team Leader.

CDE 841 Dental Practice Field Experience (6)

Students are provided a full-time, off-campus assignment to a dental practice environment for a period of 4 weeks. Students spend an average of 40 hours each week participating in practice management and patient treatment activities under the supervision of a dentist. Approximately eight hours a week are spent in career plan development and in study of the community or region, particularly its health care delivery system and the role of dentistry in that system. This community-based dental education course consists of clinical, public health, and managerial experiences.

Prerequisite(s): CDE 830, at least 15 restorative procedures in RSD 831, END 831, and at least 10 extractions in OSG 831.

CDE 844 Dental Practice Management II (2)

This course is primarily designed to give the student dentists, prior to graduation, practical, useful knowledge on establishing and maintaining a private dental practice. The course will be presented in an active learning format. Course sessions and activities will also include special sessions designed to introduce students to the current environment of dental practice, to organized dentistry in Kentucky, to the College's Alumni Association and to new developments and continuing education in the dental profession.

Prerequisite(s): CDE 830 or consent of course director.

CDE 850 Extramural Experiences for Student Dentists (Elective) (1-6)

This course is designed to provide student dentists an experiential learning experience in a research program, clinical program, public health program and/or institutional dental program. Career planning and service-learning are emphasized and coordinated with placement in a community-based site. Students learn by active participation in patient care and/or research, by observation and by discussion with mentors. Discussions and interviews with patients and dental residents and staff are also encouraged. This course provides an opportunity for selected students, based on their own career goals, to participate in short-term elective dental educational experience external to the student dentist clinics. While the sites vary greatly, most experiences include some patient care experiences (observation, assisting, direct participation in patient care under the direct supervision of an approved mentor). Extramural experiences are customized for each student dentist.

Prerequisite(s): Consent of Course Director, Academic Performance Committee (APC), and Team Leader. Fourth year students do NOT need APC approval

CDE 855 Public Health Dentistry Field Experience (1)

This course allows implementation of oral health promotion programs designed in CDE 830 in community settings.

Prerequisite(s): Must be fourth year dental student.

CDE 883 Community-Based Service Elective (1-5)

This Community-Based Service elective is designed to give students greater opportunities to provide dental services to diverse, underserved populations. The goals of this course are to expand development of a service ethic and to meet some of the needs of populations who do not have access to dental care. Many of the time requirements for this course will be rotations to community clinics where students will work under the supervision of a College of Dentistry faculty providing dental services. Individual contracts will be developed with participating students to determine credit hours. In addition, there will be 2 one-hour seminars to discuss and debrief on the experiences of participating students.

Prerequisite(s): Completion of year two dental school curriculum and/or approval of College of Dentistry APC.

CDE 884 International Elective (1-3)

This community-based service-learning elective is designed to afford students greater

opportunities to provide a broad spectrum of dental educational, clinical, and public health services to diverse, underserved populations in an international setting. Most of the time requirements for this course will be in a foreign country at designated community sites potentially working with other health care professionals. Activities will include but are not limited to assessing both community and patient needs and providing services based on the need's assessment and community goals. Students will work with UK approved organizations and under the direct supervision of a College of Dentistry faculty while in-country. 1-3 credit hours; repeatable for up to 3 credit hours; allows multiple bookings per semester.

Prerequisite(s): Admission to College of Dentistry.

CDS CONJOINT DENTAL SCIENCES

CDS 812 Normal Human Growth and Development (1)

This is a lecture course which introduces basic concepts of normal human growth and development from birth through adolescence. Lectures emphasize the time-dependent changes that normally occur during physical and psychological maturation. A special emphasis is directed toward basic knowledge and understanding of craniofacial growth and development of the teeth and occlusion.

Prerequisite(s): Admission to the College of Dentistry or consent of course director.

CDS 813 Management I: Intro to Management for the Dentist (1)

CDS 813 is the first in a series of conjoint courses to improve the management of patients by student dentists. The course is co-directed by the patient care Team Leaders. Special didactic and clinical activities are included to provide the student with an introduction to clinical protocol and to the fundamentals of patient management. The course spans both semesters of the academic year and includes all clinical activities and interactions with Team Leaders.

Lecture Hours: 1 Clinic Hours: 27

Prerequisite(s): Admission to the College of Dentistry.

CDS 815 Introduction to Clinical Dentistry (2)

This survey course presents an introduction to the dental field of operation (operatory), basic assisting procedures, preventive dentistry, infection control, application of sealants and oral isolation techniques. It is designed to prepare students to function in dental environments, safely and efficiently and to prepare them for the school-based sealant experience offered in CDE 815, Fundamentals of Dental Public Health.

Prerequisite(s): Admission to the College of Dentistry or consent of the course director.

CDS 818 The Profession of Dentistry I (1)

This course is an introduction to life in the profession of dentistry. The course will explore normal everyday morality and consider whether a case can be made for an extraordinary morality or ethic for practitioners. The course will conclude with a brief review of the history of dentistry to enable the student to place the profession of dentistry in cultural and historical perspective.

Prerequisite: Approval of the Dean and or his designee for Academic Affairs and the Course Director

CDS 819 Special Topics in Dentistry I (1)

This course is the first year of the two-year longitudinal core curriculum in Interprofessional Healthcare Education. The purpose of this first-year course is to present current information on a wide variety of topics ranging from interprofessional collaborative care, culture and society, minority health issues, gender and age as factors in health care, alcohol and substance abuse, evidence-based practice and decision-making, the connection between a healthy work-life balance and being a successful practitioner, and the use of mindful meditation practices for maintaining a work-life balance, along with other subjects of relevance to students enrolled in the dental curriculum. In some cases, the course content applies directly to didactic and clinical courses in the curriculum. At other times, the material is intended to help students increase their success in the curriculum and become better caregivers. Seminar, 20 hours.

Prerequisite(s): First year standing.

CDS 821 Local Anesthesia (1)

The action and dosage of local anesthetic agents used in dentistry are taught as are the proper injection techniques. The technique of venipuncture and administration of intravenous drugs are also included. Patient evaluation and emergency techniques for cardiac and respiratory resuscitation are reviewed.

Prerequisite(s): ANA 534

CDS 823 Management II: Clinical Patient Management (1)

CDS 823 is the second in a series of conjoint courses designed to improve the management of patients by student dentists. The course is directed by the patient care Team Leaders with other faculty. Special didactic and clinical activities are included to improve and maintain the students' ability to manage patients safely and efficiently. One of the primary goals of this course is to improve students' ability to interact with patients in an empathetic and professional manner. The course spans both semesters of the academic year and includes all clinical activities and interactions with Team Leaders. Lecture 7 hours, Clinic 3 hours, Seminar 16 hours.

Prerequisite(s): CDS 813 or consent of course director.

CDS 824 Oral Diagnosis and Treatment Planning (1)

The purpose of this course is to prepare the student for clinical dentistry by presenting techniques of examination and diagnostic procedures that ultimately lead to diagnosis and treatment planning.

Prerequisite(s): ODM 814 or consent of course director.

CDS 825 Dental Implantology (2)

Dental Implantology has become an integral part of dental services. This course contains information on patient centered criteria for implant services, surgical considerations, and prosthetically driven treatment results. The student will have the opportunity to familiarize

him/herself with the components used in providing such treatment through a hands-on laboratory session and using digital dentistry in the diagnosis and treatment planning for single implant crown and implant retained overdenture.

Prerequisite(s): Admission to College of Dentistry or discretion of course director.

CDS 831 Conscious Sedation (1)

This course is designed to teach and prepare the student dentist the principles of nitrous oxide-oxygen inhalation sedation and intravenous sedation in dentistry including a clinical training on venipuncture and intravenous drugs administration techniques. The management of emergencies associated with these techniques and an introduction to the principles of general anesthesia are also included.

Prerequisite(s): CDS 821

CDS 833 Management III: Clinical Patient Management (1)

CDS 833 is the third in a series of conjoint courses to improve the management of patients by student dentists. The course is directed by the patient care Team Leaders. Special didactic and clinical activities are included to improve and maintain the student dentist's ability to manage patients and provide care. The course spans both semesters of the academic year and includes all clinical activities and interactions with Team Leaders.

Prerequisite(s): CDS 823

CDS 835 Advanced Dental Implantology (1)

Dental implantology has become an integral part of dental services. This course contains information on patient centered criteria for implant services, surgical considerations, and prosthetically driven treatment results. Additional topics include treatment planning for complex dental implant cases, mechanical and restorative complication related to implant dentistry, esthetic considerations for implant restorations, immediate implant placement and immediate provisionalization, and immediate/early loading protocols will be discussed. The student will have the opportunity to familiarize him/herself with multiple implant systems and multiple implant placement protocols. The student will have the opportunity to review literatures and provide summary and critique on most current surgical and restorative techniques and products.

Prerequisite(s): CDS 825

CDS 836 Diagnosis and Management of Orofacial Pain (3)

This course will present information regarding the diagnosis and management of Orofacial Pain and Temporomandibular Disorders. The course will consist of lectures and case presentations. The information provided in this course will allow the student to understand the dentist's role in managing complex orofacial pain problems. The area of temporomandibular disorders will be emphasized since the dentist plays a major role in managing these pain disorders.

Prerequisite(s): ANA 534, OSG 820, and RSD 822

CDS 843 Management IV: Clinical Patient Management (1)

CDS 843 is the fourth in a series of conjoint courses to improve the management of patients by student dentists. The course is directed by the patient care Team Leaders. Special didactic and

clinical activities are also included to improve and maintain your ability to manage patients. The course spans both semesters of the academic year, including all clinical activities and interactions with Team Leaders.

Prerequisite(s): CDS 833 or consent of course director.

CDS 860 Special Topics in Oral Health (Elective) (1-3)

This course will engage students in a variety of activities including lectures, independent literature review and reading community-based projects, and individual or small group discussions to address current topics of special interest or concern in oral health. Projects and discussion areas for students participating in an interdisciplinary colloquium will be developed in conjunction with other health care providers.

Prerequisite(s): Enrollment in the College of Dentistry; approval of the course director.

CDS 866 Research Elective Course (Elective) (1-5)

This course will give DMD students experience in research design and methods, including laboratory and clinical methods of research and learning the importance of clinical translational research for the practice of Dentistry. Students will have a variety of research lectures and experiences throughout the curriculum and will be working towards selecting a mentor to work during this program. Additionally, this program will also increase the exposure of UKCD students within the research community within and outside UKCD. This course is divided into 4 different sections with some overlapping activities. Student may register for different sections of the course by the fall of each academic year, provided that meet the pre-requisites.

Prerequisites: Students need to have a minimum GPA (3.2) to qualify for this elective. The student list will be reviewed by the course director. Co-req: Students accepted in this course must maintain a strong GPA (min 3.2) to be maintained in the course, and register for the different sections, as determined by the Research and Academic Performance Committees. Student would also not be accepted into the program if on academic probation. Students will be withdrawn if put on probation.

CDS 885 Advanced Digital Implant Dentistry (Elective) (1)

Digital Dentistry has become an integral part of dental services. This course will serve as clinical application of advanced surgical procedures and advanced prosthetically driven treatment concepts. The main objective of this course is to focus on the practical component and hands on training with virtual treatment planning for simple and complex dental implant cases, provisional implant restorations, immediate implant placement, and various surgical techniques related to implant dentistry. The student will have the opportunity to explore hands on experience on multiple implant systems and multiple implant placement protocols based on theoretical information learned from CDS 825 & CDS 835

Prerequisite(s): CDS 825 and CDS 835

END ENDODONTICS

END 824 Principles of Endodontics (1)

This is an online course designed to introduce the student to the practice and scope of endodontics. It will prepare the student to recognize, understand, diagnose and successfully treat diseases and injuries of the pulp and periradicular tissues.

END 826 Preclinical Endodontics (2)

This is a laboratory instructional course designed to provide the student with the basic techniques involved in endodontic treatment of anterior and posterior teeth.

Prerequisite(s): END 824, RSD 812 and RSD 814, or consent of course director.

END 830 Endodontics II (1)

This course concerns the diagnosis and treatment of endodontically related problems. Traumatic injuries, controversies in instrumentation and filling procedures, periodontic-endodontic consideration, surgical endodontics, and other selected topics are discussed in depth.

Prerequisite(s): END 824 and END 826

END 831 Clinical Endodontics II (1)

In this course students will treat routine endodontic cases.

Prerequisite(s): END 824 and END 826.

END 841 Clinical Endodontics III (1)

This course offers dental students further experience in providing endodontic treatment.

Prerequisite(s): END 831 or consent of a course director.

END 880 Clinical Endodontics Seminar (Elective) (1)

This course is designed to give a more in-depth hands-on view of some of the newest concepts in endodontics. Seminars will be presented including new concepts of instrumentation and root canal obturation. Demonstrations and hands-on class participation will supplement the seminars. Note: scheduling for this course will take place outside of regularly scheduled class/clinic time.

Prerequisite(s): END 830, END 831, ranked in the upper half of the class, and consent of instructor.

OBI ORAL BIOLOGY**OBI 812 Dental Biochemistry (5)**

This is a comprehensive course in biochemistry designed to fulfill the specific needs of student dentists. Course content is generally as outlined in the American Association of Dental Schools suggested curriculum guidelines for biochemistry. Part I acquaints students with the chemical constituents of prokaryotic and eukaryotic cells; topics include the chemistry of lipids, carbohydrates, proteins, vitamins and coenzymes, and the nature of enzyme action. Part II integrates the chemical principles learned from Part I with concepts of cell dynamics, structure, function, subcellular organization, and metabolism. Topics include intermediary metabolism, bioenergetics, DNA replication, protein synthesis, and cellular regulatory and control mechanisms. Course content, where possible, is related to current concepts concerning the etiology of oral diseases, their treatment, and prevention to assist student dentists in attaining institutional goals and objectives for clinical competency.

Prerequisite(s): Admission into the College of Dentistry and/or consent of course director.

OBI 814 Human Function (5)

This course provides in-depth instruction to the physiological mechanisms of body function from the single cell to the organism level. The course is team taught primarily by basic scientists. Teaching methodologies include didactic and Socratic lectures with some dental correlations.

Prerequisite(s): Admission to the College of Dentistry.

OBI 828 Immunity, Infection and Disease for the Student Dentist (5)

The course provides basic concepts of immunology and bacterial, viral, fungal and protozoal biology. It focuses on mechanisms of human immunity, immunologically mediated disease, and pathogenesis in infectious disease. The material covered includes relevant pathology associated with both immunologic and infectious diseases, and a summary of infectious diseases from a clinical perspective.

Prerequisite(s): Enrolled in the DMD curriculum.

OBI 836 Dental Pharmacology (3)

This course will provide students of dentistry with a fundamental understanding of the pharmacology and the therapeutic uses of drugs commonly used in their practice or by their patients. This course will reinforce topics discussed in CDS 821 (Local Anesthesia); in addition, the course will integrate with ODM 830 (Mgmt. of Med Compromised Patient) and provide focused preparation for CDS 831 (Conscious Sedation).

Prerequisite(s): OBI 812 (Dent Biochem), OBI 814 (Dent Physio), and CDS 821 (Local Anes).

ODM ORAL DIAGNOSIS AND ORAL MEDICINE

ODM 810 Basic Principles in Oral and Maxillofacial Radiology (2)

This course presents basic principles of oral and maxillofacial radiology, including radiation biology, radiation physics and Imaging Principles, radiation protection and safety, and radiology techniques. Lecture, 20 hours; seminar, 4.5 hours.

Prerequisite(s): Admission to the College of Dentistry

ODM 814 Oral Diagnosis/Oral Medicine & Treatment Planning (2)

This course is designed to prepare the student dentists to do overall patient evaluation which would include medical history, dental history, social history, family history. Students will be provided information that leads to an understanding of the significance of a proper head and neck examination, intraoral, examination and oral cancer screening. Teachings and learning resources will introduce students to an initial understanding of the different needs and modifications required for certain patient population (pediatric, geriatrics, special needs and medically complex patients). This course will consist of lectures, simulated case presentations, hands on clinical examination training in groups, self-practice time, and handouts.

Prerequisite(s): 1st Year University of Kentucky, College of Dentistry student.

ODM 820 Oral and Maxillofacial Radiology and Diagnostic Imaging (2)

This course presents the principles of radiographic anatomy, extra-oral projections (including panoramic film and lateral skull film), radiology of caries and periodontal disease, digital radiology, advanced imaging techniques (including CBCT), and the process of radiographic interpretation.

Prerequisite(s): ODM 810.

ODM 821 Clinical Oral Diagnosis I (1)

This course consists of two components: 1) examination, diagnosis, and treatment planning for patients assigned to dental students in general clinics; and 2) emergency clinic assignments in which the students will diagnose and treat patients with acute oral problems. Clinic, 30 hours.

Prerequisite(s): CDS 815; **Corequisite(s):** CDS 824

ODM 830 Management of the Medically Compromised Dental Patient (3)

This course will provide students with the knowledge required to manage medically compromised patients in the outpatient dental office. Basic clinicopathological information about commonly occurring medical disorders, the impact medications that these patients take have, the special problems they have, and their effects on dental health care will be presented. Critical thinking is encouraged so that the students can use their diagnostic skills in the appropriate manner to identify and manage patients with systemic disorders. Lecture, 43 hours; laboratory 4 hours.

Prerequisite(s): Approval of dean and/or his designee for academic affairs and the course director.

ODM 831 Clinical Oral Diagnosis II (2)

This course is a continuation of ODM 821 and also consists of two components: 1) examination, diagnosis and treatment planning for patients assigned to dental students in general clinics; and 2) emergency clinic assignments in which the students will diagnose and treat patients with acute oral problems. Clinic, 77 hours.

Prerequisite(s): ODM 821; **Requisite(s):** ODM 830

ODM 841 Clinical Oral Diagnosis III (1)

This course is a continuation of ODM 831 and also consists of two components: (1) examination, diagnosis and treatment planning for patients assigned to dental students in general clinics; and (2) emergency clinic assignments in which the students will diagnose and treat patients with acute oral problems. Clinic, 40 hours.

Prerequisite(s): ODM 830 and ODM 831.

OHP ORAL HEALTH PRACTICE**OHP 850 Independent Work in Oral Health Practice (Elective) (1-3)**

An elective course offered by the department of Oral Health Practice. Students may work on individual projects in one or more of the disciplines encompassed by this department under the direction of a faculty member.

Prerequisite(s): Specific course prerequisites and year in dental school will depend on the nature of the proposed project; consent of instructor.

OHS ORAL HEALTH SCIENCE

OHS 850 Independent Work in Oral Health Science (Elective) (1-3)

An independent research course offered by the department of Oral Health Science. Students may work on individual projects in one or more of the disciplines encompassed by this department under the direction of a faculty member. The work should involve independent laboratory or clinical research and include supporting literature searches. The end result should be either a table clinic presentation or a paper suitable for publication. The minimum number of hours to be spent on the project and the means of evaluation will be decided before beginning the project. May be repeated to a maximum of 12 credits.

Prerequisite(s): Specific course prerequisites and year in dental school will depend on the nature of the proposed project; consent of instructor.

OPT ORAL PATHOLOGY

OPT 820 General Pathology for Student Dentists (3)

This basic course covers general pathology, which will prepare the student dentist to concentrate on the specialized area of oral pathology. Emphasis is placed on cell damage, inflammation and repair, neoplasia and hemostasis, as well as the in-depth study of selected systemic diseases that may affect dental patient management.

Prerequisite(s): Enrollment in the College of Dentistry and second year class standing, ANA 530, ANA 534, or consent of course director.

OPT 830 Oral Pathology I (3)

Change from 4 one-hour examination to 5 one-hour examinations.

Prerequisite(s): OPT 820

OPT 832 Oral Pathology II (1)

This course teaches the dental student an effective approach to patients with oral lesions. It will stress the following: development of a reasonable differential diagnosis list, procedures to be used in obtaining a definitive diagnosis, management of the patient after a diagnosis has been made, and treatment if indicated. Lecture/seminar, 26 hours and 1 two-hour final exam.

Prerequisite(s): OPT 830

OPT 840 Oral Pathology III (1)

This is an advanced course in oral pathology in which various diseases and abnormal conditions of the head, neck, and oral cavity are presented. The pertinent information on several selected cases will be available online and posted in display case for a week. Subsequently, an associated seminar will concentrate on the development of a differential diagnosis, establishment of a definitive diagnosis, and discussion of treatment and prognosis. Seminar, 19 hours and 1-2 hour exam.

Prerequisite(s): Successful completion of OPT 832 or discretion of the course director.

OPT 850 Oral Pathology (Elective) (1-10)

Elective courses offered by the Department of Oral Pathology provide opportunities for further study of or experience in various aspects of oral pathology. Topics may include principles of clinical and histologic diagnosis, the management of patients with oral disease, and discussions of specific oral diseases. Hours variable from a minimum of 16 hours lecture/discussion to a maximum of 10 weeks clinical experience.

Prerequisite(s): Minimum year in dental school and any course prerequisites will be announced for each topic.

ORT ORTHODONTICS

ORT 822 Orthodontics (3)

This is a lecture and laboratory course in which the knowledge and skills needed to conduct a thorough orthodontic diagnosis and to plan orthodontic therapy are developed. In addition, the principles of orthodontic mechanotherapy are introduced and the role the general dentist plays in maintaining healthy occlusion is defined. Early lectures are oriented to data base collection, analysis and interpretation. The course provides opportunity to develop skills in analysis of facial proportions, analysis of diagnostic dental casts, cephalometric tracings, formulating a prioritized problem list, and development of long term and short term treatment goals. As the semester progresses, focus shifts to give the student a basic understanding of the skills required to fabricate fixed and removable appliances that are typically indicated for limited tooth movement and retention in interceptive orthodontics and adjunctive orthodontic treatment in a general practice setting. The role of the general dentist in the management of their patients' orthodontic needs will be delineated. Special emphasis will be placed on coordination of treatment between the specialist and general practitioner and maintenance of occlusion over the life span of the patient. The role of orthodontic treatment in a multidisciplinary approach will be discussed. Finally, new technology emerging on the horizon in clinical orthodontics will be explored. Lecture, 32 hours; laboratory, 3 hours; seminar, 4 hours.

Prerequisite(s): Students must have second year standing in the College of Dentistry and have passed CDS 812. Otherwise, special permission of the course director is required.

ORT 841 Clinical Orthodontics (1)

This clinical course requires the students to analyze and diagnose the present and developing occlusal disharmonies in their assigned patients and to provide therapy for those patients who need tooth movements judged to be within the scope of the general practice of dentistry. Clinic, 50 hours.

Prerequisite(s): ORT 822 and consent of course director.

ORT 850 Orthodontic Elective (Elective) (1-10)

Elective courses offered by the Department of Orthodontics provide opportunities for further

study of or experience in various aspects of orthodontics. Topics may include principles of comprehensive orthodontic treatment, types of orthodontic appliances, and methods of correcting facial skeletal problems. Hours variable, ranging from a minimum of 16 hours lecture/discussion to a maximum of 10 weeks clinical experience. May be repeated to a maximum of 10 credits.

Prerequisite(s): Minimum year in dental school and any course prerequisites will be announced for each topic.

OSG ORAL AND MAXILLOFACIAL SURGERY

OSG 820 Oral Surgery I (1)

This course is designed to introduce the student to principles of surgery and to prepare them for their clinical rotations. Emphasis is placed not only on the technical aspects of surgery, but also on the integration of basic sciences to form a scientific basis for the clinical practice of surgery.

OSG 830 Oral Surgery II (1)

This course is an overview of the specialty of oral surgery. The student is introduced to the surgical management of congenital and acquired abnormalities of the oral structures and associated parts. Management of odontogenic infection, cysts and tumors is presented, as well as the role of the dentist in the care of head and neck cancer patients. The diagnosis and management of facial fractures also are presented, particularly as they relate to the general practitioner. Lecture, 25 hours.

Prerequisite(s): OSG 820 or consent of course director.

OSG 831 Oral Surgery Rotation I (1)

This course teaches the management of the ambulatory oral surgical patient. It includes patient evaluation, control of pain and anxiety, performance of minor oral surgical procedures, treatment of acute and chronic oral infections and of complications associated with oral surgery, and the use of the problem-oriented record. Slide-text programs and reading assignments supplement the outpatient clinical experience. Clinic 48 hours.

Prerequisite(s): CDS 821 and OSG 820, or consent of course director.

OSG 841 Oral Surgery Rotation II (1)

In this course students learn the management of oral surgical patients in a hospital. It consists of a full-time rotation on the oral surgery hospital service, including standing in-hospital night call with the oral surgery house staff. Students assist in patient care and perform procedures such as exodontia and biopsy. Oral surgical management of comprehensive care patients in the outpatient clinic is also included.

Prerequisite(s): OSG 830 and OSG 831

OSG 850 Oral Surgery (Elective) (1-10)

Oral Surgery provide opportunities for further study of or experience in various aspects of oral surgery. Topics may include hospitalized and ambulatory patient management, emergency care, operating room experience, pain and anxiety control, and surgical technique. Hours variable, ranging from a minimum of 16 hours lecture/discussion to a maximum of 10 weeks clinical

experience. May be repeated to a maximum of 10 credits.

Prerequisite(s): Minimum year in dental school and any course prerequisites will be announced for each topic.

PDO PEDIATRIC DENTISTRY

PDO 822 Pediatric Dentistry I (2)

In this course in dentistry for children, emphasis will be placed on principles of oral surgical procedures, advanced restorative techniques, diagnosis and treatment of traumatic injuries, preventive dentistry and diagnosis and treatment of oral habits and cosmetic dentistry.

Lecture, 26 hours; laboratory, 6 hours.

Prerequisite(s): Second year standing in the College of Dentistry.

PDO 831 Clinical Pediatric Dentistry I (1)

An introductory clinical course instructing student dentists in oral health care for children. Lecture 4 hours; Clinic 16 hours; Lab 16 hours.

Prerequisite(s): PDO 822; **Co-Requisite(s):** PDO 834

PDO 834 Pediatric Dentistry II (2)

This course is designed to introduce basic modern concepts in dentistry for children. Emphasis is placed on principles of child behavior management and basic restorative dentistry techniques. Lecture: 32 hours

Prerequisite(s): PDO 822

PDO 841 Clinical Pediatric Dentistry II (2)

An advanced clinical course instructing student dentists in oral health care for children. This course will consist of a clinical rotation in pediatric dental offices. Students will shadow the attending specialist and assist with procedures once they and the attending faculty feel comfortable. Knowledge gained in Pediatric Dentistry I (PDO 822) and Pediatric Dentistry II (PDO 834) is applied in this portion of the course.

Prerequisite(s): PDO 822, PDO 834, and PDO 831

PDO 850 Pediatric Dentistry (Elective) (1-10)

Pediatric Dentistry provide opportunities for further study of or experience in various aspects of pediatric dentistry. Topics may include management of children with developmental/medical conditions in a hospital, dental treatment of handicapped children and of normal children and adolescents, and further discussion of treatment techniques. Hours variable, ranging from a minimum of 16 hours lecture/discussion to a maximum of 10 weeks clinical experience. May be repeated to a maximum of 10 credits.

Prerequisite(s): Minimum year in dental school and any course prerequisites will be announced for each topic.

PER PERIODONTICS

PER 810 Periodontics (3)

This course presents the components of periodontal diagnosis, treatment planning and therapy. Emphasis is on diagnosis, prognosis, treatment planning and non-surgical treatment of periodontally involved patient. Involves 34 lecture hours and 26 laboratory hours.

PER 821 Clinical Periodontics II (2)

This is a course designed to provide the student with clinical experience so that she/he can obtain a minimal competence in the applications of periodontal procedures. Therapeutic procedures involving initial periodontal therapy will be performed by each student.

Prerequisite(s): PER 810 or consent of course director.

PER 830 Periodontics III (2)

This is a surgically oriented course which presents information necessary for the diagnosis, treatment planning and treatment of surgical cases.

Prerequisite(s): PER 820 or consent of course director.

PER 831 Clinical Periodontics III (2)

This is a clinical course which offers the student the opportunity to treat patients with more advanced periodontal disease. Therapeutic procedures will be performed by each student as his patients' needs dictate. Clinic, 50 hours

Prerequisite(s): PER 821; **Co-requisite(s):** PER 830 or consent of instructor.

PER 841 Clinical Periodontics IV (4)

This clinical course is a continuation of PER 831. The student receives further instruction and experience in diagnosing, planning treatment and treating patients with periodontitis and mucogingival problems.

Prerequisite(s): PER 830 and PER 831, or consent of instructor.

PRO PROSTHODONTICS

PRO 820 Preclinical Complete Denture Prosthodontics (Lecture) (2)

This didactic course provides an introduction to basic concepts of diagnosis and treatment planning, placement and maintenance of complete dentures, as well as the related biological and mechanical factors that must be incorporated for living tissue to be compatible with complete dentures.

Prerequisite(s): Advancement to second year standing or consent of course director;

Corequisite(s): PRO 822

PRO 821 Clinical Complete Denture Prosthodontics (1)

The treatment of a patient with complete maxillary and mandibular denture needs is performed in the clinic by the student. The student will assist an upper level student in the examination of a

complete denture and a removable partial denture recall patient. Clinic, 52 hours

Prerequisite(s): PRO 820.

PRO 822 Preclinical Complete Denture Prosthodontics (Lab) (3)

This preclinical laboratory course provides an introduction to basic concepts of fabrication of complete dentures as well as the related biological and mechanical factors that must be incorporated for living tissue to be compatible with complete dentures.

Prerequisite(s): Advancement to second year standing or consent of course director;

Corequisite(s): PRO 820.

PRO 824 Removable Partial Dentures (2)

This course is designed to teach the student the basic principles and the practical procedures in providing a therapeutic and functional removable restoration. The course also presents the laws and effects of leverages as related to removable partial dentures as well as the considerations for support, occlusion, and health of all oral structures.

Prerequisite(s): PRO 820.

PRO 831 Clinical Removable Prosthodontics (2)

A patient with complete denture needs is treated by the student clinically in the course. The student may opt to treat a patient with immediate, intermediate or overdenture needs. He may initiate and/or complete the treatment of two patients with removable partial denture needs. The student may also treat an optional, additional patient in need of a complete or removable partial denture. The student will recall a minimum of two removable prosthodontic patients and perform any treatment necessary for these patients. Clinic, 110 hours.

Prerequisite(s): PRO 820, PRO 821, PRO 822, PRO 824 or consent of course director.

PRO 834 Preclinical Restorative Dentistry III (4)

This is a preclinical course with emphasis on dental hard tissue surgery and restorative procedures for anterior and posterior fixed prosthodontics. Contemporary principles of fixed prosthodontics, including the long term maintenance of dental health, are presented in lectures and applied in practice using manikins. Knowledge gained in previous restorative dentistry courses are applied to more extensive restorations. Lecture, 24 hours; laboratory, 84 hours.

Prerequisite(s): RSD 822, RSD 823, RSD 824, RSD 825 and RSD 826.

PRO 836 Advanced Fixed Prosthodontics and Treatment Planning (2)

This course is a lecture series concerning diagnosis and treatment planning for fixed prosthodontics care and the principles of providing that care. The relationship of tooth restoration and replacements to occlusion, periodontics, orthodontics and removable prosthodontics in both treatment planning and treatment is emphasized. Lecture, 30 hours

Prerequisite(s): PRO 824, PRO 834, CDS 835 and/or consent of course director.

PRO 841 Advanced Clinical Removable Prosthodontics (2)

This course covers basically the same area as PRO 831 with the exception that the student is to treat the

patient with complete denture needs with less supervision from the instructors. If not done previously, the student must initiate and complete the treatment of two patients with removable partial denture needs. The student will recall three removable prosthodontic patients and will perform any treatment necessary for these patients. Clinic 114 hours

Prerequisite(s): PRO 831.

RSD RESTORATIVE DENTISTRY

RSD 810 Foundations in Operative Dentistry I (3)

This lecture/preclinical course in operative dentistry is designed to provide a beginning student with basic knowledge and basic hand skills for operative dentistry involving tooth preparation and restorative techniques for direct restorative materials. This course is directed at preparing the student with knowledge and skills in the diagnosis and treatment of carious lesions necessary for patient care in operative dentistry.

Corequisite(s): RSD 811, RSD 812.

RSD 811 Principles of Dental Anatomy, Morphology & Occlusion (3)

This introductory lecture course is designed to provide the dental student with necessary knowledge of dental anatomy, dental morphology and basic dental occlusion for all succeeding courses in preclinical and clinical dentistry. This includes a detailed description and study of individual teeth, relationship of dentoform and function, mandibular movement and introduction to muscles of mastication. Lectures related to biomaterials are added as needed.

Prerequisite(s): Admission to the college or consent of the course director; **Corequisite(s):** RSD 812.

RSD 812 Principles of Dental Anatomy, Morphology & Occlusion Laboratory (3)

This introductory laboratory course is designed to provide the beginning dental student with skills manipulating wax to successfully replicate the dental anatomy of individual teeth as well as learning the relationships of form and function within the context of mandibular movement. These skills are learned by use of the dentoform as well as dental articulator. Laboratory experiences relating to dental biomaterials are introduced as needed.

Prerequisite(s): Admission to the college or consent of the course director; **Corequisite(s):** RSD 811.

RSD 813 Dental Cariology (1)

This course is designed to review the biological basis for the concepts and treatment procedures of dental caries as an infectious disease and will provide didactic foundational knowledge for the clinical management of dental caries.

RSD 814 Foundations in Operative Dentistry II (3)

This lecture/preclinical course in operative dentistry is a continuation of RSD 810 and is designed to provide students with additional knowledge and hand skills for operative dentistry. This course is designed to continue educating the student regarding the diagnosis and treatment planning of oral health conditions. This course will teach the student additional tooth preparations and restorations and will expand upon

restorative material choices for operative dentistry. **Prerequisite(s):** RSD 810, RSD 811/812

RSD 821 Clinical Restorative Dentistry I (3)

This course emphasizes clinical application of the principles taught in preclinical courses.

Concepts of diagnostic and therapeutic procedures as well as preventive measures are applied in the clinic with emphasis on the demonstration of competency in rendering primary care type treatment procedures.

Prerequisite(s): RSD 814; Corequisite RSD 824.

RSD 822 Principles of Dental Occlusion and Articulation (3)

This course is directed toward the examination, diagnosis, treatment planning, and treatment of various occlusal problems. The student will learn the skills needed to analyze the dental occlusion of patients and to plan successful occlusal therapy including restorative procedures and fixed prosthodontic treatment. The course will concentrate on developing technical skills and learning assessment criteria related to mounted study casts, occlusal examination and analysis, selective occlusal adjustment, diagnostic pre-waxing and planning, and the fabrication of a muscle relaxation occlusal splint.

Prerequisite(s): CDS 815, RSD 812, or with approval of the course director.

RSD 823 Restorative Dentistry II (1)

This didactic course places an emphasis on the basic knowledge required for treatment planning, tooth preparation and the fabrication of indirect single unit dental restorations. This course also introduces and reinforces concepts in dental material sciences pertinent to the selection of an appropriate restorative material, and the correct handling of dental stones, dental investments, dental alloys and luting agents for dental restorations.

Prerequisite(s): RSD 810, RSD 812, RSD 814, or consent of instructor.

RSD 824 Preclinical Restorative Dentistry II (2)

This preclinical course places an emphasis on preparing teeth and fabricating provisional restorations to restore them to their biologically correct form and function. Tooth preparations and fabrication of provisional extra-coronal restorations are performed on dental manikins. This course also introduces the student dentist to the process of fabricating a final extra-coronal restoration from impression through cementation. The restorations emphasized in this course are single unit posterior crowns. The science of dental materials and the correct usage of dental investments, alloys, provisional materials and cements is emphasized. Previously gained knowledge in the areas of dental morphology and occlusion is applied in this course.

Prerequisite(s): RSD 812, RSD 814, or consent of instructor.

RSD 825 Restorative Dentistry III (1)

This course is a continuation of RSD 823 with emphasis on single tooth indirect intracoronal restorations and restorations of the endodontically treated tooth.

Prerequisite(s): RSD 823.

RSD 826 Preclinical Restorative Dentistry III (2)

This is a preclinical course with emphasis on dental hard tissue surgery and restorative

procedures for single tooth indirect restorations. Clinical simulation procedures are performed on manikins and extracted teeth.

Prerequisite(s): RSD 823, RSD 824; **Corequisite(s):** RSD 825.

RSD 831 Clinical Restorative Dentistry II (4)

A continuation of RSD 821 as well as some clinical application of principles taught in RSD 824. The emphasis continues to be on the delivery of primary care type treatment with increasing competency and proficiency. Some emphasis is directed toward elementary experiences in rehabilitative type treatment procedures and occlusal dysfunctions. Clinic, 120 hours

Prerequisite(s): RSD 821 and RSD 824; **Corequisite(s):** PRO 836 and PRO 834.

RSD 835 Advanced Esthetics in Restorative Dentistry (2)

This course is designed to introduce current concepts in esthetic restorative dentistry to undergraduate dental students in their third year. The techniques presented will build upon previously developed restorative didactic and clinical knowledge, but incorporate additional dental techniques and materials developed specifically for esthetic dentistry. Current dental materials being used by this discipline will be discussed as they apply to specific topics. Lecture 16 hours; laboratory, 27 hours.

Prerequisite(s): RSD 810, 812, 814, 816, 821, 822, 823/825 824, 826.

RSD 840 Restorative Dentistry Update (1)

Students are provided current information on advanced restorative dentistry clinical procedures and materials. Emphasis will be given to diagnosis, treatment planning and treatment of the complex restorative dentistry patient. The format of the course will be "clinical case presentation." Lecture, 20 hours

Prerequisite(s): PRO 836 and PRO 834.

RSD 841 Clinical Restorative Dentistry III (3)

As the final phase in the undergraduate clinical continuum, this course continues to emphasize primary care concepts and proficiency. In addition, more complicated rehabilitative type care and occlusal dysfunction problems are encountered by the student under faculty supervision.

Prerequisite(s): PRO 836, RSD 831 and PRO 834.

RSD 880 Compacted Gold Restorations (Elective) (1)

This course is designed to facilitate advanced comprehensive dental treatment on patients seeking complex esthetic and implant care in general practice. The use of a comprehensive analysis of a variety of problem based clinical situations are presented to encourage critical thinking in developing treatment plans and the predictability of treatment outcomes. Didactic exercises which aid in the development of clinical skills on patient data collection, treatment planning, and provisional restorations, and the most appropriate final prostheses will be discussed and researched. This course utilizes the "Problem Based Learning" concept developed by the Harvard School of Education.

Prerequisite: Completion of CDS 835 and PRO 834 or consent of course director.

RSD 883 Introduction to Sports Dentistry (Elective) (1)

Introduction to Sports Dentistry is an elective course designed to educate about the opportunities available to become involved with sports teams in your community. The course topics will include: Types of dental injuries related to athletics, prevention of injuries, role of team dentist, types of sports guards and methods of fabrication of sportsguards.

Prerequisite(s): 4th year dental student in good standing; consent of course director. Note: Scheduling of this course will be outside the regularly scheduled clinic/class time.

APPENDIX H:

Inclement Weather Emergency Closing Operation

| | |
|---|--------------------------|
| University of Kentucky College of Dentistry Policy and Procedure | Policy # CD09-010 |
| Title/Description: Plan B for Inclement Weather and Emergency Closing Operations | |
| Purpose: To establish a University of Kentucky College of Dentistry staffing plan for uninterrupted quality patient care during inclement weather and when emergency closing has been ordered by the University or other governing entity. | |

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[Table 1: Responsible Positions](#)

[Attachment A: Employee Designation for Plan B Staffing During Emergency University](#)

[Closings, Delays, Severe Weather or other Adverse External Conditions](#)

Policy

To ensure continuity of patient care, the UK College of Dentistry clinical operations shall remain open during University emergencies, notwithstanding any temporary suspension or alteration of normal operations of the University of Kentucky by the President pursuant to [Human Resources Policy and Procedure Number 71.0: University Emergencies](#) (HR Policy #71.0).

During such suspensions or alterations, College of Dentistry clinical operations shall continue under Plan B staffing.

Academic activities, such as classes and seminars, that are not related to clinical operations shall be canceled or delayed when the University of Kentucky orders cancellation or delay of classes.

Under no circumstances shall an employee be allowed to take temporary disability leave for time missed due to inclement weather or other external factors. If an employee reports illness as the factor for not reporting to work, a doctor's statement verifying illness may be required. If

an employee is already on Family Medical Leave or off work while under Worker's Care, the employee shall continue to be compensated per the terms of his or her current approved leave arrangement.

Definitions

University emergency means any University-declared suspension or alteration of normal operations under HR Policy 71.0.

Essential employee means one who has been designated as critical to the operation of a UK HealthCare unit, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the patients and/or physical plant. All UK College of Dentistry employees who deliver patient care, provide vital services or facilitate access to care are designated as essential employees; other UK College of Dentistry employees may be designated as essential employees on a situational basis, e.g., in the event of a weather emergency only, or in the event of a public health crisis. Designations may be changed at any time depending on need.

Non-essential employee means an employee who has not been designated as an essential employee.

Plan B means the UK College of Dentistry employee staffing plan in effect during a University emergency.

Procedure

Essential and Non-Essential Employees

Certain College of Dentistry employee positions are essential for delivery of care, vital services, and access. Employees in these positions shall be designated as *essential employees* unless specifically exempted. Other College of Dentistry employees may be designated as essential employees by their supervisors. Employees shall be notified of their employee status as essential or non-essential for Plan B staffing in writing at the time of hire (Attachment A), during annual performance evaluations, and when they change positions or work areas within the College of Dentistry. However, designations may be changed at any time depending on need.

Faculty who are scheduled to provide direct or indirect clinical services, or to supervise student dentists or Residents who are providing those services, shall be considered *essential*. Unless otherwise notified, they shall be considered *non-essential* during times for which they are not providing those clinical or supervisory services.

Employees, dental students, and Residents who are in a non-essential status shall be available on an on-call basis, unless otherwise advised or specifically exempted.

Essential and Non-Essential Dental Students and Residents

Certain College of Dentistry student and Resident positions are essential for delivery of care, vital services, and access. Dental students and Residents shall be considered *essential* when they are scheduled to provide direct or indirect patient care. During such situations, they shall report to the College of Dentistry or appropriate clinic unless otherwise advised.

Dental students and Residents shall be considered *non-essential* during times for which they are not providing clinical services, unless otherwise advised.

Operations at Off-Site Locations

In addition to its campus location, the College of Dentistry also provides care and services to off-site locations such as K-12 schools. School-based activities shall be canceled when the local school system has announced a closing or cancellation. If these employees, dental students, or Residents are deemed to be essential, they shall report to their campus home location at their normally scheduled start time and request instructions from their immediate supervisor, or instructor, regarding work assignments.

Off-site services provided at facilities not managed by the College of Dentistry shall follow the emergency closing instructions provided by the management of those facilities. If a University emergency has not been issued, staff at the off-site service location shall contact their next-level supervisor at the campus location for instructions. They may, at the discretion of their supervisor, report to the COD for an alternate work assignment.

Notification Process

The University of Kentucky has an emergency notification system, [UK Alert](#), to communicate official information during an emergency or crisis that disrupts normal operation of the campus or threatens the health or safety of members of the campus community.

All University of Kentucky students, staff, and faculty are automatically registered in UK Alert with their official university e-mail address. Students, staff, and faculty are encouraged to add other contact information such as mobile numbers and personal e-mails to their UK Alert accounts. UK Alert delivers messages to subscribers on a "best effort" basis to the devices registered by each user.

UK Alert is designed for use only when an incident disrupts normal campus operations or threatens the immediate health and safety of the campus community. As such, it is a personalized service designed to complement the other communication tools already used by the university to advise the campus community during other events, crises, or emergencies. Examples include broadcast emails to all official university e-mail addresses; [University of Kentucky website](#); Local news outlets; Insight Cable channels 16, 49, and 219; and fliers posted and distributed throughout campus.

Plan B Operations Schedule and Plan

During a Plan B event, the College of Dentistry will, to the extent of its ability, maintain essential services in the areas listed in Table 1: Responsible Positions, on page 5 of this policy. The Responsible Position holder, or designee, shall ensure that adequate personnel are available to provide continued essential services, to the extent possible.

Employee Compensation

UK College of Dentistry employees designated as essential employees shall report to work on their regular work schedule unless specifically directed by their department not to report, or if directed by civil, emergency, or medical authorities not to report for health & safety reasons.

Essential employees are responsible for monitoring weather conditions and for planning and securing transportation to and from work. Per [HR Policy 71: University Emergencies](#), essential employees required to work during a period when normal operations are suspended or altered shall:

Receive time off with pay on another scheduled workday within a specified period of six weeks or Receive pay for the period when normal operations are suspended.

Essential employees who do not report to work or report late shall not be paid for work missed and may be subject to corrective action, up to and including termination. Essential employees who are directed not to report to work by their department or by civil, emergency, or medical authorities shall be paid or not paid in accordance with flexible staffing models or department staffing plans, if applicable, or else as if they are non-essential employees under this policy.

During University emergencies:

Essential employees paid on an hourly basis who work on University owned or operated property shall be paid in accordance with section 2.b of HR Policy #71.0.

Non-essential employees should not report to work and shall be paid in accordance with section 1 of HR Policy #71.0 and as wage type “emergency closing.”

Essential employees who can perform their critical function(s) while working remotely away from University owned or operated property may fulfill their work requirements remotely when designated to do so by their supervisor and shall be paid in accordance with section 2.b of HR Policy #71.0.

College of Dentistry employees whose work assignment is outside Fayette County on the day of the University emergency shall contact their supervisor for instructions or rely upon their department or unit plans for operations during University emergencies and shall be paid in accordance with paragraphs 1, 2, and 3, above, as applicable.

In the event of a low census or low business volumes, managers shall use flexible staffing models or otherwise reduce essential employees working in accordance with departmentally developed staffing plans. Reduced working hours shall be paid or not paid in accordance with such flexible staffing models or department staffing plans.

Maintaining Essential Services

Following the procedures contained in this policy, each department or clinic shall prepare and keep on file in the department or clinic any special instructions for maintaining essential services.

To meet the needs for patient service and care, managers may:

Require essential employees to perform different duties outside their job description, but within their skills, abilities, and scope of practice; and

May request non-essential employees to report to work and perform duties outside their job description but within their skills, abilities, and scope of practice. Non-essential

employees who report to work at the specific request of their managers shall be paid as if they are essential employees.

If a University emergency extends beyond 24 hours, College of Dentistry administration, in conjunction with University officials, will announce extended plans and instructions.

Failure to Report

Employees who fail to comply with this policy may be subject to corrective action as described by [Human Resources Policy and Procedure Number 62.0: Corrective Action](#).

Dental students and Residents who fail to comply with this policy may be subject to academic consequences as indicated by specific course requirements.

| Effective Date: 7/2002 | Review/Revision Dates: 7/2009; 12/2011 |
|---|---|
| Approval by and date: | |
| Signature on File _____ Date _____ Name Sharon P. Turner, DDS, JD, Dean | |
| Area/Unit | Responsible Position |
| Academic and Student Affairs | Associate Dean for Academic Affairs |
| Administrative Affairs Clinical Support Services: Ceramic & Prosthodontics Laboratories Sterilization Stores | Associate Dean for Administration & Finance |
| Dean's Office | Dean |
| Center for Oral Health Research Mobile Outreach Programs | Associate Dean for Research |
| Clinical Affairs Faculty Patient Care Clinic Patient Intake & Records Predoctoral/Student Clinics Twilight Dental Clinics Urgent Care Clinic | Associate Dean for Clinical Affairs |
| Kentucky Clinic Kentucky Clinic South | Adult Dentistry Division Chief |
| Oral & Maxillofacial Surgery (OMFS) Program/Clinics | OMFS Division Chief |
| Oral & Maxillofacial Pathology Service | Oral Pathology Division Chief |
| Oral Radiology Service | Oral Diagnosis, Oral Medicine & Oral Radiology Division Chief |
| Orofacial Pain Program/Clinics | Orofacial Pain Division Chief |

| | |
|-----------------------------|------------------------------------|
| Orthodontic Program/Clinics | Orthodontics Division Chief |
| Pediatric Dentistry Program | Pediatric Dentistry Division Chief |
| Periodontology | Periodontology Division Chief |

Attachment A: Employee Designation for Plan B Staffing During Emergency University Closings, Delays, Severe Weather, or other Adverse External Conditions

I understand that as a UK College of Dentistry employee, to ensure continuity of patient care, the College of Dentistry remains open during University emergencies. I have received and reviewed the College of Dentistry policy CD09-010 regarding my obligations to report to work during a University emergency.

When the University of Kentucky declares an emergency thereby suspending or altering normal University operations, including closing, delaying opening, or closing early, I understand I am designated for Plan B staffing as marked below with these obligations and responsibilities:

- Essential Employee – My regular attendance at work is required when Plan B staffing is in effect. When the University announces an emergency with a suspension or alteration of normal operations, I am required to come to work at my normal scheduled start time. If I do not report to work or I am tardy, I may be subject to corrective action, up to and including termination.
- Essential Employee via Remote Access – When Plan B staffing is in effect or delay is declared, I may work remotely when authorized by my supervisor and shall be available for work via computer and phone throughout my normal working hours. If remote access is not available, I am required to come to work at my normal scheduled time. If I do not report to work either in person or via remote access or I am tardy, I may be subject to corrective action, up to and including termination.
- Non-Essential Employee –When Plan B staffing is in effect, I should not report to work unless I am specifically contacted and told to do so. When the University announces an emergency with a suspension or alteration of normal operations, I am required to report to work at the time the University establishes as the start time for normal operations. I am expected to leave work when the University closes early. I may be asked to maintain an on-call status unless specifically exempted.

I understand that this designation is subject to change and I may verify my designation at any time by submitting a request in writing to my supervisor.

Employee Signature

Date

Printed Name

Job Title

cc: HR File
Employee