



IU SCHOOL OF DENTISTRY DDS PROGRAM STUDENT HANDBOOK

Academic Year 2022 - 2023

Office of Education and Academic Affairs

1121 West Michigan Street, Room 105

Indianapolis, IN 46202

<https://www.dentistry.iu.edu/>

While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements in the handbook concerning rules, policies, fees, curricula, courses, or other matters. [Source: Academic Bulletin April 8, 2016]

Table of Contents

Office of Education and Academic Affairs	1
IUSD MISSION STATEMENT	1
IUSD VISION STATEMENT	1
IUSD GOALS AND PLAN	1
OVERVIEW	3
1. Equal Opportunity / Affirmative Action.....	3
2. Diversity, Equity and Inclusion	3
PURPOSE OF THE STUDENT HANDBOOK.....	4
ACCREDITATION GUIDELINES AND COMPLAINT POLICY.....	4
IUSD ORGANIZATIONAL CHART AND CONTACT INFORMATION.....	4
ADMISSION PRE-MATRICULATION REQUIREMENTS	4
ACADEMIC CURRICULUM	5
Doctor of Dental Surgery Program	5
Indiana University-International Dentist Program	5
ACADEMIC PERFORMANCE AND EVALUATION.....	5
Competencies	5
Assessments	6
Grades and Standardized Tests	7
Remediation	7
Dean’s List.....	7
Disagreement over Test Questions.....	7
Appealing Course or Semester Grades and Other Performance Evaluations (e.g., OSCE, Preclinical Practical)	8
Academic Progress and Good Standing	8
Student Promotions and Advancement in Good Standing.....	8
Academic Probation	9
Academic probation will occur in the event of one or more of the following circumstances	10
Academic probation may occur	10
Appealing Decisions of the Progress Committee for Dismissal	11
REQUIREMENTS FOR GRADUATION	11
Graduating with Academic Distinction.....	11
Fifth Year Dental Student Policy.....	11
National Board Dental Examinations	12
Transition from NBDE Part I and Part II to INBDE Policy.....	12

ATTENDANCE.....	13
Student Absence	13
Assessment Absence	13
Leave of Absence.....	14
Absence Due to Participation in Student and Service Organizations	14
Attendance and Religious Observances	14
Lecturer Absence Policy	14
Clinical Attendance.....	14
Withdrawals.....	14
Adverse Weather Closings	15
ACADEMIC POLICIES, PERSONAL CONDUCT AND PROFESSIONALISM.....	16
Academic Misconduct and Professional Behavior	16
Suspension or Dismissal for Academic Misconduct/Unprofessional Behavior.....	16
Cheating.....	16
Civility and Disorderly Conduct.....	17
Civility on Websites Maintained on University Servers	17
Clinic and Laboratory Policies	18
Dress Code	18
Equal Opportunity and Non-Discrimination/Sexual or Racial Harassment.....	18
Non-Retaliation and Whistleblower Policy.....	18
Patient Confidentiality.....	18
Plagiarism	19
Safety and Infection Control.....	19
Sexual Misconduct/Violence.....	19
Smoking, Drugs and Alcohol	19
Testing Policy	19
Threatening Behavior and Violence.....	20
Weapons Policy.....	20
FEES/TUITION/FINANCIAL AID	20
Tuition and Fees.....	20
Instruments	20
Financial Aid.....	20
Scholarships.....	21
Employment	21
Work Study.....	21

Student Teaching Appointments and Employment	21
HEALTH AND SAFETY	21
Campus Police and Safety Escort	21
Security Alert Notifications (IU Notify).....	22
Commitment to Student Welfare.....	22
Criminal Background Checks.....	22
Disabilities Accommodation Policy	22
Health Services for Students	23
Student Emergency Medical Care	23
Counseling and Psychological Services Center.....	23
Dental Care for IUSD Students and Family Members.....	23
COMPLIANCE: IMMUNIZATIONS, CREDENTIALS AND IU CREDENTIAL TRACKER (ICT)...	23
Immunizations	23
Credentials	24
IU Credential Tracker (ICT)	24
Wellness Services	25
INSURANCE.....	25
Health Insurance	25
Option 1	25
Option 2.....	25
Disability/Life Insurance.....	25
Malpractice Insurance	26
Malpractice Coverage for the Clinical Licensure Examination.....	26
STUDENT ORGANIZATIONS AND GOVERNANCE	26
Professional Organizations – ASDA/ADA/IDA.....	26
Student Organization Registration	26
Guest Speakers and Vendors.....	26
Student Group Announcements and Meeting Locations	27
Fundraising for Student Groups.....	27
IUPUI Graduate and Professional Student Government	27
IUSD Student Class Election Policy.....	27
IUSD Professional Conduct Committee (PCC)	28
Student Group Websites and Social Media Accounts	28
Student Travel.....	28
The American Dental Interfraternity Council	29

Dental Honor Society.....	29
STUDENT RECORDS	29
Student Name Change	29
STUDENT SUPPORT & SERVICES.....	30
Building Security.....	30
Campus Housing.....	30
Career Placement	30
Crimson Card	30
Dental Store Window and Fees	30
AxiUm - Patient Cases	30
Faculty Liaisons.....	31
IUPUI Student Advocacy and Support.....	32
IUSD Library and Services	32
Key Requests	32
Lockers and Mailboxes	32
Lost and Found	33
Maintenance: Facility or Dental Equipment.....	33
Parking	33
Preclinical Laboratory	33
University and Community Resources	34
TECHNOLOGY (Computers, Mobile Phones, Email and Websites).....	33
IT Services	33
Campus Technology Policies.....	33
Civility on Websites Maintained on University Servers.....	35
Copyrighted Materials/Reproducing Faculty Materials	35
Email Messaging	35
Frequently Used Links	35
Mobile Device Encryption	36
University Logo Use on Websites or Web Pages	36

Appendices Index

Click on the appendix titles below to view.

AY2020-2021 IUSD DDS PROGRAM STUDENT HANDBOOK

Appendix A Organizational Chart and Contact List

Appendix B Intentionally Blank

Appendix C Policy on Challenging Test Questions

Appendix D Student Progress Committee Guidelines, Student Appeals Processes Regarding Academic Performance

Appendix E Graduation Clearance Checklist

Appendix F Fifth Year Dental Student Policy

Appendix G Intentionally Blank

Appendix H Intentionally Blank

Appendix I Student Leave of Absence Request Form

Appendix J IUSD Code of Professional Conduct

Appendix K Dress Code Regulations

Appendix L Policy on Administering Examinations

Appendix M Disabilities Accommodation Procedure

Appendix N Technical Standards Accommodations Guidelines

Appendix O Student Access and Fees for Dental Care Policy

Appendix P Limited Financial Courtesy for Family Members of Full-time Students Policy

Appendix Q Student Travel Request Form

Appendix R Release of Student Information Matrix

Appendix S Frequently Used Links

Appendix T Fundraising Approval Form

Appendix U Guest Speaker/Vendor Approval Form

Appendix V IUSD Student Organization List

Appendix W Social Media Guidelines

Appendix X Name Change Notification

The IUSD Mission, Vision, Goals and Plan form the basis of the Indiana University School of Dentistry Strategic Plan 2025. These statements were vetted through various school committees consisting of faculty, staff, and students. The new mission, vision, goals and plans were approved by a consensus of the IUSD community in January 2021.

In the School of Dentistry's humanistic environment, students, staff, and faculty experience freedom from intimidation and judgment, close professional relationships, freedom to explore their environment, the opportunity to take appropriate risks within the environment, and the development of trusting and accepting relationships among members, regardless of institutional position or diversity of background.

IUSD VISION STATEMENT

Indiana University School of Dentistry will be a global leader, advancing oral health as an essential component of overall health, through excellence and innovation in education, patient care, research, and community engagement and service, in Indiana and around the world.

IUSD MISSION STATEMENT

The mission of the Indiana University School of Dentistry (IUSD) is to advance the oral and systemic health of the people of the State of Indiana and globally through excellence in teaching and learning, research and creative activities, patient care, civic engagement and service.

IUSD GOALS AND PLAN

Domain 1: Education

Create a positive, inclusive learning environment for faculty, staff and students at the School of Dentistry. This includes renovating and refreshing some of our spaces.

- **Priority 1.** Prepare for and execute a successful CODA site visit for all programs in 2021
- **Priority 2.** During the COVID-19 pandemic, temporarily adjust our educational model (didactic, preclinical and clinical curriculum) to allow students to progress in a timely manner through the curriculum while providing comprehensive patient care.
- **Priority 3.** Revise all summative competency assessments to ensure they follow best practices.
- **Priority 4.** Implement Student Dashboard to track student progress
- **Priority 5.** Implement an entrustable professional activities (EPA) framework for assessment of competency.
- **Priority 6.** Enhance sustainability and continuity of DDS program by identifying and/or recruiting backup for critical faculty roles.
- **Priority 7.** Enhance medicine-focused curriculum to expand application of biomedical sciences to patient care, incorporate skills needed within scope of general dentistry as Oral Physician

Domain 2: People

Nurture and increase the diversity of our faculty, staff and students, to training an oral healthcare workforce prepared to provide culturally competent care for our communities.

- **Priority 1.** Establish policies and infrastructure to support programs to advance diversity, equity and inclusion for students, faculty, staff, and patients at the School of Dentistry.
- **Priority 2.** Implement programs to educate and raise awareness among students, staff, and faculty about unconscious bias, microaggressions and bystander training to provide basic

tools for cultural competency.

- **Priority 3.** Regularly assess the climate of the learning environment for faculty, staff, and students at the School of Dentistry, using best practices to inform plans to advance Diversity, Equity and Inclusion.
- **Priority 4.** Establish programs and policies that advance the health and wellness of students, staff and faculty.
- **Priority 5.** Advance opportunities for faculty and staff professional development and success.

Domain 3: Patient Care

Create a patient-centered clinical education model, built upon the concepts of entrustment and interprofessional collaboration that is financially sustainable and generates resources that support our mission.

- **Priority 1.** Resume full clinical operations in IUSD to ensure continuity of comprehensive patient-centered care and “on time” academic progression of all students, during the pandemic.
- **Priority 2.** Develop Hospital Dentistry program to sustain capacity for dental care for patients with special needs and train future healthcare providers able to care for patients throughout the state.
- **Priority 3.** Recruit and retain more patients through a targeted marketing program, streamlined admissions and patient assignment process, and improved overall patient experience.
- **Priority 4.** Integrate new evidence-based dental technologies into the curriculum and clinics to enhance clinical education and patient care.
- **Priority 5.** Improve student experience of the clinical education programs through faculty development and support.
- **Priority 6.** Improve coordination of care for patients with interdisciplinary treatment plans and complex needs.

Domain 4: Research

Increase the quality and impact of our scholarship, through strategic recruitment and retention of the best investigators, building upon our strengths, and focusing on increasing federally funded projects.

- **Priority 1.** Complete the re-design of OHRI as a fully integrated sustainable research program and a research core within the Indiana University School of Dentistry.
- **Priority 2.** Sustain the number and/or dollar amount of, and develop strategies to increase, federally funded research grants.

Domain 5: Organization

Establish an infrastructure and environment that supports innovation and responsible growth, to advance the Vision of Indiana University School of Dentistry.

- **Priority 1.** Develop an IUSD business intelligence environment (BI) that provides robust data reporting and analysis capability related to all IUSD missions and business functions. The BI environment will produce timely, accurate, and meaningful management information to support IUSD leadership’s strategic and operational decision-making needs regarding financial, administrative, and other matters.
- **Priority 2.** Determine the optimal administrative organizational structures and processes to support the strategic priorities of the School and our tripartite mission of education, research, scholarship and patient care.

- **Priority 3.** Determine the optimal academic departmental organizational structure to support the strategic priorities of the School and our tripartite mission of education, research and scholarship, and patient care.
- **Priority 4.** Develop policies and procedures that support best practices across all domains.

Domain 6: Community and Global Engagement

Increase our impact throughout the state of Indiana, and globally, through excellence in community engagement and interprofessional collaboration that meets community needs and enhances our education, teaching and service missions.

- **Priority 1.** Increase the workforce capacity of Indiana to provide oral healthcare for diverse and vulnerable populations including patients with disabilities.
- **Priority 2.** Improve access to oral healthcare throughout the state of Indiana with special focus on dental HPSAs and rural communities.
- **Priority 3.** Develop globalization initiatives that increase our impact through education, research and service. To enhance the globalization of the IUSD community, primarily students and faculty, including an awareness of the internal and external political agendas; and where possible, generate additional revenue for the school.

DENTAL SCHOOL OVERVIEW

One of the oldest dental schools in the nation, IUSD is a member of the American Dental Education Association and is fully accredited by the Commission on Dental Accreditation of the American Dental Association. The only dental school in the state, IUSD was originally established as the Indiana Dental College in 1879 and acquired by Indiana University (IU) in 1925. The school is located on the campus of Indiana University–Purdue University Indianapolis (IUPUI), adjacent to the Indiana University Medical Center. With the opening of the James J. Fritts, DDS Clinical Care Center in 2018, IUSD facilities offer 145,000 gross square feet of classroom and clinical space. The great variety of cases treated provides each student with abundant opportunity to perfect techniques. The school also maintains dental clinics in Riley and University Hospitals on the Indiana University medical center campus and at several off-campus sites. Graduates with the IUSD Doctor of Dental Surgery (DDS) degree and Master of Science in Dentistry (MSD) degree work in dentistry across the U.S. and around the world. Students may also earn the PhD or the MS degree in dentistry and related science fields through IUSD graduate programs.

1. Equal Opportunity / Affirmative Action

Indiana University pledges to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women and veterans. An Office of Equal Opportunity on each campus monitors university policies and assists individuals who have questions or problems related to discrimination.

2. Diversity, Equity and Inclusion

The plans of the Indiana University School of Dentistry includes strategies to improve the

diversity of the oral health care workforce as reflected in the IUSD Mission, Goals, and Strategic Plan 2025. The school works to expand the pipeline of qualified underrepresented applicants and increase awareness of educational opportunities in all areas of oral health for students, faculty, and staff. Additionally, the school provides structured mentoring, academic enrichment, and experiential programs for students. The programs are designed through relationships with funding agencies, educational institutions, and other health professional organizations. The goal at IUSD is to establish a humanistic and culturally competent environment where differences such as race, ethnicity, gender, age, sexual orientation, and physical disabilities are accepted and valued.

PURPOSE OF THE STUDENT HANDBOOK

This handbook is a guide to the academic program requirements for obtaining the Doctor of Dental Surgery (DDS) degree. It is also used to convey information related to financial aid, student activities, and student services. It should not be construed as a policy manual. The Clinic Manual, Infection Control Manual, and the IUSD Code of Professional Conduct as well as the applicable policies and procedures of IU and IUSD are the sources for the official guidelines, procedures, and standards of the school. It is the responsibility of each student to become familiar with the content of these materials. While every effort is made to provide accurate and current information, IUSD and IU reserve the right to change without notice guidelines, policies, procedures, programs, and other matters when circumstances dictate.

ACCREDITATION GUIDELINES AND COMPLAINT POLICY

Educational programs at IUSD are fully accredited by the Commission on Dental Accreditation (CODA). It is the policy of this institution and CODA that all students should have an opportunity to file complaints with the Commission. A complaint is defined by the Commission on Dental Accreditation as an entity alleging that a commission-accredited educational program, a program which has an application for initial accreditation pending, or the institution may not be in substantial compliance with Commission standards or required accreditation procedures. 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 appeals for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.

A copy of the appropriate 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 calling 1- 800-621-8099 extension 4653.

IUSD ORGANIZATIONAL CHART AND CONTACT INFORMATION

An IUSD organizational chart and contact information of IUSD personnel to assist students can be found in **Appendix A**.

ADMISSION PRE-MATRICULATION REQUIREMENTS

Applicants to the DDS Program are admitted to IUSD on a provisional basis. The student is responsible for completing certain documents and actions required as a condition of admission to the program. Submissions of final official transcripts, criminal background check,

acknowledgement, or procurement of health insurance and verification of specific immunizations are among the requirements for admission. The provisional admission of the student will be rescinded for failure to complete any of these requirements. Students are also required to become familiar with the mobile device policy and laptop security program.

ACADEMIC CURRICULUM

Doctor of Dental Surgery Program

While every effort is made to provide accurate and current information about the IUSD degree and certificate programs, IUSD reserves the right to change without notice statements concerning rules, guidelines, policies, fees, curriculum, courses, or other matters. IUSD has a curriculum management program (CMP) which conducts ongoing evaluation of the curriculum. The Office of Education and Academic Affairs publishes new information as needed.

Indiana University-International Dentist Program

The Indiana University-International Dentist Program (IU-IDP) offers qualified graduates of international dental programs the opportunity to earn a DDS degree from IUSD. The IU-IDP is a unique program with one separate, flat-rate tuition that is charged regardless of Indiana residency status. *[Approved by the IU Board of Trustees, 6-7-17]*. Applications are submitted through the Centralized Application for Advanced Placement for International Dentists (CAAPID), the centralized application service managed by the American Dental Education Association (ADEA). Application requirements include passing Parts I and II of the National Board Dental Examination prior to submission of the CAAPID application. Applicants selected for interviews must also complete and pass a bench test for further admissions consideration.

The program is a minimum of 30 months. Accepted IU-IDP students matriculate in January of each year into the D2 class with advanced academic standing. [Source: OAP 1/1/1]

ACADEMIC PERFORMANCE AND EVALUATION

Competencies

The IUSD curriculum is designed to ensure that upon graduation a student is competent to begin the independent, unsupervised practice of general dentistry. Dental education is competency based. Competency includes complex behaviors or abilities that include knowledge, experience, critical thinking and problem-solving skills, professionalism, ethical values, and technical and procedural skills. IUSD has established 20 Institutional Competencies detailed in the chart below that are used to measure student development of competence across the program.

IUSD Institutional Competencies for the Dental Graduate	
1.	Graduates must be competent in patient assessment, diagnosis, and referral.
2.	Graduates must be competent in treatment planning.
3.	Graduates must be competent to communicate and collaborate with individuals and groups to prevent oral disease and promote oral and general health in the community.
4.	Graduates must be competent in control of pain and anxiety, clinical pharmacology, and management of related problems, including prescribing practices and substance use disorders.

5.	Graduates must be competent in the prevention and management of dental and medical emergencies.
6.	Graduates must be competent in detection, diagnosis, risk assessment, prevention, and management of dental caries.
7.	Graduates must be competent in the diagnosis and restoration of defective teeth to form, function, and esthetics.
8.	Graduates must be competent in the replacement of teeth including fixed, removable and dental implant prosthodontic therapies.
9.	Graduates must be competent in the diagnosis and management of periodontal disorders.
10.	Graduates must be competent in the prevention, diagnosis and management of pulpal and periradicular diseases.
11.	Graduates must be competent in the diagnosis and management of oral mucosal and osseous disorders.
12.	Graduates must be competent to collect and assess diagnostic information to plan for and perform uncomplicated oral surgical procedures.
13.	Graduates must be competent to recognize and diagnose malocclusion and space management needs.
14.	Graduates must be competent in discerning and managing ethical issues and problems in dental practice.
15.	Graduates must be competent in the understanding and application of the appropriate codes, rules, laws and regulations that govern dental practice.
16.	Graduates must be competent in behavioral patient management and interpersonal skills.
17.	Graduates must be competent in understanding the fundamental elements of managing a dental practice.
18.	Graduates must be competent in performing and supervising infection control procedures to prevent transmission of infectious diseases to patients, the dentist, the staff and dental laboratory technicians.
19.	Graduates must be competent in providing evidence-based patient care in which they access, critically evaluate, and communicate scientific and lay literature, incorporating efficacious procedures with consideration of patient needs and preferences.
20.	Graduates must have the ability to recognize the role of lifelong learning and self-assessment to maintain competency.

[Approved by the IUSD Curriculum Committee on 6/4/99; by the IUSD Faculty Council on 6/18/99; amended 6/29/01; amended 6/11/03; amended 5/12/06; amended 6/25/12; amended 10/5/17.]

For additional information on the competencies for the dental graduate, see the Indiana University School of Dentistry Clinical Competency Manual

Assessments

IUSD uses various forms of assessments to measure student attainment of the institutional competencies. Students are directed to the Institutional Competency Manual for details.

Grades and Standardized Tests

Student grades in each course will be determined by the combined results of examinations, achievement in the laboratory and/or clinics, and other forms of assessment as specified in course syllabi.

The recommended grading scale for the didactic portion of the DDS Program is:

Graded Courses

Grade Range (%)	Grade Designation
93 – 100	A
90 – 92.9	A-
87 – 89.9	B+
83 – 86.9	B
80 – 82.9	B-
77 – 79.9	C+
73 – 76.9	C
70 – 72.9	C- (lowest passing grade for credit)
65 – 69.9	D (failure, eligible for remediation; upon successful remediation changed to C-)
<65	F

Satisfactory/Fail Courses

Grade Range (%)	Grade Designation
70 – 100	S
<65%	F (not eligible for remediation)

Other Designations

Description	Grade Designation
Incomplete	I
Deferred grade	R (eligible clinical courses only)
Withdrawn	W

Students with outstanding coursework in didactic courses which results in a course grade of incomplete “I” must complete the required coursework within a period of no later than 8 weeks from the end of the term in which the course was taken, or no later than 8 weeks following the return of student from a LOA. Course directors may assign a shorter time frame in their syllabus by which an “I” is completed. When the deadline is reached, a final course grade will be assigned. If coursework remains incomplete after the deadline is passed, the student’s “I” grade may be changed to an “F”.

All grades earned for all dental courses on a student record shall be used in computing the cumulative grade point average. IUSD does not accept the University’s FX option for grades earned in the DDS Program.

A student may qualify for remediation or be placed on academic probation based on the specific details outlined below.

If a student is required to repeat a course because of a failing grade, the student must re-enroll in the course at the next time it is offered and pay applicable tuition and fees.

Grades and Standardized Tests

Remediation

The remediation program involves the identification of students having difficulties with academic performance. Based on the specific problem(s), adjustments are attempted on an individual basis. A student may qualify for remediation if his/her performance is graded at the 65 – 69.9% level. This grade level is considered a failing grade. An opportunity is given for the student to bring his/her performance level into the satisfactory range (maximum level achievable through remediation is 70%).

A grade of “D” will be reported at the end of the term to indicate the student has failed the course and is eligible for remediation. At the conclusion of the remediation and reassessment of the student, the “D” must be changed by the course director to either a C- (lowest passing grade) or F (failing grade).

The course director will determine what type of remediation will take place. Students are allowed a limited number of course remediations across the program. They earn probationary status for each course remediation earned. Performance at a level below 65% constitutes a failing grade without the chance of remediation.

Dean's List

At the end of each fall and spring term, that term's GPA is used to identify students eligible to receive Dean's List recognition. Students ranking in the top 10% of each class receive this recognition. The Dean's List for DDS and IDP are determined separately. Students with incomplete grades in the designated term or with active professional conduct issues are not eligible for the Dean's List.

Disagreement over Test Questions

Disagreement over test questions must be submitted initially to the elected class representative(s) of the Testing Committee. See **Appendix C**.

Appealing Course or Semester Grades and Other Performance Evaluations (e.g., OSCE, Preclinical Practical)

If a student has a disagreement concerning a grade or evaluation other than a test question(s), the student must discuss the disagreement initially with the faculty member.

If the student desires to challenge a faculty decision with respect to a course grade, the student should contact the Senior Associate Dean for Education and Academic Affairs within ten (10) business days of receipt of the contested course grade. The Senior Associate Dean for Education and Academic Affairs will assign the challenge to the Assistant Dean for Curriculum Development and Assessment, who will review the students' concerns, and, if appropriate, may contact the course director and/or faculty member involved to mediate. The Assistant Dean reviewing the challenge will not make any grade change.

If the student and faculty member involved are unable to reach a mutually agreeable solution, the student may submit a written appeal to the Director of Student Services, who will refer the matter to the IUSD Faculty Council's Progress Committee. The IUSD Progress Committee will review the complaint and submit a recommendation to the Senior Associate Dean for Education and Academic Affairs within thirty (30) calendar days of the Progress Committee's receipt of the appeals document. The Senior Associate Dean for Education and Academic Affairs will then notify the parties involved of the decision.

Academic Progress and Good Standing

The IUSD Progress Committee is charged with monitoring the progress of dental students through the entire pre-doctoral curriculum. The IUSD Progress Committee shall review student progress through the pre-doctoral curriculum and make decisions concerning the promotion of dental students at the end of each semester (and other times as needed). All Progress Committee decisions will be forwarded to the Faculty Council Executive Committee. The Executive Committee will share the decision with the Dean of the IU School of Dentistry, who will review the decisions. Concerns raised by the Dean shall require further discussion between the Progress Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. If the Dean and the Progress Committee are unable to reach a consensus, the matter shall be brought before the Faculty Council, as a whole, for resolution. Final decisions will be reported to the Faculty Council. Final decisions will be jointly implemented by the Dean and the Dental Progress Committee Chair.

[Source: IUSD Constitution and Bylaws, January 2015]

Student Promotions and Advancement in Good Standing

To be promoted to the next semester in good standing, the student must pass all semester courses. To be in good standing, a student must have:

1. A passing grade for each course in which the student was enrolled, with a minimum cumulative 2.0 grade point average (GPA) and a semester GPA of 2.0.
2. Acceptable ethical and professional behavior.
3. No current probation for any reason.

Regularly enrolled D2 dental students must have at least a 2.0 cumulative GPA and have passed or successfully remediated all D2 courses.

Academic Probation

Academic probation will occur in the event of one or more of the following circumstances:

1. A semester or cumulative GPA below 2.0
2. Remediation in a course or courses

3. Failure in a single course in a semester
4. Unacceptable clinical progress (including low clinic point accumulation)
5. Unacceptable clinical participation (less than required clinic attendance)
6. Re-enrollment following a period of suspension
7. Professional conduct violation that results in a sanction

All earned probations shall remain a part of the student's permanent academic history while enrolled at IUSD and may be used in consideration of dental student eligibility for continued enrollment. In some cases, probations may be directed to become a part of the student's permanent academic record that will remain beyond graduation.

Academic probation may occur in the event of:

An incomplete ("I") grade in any course due to inappropriate student action or inaction.

[Amended by IUSD Faculty Council 10/5/17.]

Additional Study: If a student fails a course and is retained in the program, the student must repeat the failed course. Because of the integrated nature of the curriculum, failure in a course or module usually results in suspension. The Progress Committee may decide that a student be required to repeat a full semester or academic year in order to retake the failed course.

Failure to Demonstrate Professional Development: Multiple incidents of academic misconduct and/or unprofessional behavior will constitute a pattern of unprofessionalism and indicate a student's failure to demonstrate professional growth and could be grounds for suspension or dismissal from school. When deciding whether to promote or graduate a student with a history of unprofessionalism, the Progress Committee must discuss the student's professional growth. The Progress Committee can make a recommendation for suspension from school, suspension in progress, or dismissal based upon a student's failure to demonstrate professional growth as documented by cases brought to the professional conduct system and/or multiple low clinical grades in professionalism.

Academic Dismissal: Academic dismissal is a function of the IUSD Progress Committee and/or IUSD Faculty Council's Professional Conduct Committee, in consultation with the Dean. Subject to their availability, students will be invited to appear before the Progress Committee to respond to circumstances that might result in a motion for their dismissal from school.

Academic dismissal may be recommended by the Progress Committee and/or Professional Conduct Committee for the following reasons (although not limited to):

- Failure to comply with the policy on attendance
- Remediating more than 3 courses in the D1-D3 years
- Remediating more than 2 courses in a single academic year
- Multiple failures in courses, modules and/or on comprehensive semester examinations
- Repeated instances of earning a semester grade point average below 2.0
- Cumulative grade point average below 2.00 following completion of all first and second years' regularly scheduled coursework
- Lack of acceptable progress, in the judgment of the faculty, toward the requirements for

- the degree
- Not completing the DDS program in 6 years (barring extenuating circumstances as determined by the faculty)
- Failure to demonstrate professional growth
- Unacceptable ethical or professional behavior

Appealing Decisions of the Progress Committee for Dismissal

A student has the right to appeal decisions for additional study, suspension, or dismissal issued by the Progress Committee. The general provisions for appeals involving academic performance are outlined in **Appendix D**. (The IUSD Appeals Form is located in **Appendix J**.) During any period of appeal for suspension or dismissal, the student can continue in didactic courses but will be suspended from clinical procedures unless there is evidence that to suspend the student would put patients at risk. The decision to allow a suspended student to continue treating patients in any IUSD clinic or IUSD-affiliated clinic rests solely with the Dean of the IU School of Dentistry and the Associate Dean for Clinical Affairs. The Dean may suspend a student completely from the program during the period of appeal if there is evidence that having the student continue in the program would place the IU School of Dentistry, its patients or its personnel in jeopardy. Under this document, authority has been given to specified IU School of Dentistry officials. This authority may be exercised by any person occupying the office designated, or in his/her absence, by that person's designee.

REQUIREMENTS FOR GRADUATION

The DDS degree is conferred by IU to those who have successfully completed and complied with the following requirements:

- Attendance for eight (8) required semesters and any required summer semesters (or the equivalent) of the curriculum at IUSD
- For IU-IDP students, attendance for a minimum of five (5) required semesters and any required summer semesters (or the equivalent) of the curriculum at IUSD
- Completion of all course work and examinations with at least a 2.0 cumulative grade point average
- Completion of all competency examination/exercises
- Payment in full of all fees due to the University
- Ethics and behavior consistent with acceptable professional standards
- Completion of the IUSD Clearance Checklist (**Appendix E**)

Graduating with Academic Distinction

To graduate with academic distinction, DDS candidates must rank within the highest 10% of the graduating class; have completed a minimum of 60 credit hours at IUSD; have no incomplete grades; and meet the cumulative GPA requirements outlined below.

Criteria for Academic Honors	
Honors	Required Cumulative GPA
Distinction	3.700 – 3.799
High Distinction	3.800 – 3.899
Highest Distinction	3.900 and above

[Source: OAP 5/12/15]

Fifth Year Dental Student Policy

Students who have not completed graduation requirements by the end of the summer term following their last scheduled semester will be evaluated under the provisions of the Fifth Year

Dental Student Policy (**Appendix F**).

National Board Dental Examinations

Although IUSD Faculty Council delinked progress through the curriculum and/or awarding of the DDS degree to completion of the NBDE/INBDE (approved by IUSD April 7, 2020), all DDS students enrolled at IUSD are strongly encouraged to complete the National Board Dental Examinations.

Students will be certified by the Office of Education and Academic Affairs to take the National Board Dental Examinations only if all courses pertaining to those examinations have been passed. In general, this means students must have passed all D1 and summer/fall D2 courses to take NBDE1, and all D1-D3 courses to take NBDE2 and the INDBE.

Because these examinations are in the process of transitioning from two exams to one exam, the IUSD Faculty Council approved the following Transition Policy (4/9/19):

Transition from NBDE Part I and Part II to INBDE Policy

IUSD Class of 2021

- Students in the IUSD Class of 2021 will be certified to take the NBDE Part I and NBDE Part II
- Students in the IUSD Class of 2021 who have not passed the NBDE Part I by July 31, 2020 or the NBDE Part II by July 31, 2022, and who have not had five failed attempts of either exam, will be considered by the DDS Progress Committee for eligibility to sit for the INBDE.

IUSD Class of 2022

- Students in the IUSD Class of 2022 will be certified to take the NBDE Part I and NBDE Part II. Students in the IUSD Class of 2022 who have not passed the NBDE Part I by July 31, 2020 or the NBDE Part II by July 31, 2022, and who have not had 5 failed attempts of either exam, will be considered by the DDS Progress Committee for eligibility to sit for the INBDE.

IUSD Class of 2023 and subsequent cohorts:

- Students in the IUSD Class of 2023 and all subsequent cohorts will be certified to take the INBDE.

ATTENDANCE

As a professional program, attendance at all didactic, preclinical, and clinical sessions is required. As future dental professionals, students are also expected to be punctual for classes and clinical activities.

The specific DDS attendance policy for individual courses is left to the discretion of the course directors. The syllabus must clearly state the attendance policy for each course.

Student Absence

It is understood that students must occasionally be absent from class or clinic for unavoidable personal reasons. Students are expected to email their course directors, clinic director, and clinical rotation coordinators as early as possible to report an absence.

The Office of Student Affairs and Admissions is not responsible for notifying course directors, nor determining whether an absence is excused, except for missed assessments. It is the responsibility of the student to coordinate missed assignments or makeup quizzes with course directors and other involved faculty in a timely fashion. A student who is absent and fails to communicate with course directors in a timely manner regarding missed assignments is accountable for any negative outcomes based on the attendance policy of the course director. It is recommended that the decision to excuse a student's absence result from a conversation between the involved faculty and student. Faculty are not permitted to require written or specific information in order to excuse a student's absence for medical/psychological reasons. Requiring a student to share private information of this type is inconsistent with patient confidentiality and runs counter to educating our students in the wise use of healthcare resources.

Assessment Absence

Except for extenuating circumstances, students are prohibited from missing any type of assessment (e.g., midterm/final exam, OSCEs, final pre-clinical lab competency), unless excused by the Office of Student Affairs and Admission. Students who are or will be absent for an assessment must notify the involved course director(s) in addition to the Office of Student Affairs and Admission, as soon as possible, and no later than 2 business days following the absence. If documentation is required, this must be submitted to the Office of Student Affairs and Admission within 5 business days following the absence. The Office of Student Affairs and Admission will review and confirm the nature of the absence. Once verified, the excused absence will be reported to the course directors by the Office of Student Affairs and Admission. Additional support will be provided as needed, the student will be required to abide by arrangements made for alternate assessment date(s), upon their return

Multiple assessment absences may negatively impact a student's progress through the curriculum. Students demonstrating multiple absences will be contacted by the Director of Student Services for follow-up and support, to address the issue.

Below is a list of acceptable and unacceptable reasons for missed assessment(s). This list is not exhaustive and each case will be considered by the Director of Student Services. *[Source: OAP 5/12/15]*

Acceptable Reasons for Assessment Absence	Unacceptable Reasons for Assessment Absence
Illness	Holiday Plans
Military Duty	Travel Arrangements
Jury Duty	Alarm Clock Malfunctions
Death in the immediate family	Wedding and Wedding Planning in most cases
Victim of recent serious crime	Sport and Leisure Activities
Quarantine	Vacations (including those pre-planned)

Leave of Absence

A student may request a leave of absence for a period of non-enrollment, which may or may not be approved by the Director of Student Services. See the Leave of Absence Form (in **Appendix I**.) Official documentation related to the leave may be required. Contingent upon approval, as well as the reason and the number of days missed, the Progress Committee will determine the plan regarding the student's re-entry into the curriculum upon their return, ensuring that any missed work, assessments, or scheduled rotations are accounted for.

Absence Due to Participation in Student and Service Organizations

Students who are in good standing are encouraged to participate in local, regional or national student organizations such as ASDA, ADEA, AADR, SPEA or in service-related activities for IUSD. However, students must recognize that their primary focus should be on academics, and therefore must weigh the impact of these absences on their learning. When travel is involved, students must first get approval from their course directors and then the Office of Education and Academic Affairs through submission of the required Student Travel Form (see the Student Travel section of this handbook and **Appendix Q**). Even though the student is approved to travel by the Office of Education and Academic Affairs, the course/clinic directors determine whether the absence is excused. It is the student's responsibility to reschedule any rotations, according to accepted clinic practices, or other prescribed academic obligations.

Attendance and Religious Observances

IU respects the right of all students to commemorate personal religious observance and will make reasonable accommodations, upon request, for such observances. Students seeking accommodation for religious observances must complete the Request for Course Accommodation Due to Religious Observance electronic form (<https://studentcentral.iupui.edu/calendars/holidays/course-accommodation-form.html>) and submit a printed copy of the form to the Office of Education and Academic Affairs (iusdoap@iu.edu) by the end of the second week of the semester. The Office of Education and Academic Affairs will send notification of the approval to faculty and clinical directors. It should be noted that while campus policy requires faculty to make reasonable accommodations for missed assignments or examinations for religious observances, **it is NOT campus policy for faculty to make accommodations when students wish to travel to share a holiday with family and/or friends.**

Lecturer Absence Policy

If a scheduled lecturer is not present within 5 minutes of the scheduled beginning of class, students should contact the department chair of the course for which the lecture is being provided. If the lecturer is not present within 15 minutes of the scheduled beginning of class and students have not been informed to remain, class is cancelled and students may leave. In this case, the class president or his/her designee should contact the Office of Education and Academic Affairs (317-278-1194 or 317-278- 0106). *[Approved by IUSD Faculty Council: 6/24/11]*

Clinical Attendance

Clinic attendance levels are monitored by the Office of Clinical Affairs.

Students falling below the required level of productivity and participation are subject to disciplinary action, up to and including dismissal.

When students are accused of or found to be in violation of the Clinical Manual, the Associate Dean for Clinical Affairs has the right to suspend students from all clinical activity pending final

results of the professional conduct and appeals processes. Given that violations of policies and procedures governing the clinics can impact patient health, impair student safety and impact school liability, clinical suspensions are not subject to appeal.

However, before the Associate Dean for Clinical Affairs can suspend students from all clinical activity, he/she or the Assistant Dean for Student Services must interview the student(s) to hear their explanation of the issue(s). In the event of a suspension from clinical activity, the IUSD Dean and the Senior Associate Dean for Academic Programs must be notified.

Withdrawals

Voluntary withdrawals from the DDS program may be arranged by contacting the Office of Education and Academic Affairs. In such instances, grades of “W” or “F,” depending upon student academic achievement at the time and date of request, will be entered in the official University record. The student may also forfeit part or all of the current term tuition depending on the timing of the withdrawal. The withdrawal refund schedule can be found on the IUPUI Bursar’s site: <https://studentcentral.iupui.edu/calendars/career-calendars.html>?

A student should consult with the Director of Student Services or the Senior Associate Dean for Education and Academic Affairs and is encouraged to use the services of the [IUPUI Student Advocate](#) if a withdrawal is under consideration. More detailed information on withdrawals can be found here: www.studentaffairs.iupui.edu/advocacy-resources/get-help/index.html.

Students withdrawing or who have been dismissed should immediately contact the Office of Student Affairs and Admissions upon notification of withdrawal or dismissal. The Office of Student Affairs and Admissions will manage separation procedures to ensure all appropriate items for the student are resolved (i.e., locker clearance, keys, Crimson Card access).

Adverse Weather Closings

If adverse weather conditions are severe, the IUPUI Chancellor may cancel classes and/or close the campus. If the IUPUI Campus is officially closed, then IUSD is closed. Additionally, if the IUPUI Campus is closed, the pre-doctoral students assigned to off-site clinics are excused from attendance at those clinics. If the IUPUI Campus is not closed, a program director of an off-site clinic has the authority to close their clinic based on adverse weather conditions. Exceptions to these closings would be rare and may only be issued by the IUSD Dean or his/her designee.

Closing the campus is distinct from the decision to cancel classes. Students are advised to listen carefully to the Indianapolis metropolitan media regarding cancellations and campus closings. Closings may be verified on the campus webpage at www.iupui.edu or by calling 317-278-1600.

IU has an emergency notification system ([IU-Notify](#)) that permits messages to be sent as voice or text messages to cell, home and office phones to university or non-university email accounts. To receive notification of class cancellations and campus closings via phone and email, students must update their contact information through [One.IU](#) at [Emergency Notification Settings](#).

ACADEMIC POLICIES, PERSONAL CONDUCT AND PROFESSIONALISM

Any individual who enrolls in IUSD voluntarily accepts the rules and regulations of IU, IUSD, affiliated hospitals, and agrees to abide by them. Students are subject to and should become familiar with the policies, rules, and regulations of IUSD, IUPUI, and IU. Students are instructed to familiarize themselves with IU, IUPUI and IUSD regulations concerning plagiarism, academic honesty, and the definitions of unacceptable behavior and cheating.

Academic Misconduct and Professional Behavior

The Indiana University School of Dentistry has adopted a Code of Professional Conduct (see **Appendix J**). Students should refer to the IUSD Code of Professional Conduct for student rights and responsibilities as well as [Part I of the IUPUI Code of Students Rights, Responsibilities, and Conduct](#). IUSD is exempt from Parts II, III, IV, and V of the IUPUI Code of Students Rights, Responsibilities, and Conduct in accordance with the All University Faculty Council action as well as the IU Board of Trustees action on May 4, 1990.

All students are expected to understand and abide by the IUSD Code of Professional Conduct at all times. Academic or professional misconduct of any sort will not be tolerated and will be dealt with as outlined in the IUSD Professional Code of Conduct located in **Appendix J**, along with the Professional Misconduct Reporting Form (PMRF) for alleged violations. The procedures for adjudicating an incident of misconduct are outlined in **Appendix J**, which includes a flow chart. A student has a right to appeal decisions for dismissal or suspension based on academic misconduct or unprofessional behavior as outlined in **Appendix J**. The IUSD Appeals Form is located at the end of **Appendix J**.

As stated in the IUSD Code of Professional Conduct, the Appeals Committee (AC) is charged with review of appeals of the Professional Conduct Committee (PCC) decisions to evaluate all professional/academic conduct incidents involving students and provides the faculty with the opportunity for peer review of reported incidents. Multiple incidents of academic misconduct and/or unprofessional behavior by a student may constitute a pattern of unprofessionalism and indicate student failure to demonstrate professional growth and therefore could be grounds for suspension or dismissal from school.

Suspension or Dismissal for Academic Misconduct/Unprofessional Behavior

In the event of suspension or dismissal, the student must see the Assistant Dean for Student Services for information regarding separation procedures. Additionally, the following consequences occur:

- Only students in good academic and professional conduct standing are eligible to graduate with honors or receive awards at the Honor Ceremony.
- Students suspended for any period of time from any IUSD activities will automatically be placed on probation once they have returned to school.

Cheating

Any form of cheating is incompatible with the moral conduct expected of members of the dental profession and will not be tolerated. Cheating is dishonesty of any kind with respect to examinations or any graded or assessed in-course assignment or activity, and includes acts such as seeking or accepting assistance on an exam, being in the unauthorized possession of examination materials, sharing exam information to assist another student, collaboration on individually graded assignments or projects, alteration of records or the creation of false

records, forging a signature or the unauthorized use of another person's electronic signature, and plagiarism. It is the responsibility of the student not only to abstain from cheating but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat.

Civility and Disorderly Conduct

Students are expected to conduct themselves in a courteous and civil manner in interactions with faculty, staff, fellow students, and patients. This requires each person to be courteous, tolerant, and respectful in all interactions with one another, including face-to-face interactions, e-mail, and telephone conversations. The use of language, tone, or gestures that are inappropriate or offensive is also unprofessional. These behaviors are not acceptable, and faculty and staff will address these problems as they arise either in class or on an individual basis. With respect to civility and social media, see guidelines found in **Appendix W**. *[Adopted from IUSM 6/16]*

Disorderly conduct that interferes with teaching, research, administration, or other University or University- authorized activity will not be tolerated and will be reported immediately to the Office of Education and Academic Affairs for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from IUSD.

Civility on Websites Maintained on University Servers: See the **Technology** section of this Handbook.

Clinic and Laboratory Policies

The IUSD Clinic Manual and Infection Control Manual should be consulted for the complete overview of clinical and laboratory policies and procedures. To access these manuals go to <https://indiana.sharepoint.com/sites/dentnet-IUSDDocs> and search under the IUSD Documents tab.

Dress Code

As a representative of IUSD, every student is responsible for creating a favorable impression to support a positive image to our patients, families, and guests. For examples of unacceptable and appropriate dress, please see **Appendix K**, Dress Code Regulations. Personal appearance should create a feeling of confidence and respect through grooming and attire that is tasteful, neat, clean, and of appropriate size and length. Students should dress and accessorize in a manner that projects a professional image.

All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Clothes and work shoes need to be clean, neat, and in good repair. Jewelry must not interfere with student and/or patient safety or student ability to perform their duties.

Required clinic attire is described in the IUSD Clinic Manual. Generally, scrubs are to be worn and covered by a disposable gown when in the clinical settings. Additionally, students are to adhere to the dress code policies at the affiliate sites to which they are assigned. For more information on the standards applicable in the clinical settings, please refer to the IUSD Clinic Manual.

Students who do not project a professional image will be directed to leave the premises to change their attire. Repeated violations of this policy will be addressed by the Clinic Director and other appropriate administration.

Equal Opportunity and Non-Discrimination/Sexual or Racial Harassment

IUPUI promotes and provides equal opportunity in education and training programs in accordance with our equal opportunity policies and other policies prohibiting sexual or racial harassment. (See the [University Policy against Sexual Harassment](#).) For additional information or to submit a complaint, contact the Office of Equal Opportunity – oeoiupui@iupui.edu; Lockefield Village Building, 980 Indiana Avenue, Room 4443; (317) 274-2306.

Non-Retaliation and Whistleblower Policy

It is University policy to protect a student of the University community who makes a good faith disclosure of suspected wrongful conduct. Students are encouraged to disclose violations of law and serious breaches of conduct covered by University policy:

<http://policies.iu.edu/policies/categories/administration-operations/whistleblower/whistleblower.shtml>. The policy protects students from retaliation by adverse academic or employment action taken within the University as a result of having in good faith disclosed wrongful conduct.

Patient Confidentiality

All dental school students must comply with the Health Insurance Portability and Accountability Act (HIPAA), other federal and state regulations dealing with privacy as well as the IUSD policies addressing patient confidentiality. Students must read, understand, and follow the IUSD policies regarding patient confidentiality. Students who violate these policies will be subject to

disciplinary action within IUSD and may also be liable for civil or criminal penalties under federal and state laws.

When working with patient information, it is important to secure patient information at all times -- whether it be written, electronic, or spoken. IUSD requires that the appropriate safeguards are always in use. IU and IUSD approve the use of Microsoft OneDrive Health Accounts to store patient information that is being used outside of the patient's designated chart for educational purposes while attending IUSD. See **Appendix Y** for the IUSD Microsoft OneDrive Health Account request form.

Plagiarism

Offering the work of someone else as one's own is plagiarism. Plagiarism is considered a form of academic misconduct. Materials taken from another source must be fully acknowledged and the author must be given proper credit. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of others including other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment is also considered plagiarism. The IU School of Education's "How to Recognize Plagiarism" is an online tutorial that can help a student properly acknowledge the contributions of others' works. This tutorial can be accessed at <http://www.indiana.edu/~istd/>.

Safety and Infection Control

Specific infection control procedures to prevent the spread of disease agents must be followed during patient appointments and when handling contaminated items. These procedures as well as related policies are found in the IUSD Infection Control Manual (ICM). Students are expected to read, understand, and follow all guidelines outlined in the ICM.

Sexual Misconduct/Violence

Sexual misconduct, which includes sexual assault and other forms of sexual violence, including dating violence, domestic violence, and stalking, is not tolerated on any campus of Indiana University. IU's "Stop Sexual Violence" website contains resources for those who have witnessed or experienced any form of sexual misconduct. In an emergency, call 9-1-1.

Smoking, Drugs and Alcohol

Tobacco use or sale, including, but not limited to smoking, is prohibited on the IUPUI campus. The IUPUI policy can be found at <https://policies.iu.edu/policies/ps-04-tobacco-free/index.html>. The unlawful manufacture, distribution, and dispensation, possession, or use of illicit drugs and alcohol, including controlled substances is prohibited on University property or in the course of a University activity. Failure to comply may result in possible penalties under federal and state law and is cause for discipline up to and including dismissal from school.

Testing Policy

IUSD has a policy requiring all students to sign the IUSD Code of Professional Conduct (also referred to as the IUSD Honor Code). Students are required to self-regulate testing environments by reporting any academic misconduct. All electronic devices must be silenced and stowed in a secure location (not on the student's person) during laboratory and written examinations except as otherwise permitted by the course faculty. The IUSD testing policy can be found in **Appendix L**.

Threatening Behavior and Violence

IU, IUPUI, and IUSD strive to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated. In case of an actual or imminent act or threat of violent behavior on the IUPUI campus, call 9-1-1 immediately when you notice an incident occurring, and the [IUPUI Police](#) at 317-274-2058. The Behavioral Consultation Team (BCT) provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff, or faculty. For details, please contact the BCT at their website <http://bct.iupui.edu>.

Weapons Policy

IU's Policy on Possession of Firearms and Weapons prohibits students from possession of firearms (regardless of any permit to carry) or other items deemed to be a dangerous article or substance while on University property as defined in the policy. Guns may not be kept in vehicles when visiting campus. The policy can be found at <https://policies.iu.edu/policies/ps-03-firearms-weapons/index.html>.

FEES/TUITION/FINANCIAL AID

Tuition and Fees

Enrollment in IUSD cannot be considered final until the student has been officially registered and paid the required tuition and fees by the deadlines established by the IUPUI Office of the Bursar. The IUPUI Office of the Bursar (<https://inbursar.iupui.edu/ofs/>) offers information regarding payment methods, billing deadlines, and payment procedures.

The Office of Education and Academic Affairs block enrolls students each semester. Enrollment cannot be finalized until all previously incurred fees have been paid and students are compliant with IUSD and IU policies regarding health insurance and immunizations. For more information on insurance and immunizations, see the Health and Safety section of this handbook.

The Board of Trustees of Indiana University has established a late enrollment fee for students whose registration and financial obligations are not complete by the scheduled date. The Office of the Bursar also assesses monthly late fees on overdue balances.

Students who are not officially enrolled may not attend classes, participate in laboratories, or treat patients.

Instruments

Students are required to make a substantial investment in instruments. All students are required to purchase the designated instruments as a complete set in its entirety. In addition to instruments purchased by students, a rental fee is charged for use of IUSD instruments in the laboratories and the clinics. The fee is payable each semester and is based on the cost to IUSD to provide this service. Instrument purchase and rental fees are divided between the fall and spring semester. **Students are responsible for the security of their instruments and equipment. Students should record their instrument serial numbers for future reference if they are misplaced.**

Financial Aid

Information on financial aid is sent to all incoming students upon their provisional acceptance to the DDS program. Current information can be found on the IUSD website:

<https://dentistry.iu.edu/admissions/cost-financial-aid/index.html>. A representative from the [IUPUI Office of Student Financial Services](#) meets with first-year dental students during orientation, is

routinely available for counseling appointments at IUSD, and is accessible through email at dentaid@iupui.edu. If it is necessary for a student to obtain a credit-based loan, students are encouraged to have their financial affairs in order before enrolling at IUSD.

Scholarships

IUSD awards donor-funded scholarships each fall semester; criteria vary contingent upon donor intent. Students must submit an application to the Office of Student Affairs and Admissions to be considered for these scholarships. The Office of Student Affairs and Admissions will notify students regarding scholarship application deadlines.

Employment

Students must recognize that the curriculum is extremely rigorous and employment for students is generally not encouraged. Students who seek employment must realize that employment will affect their available time for study. A student who chooses to work will not receive special consideration by the Progress Committee should he/she fail to meet minimum academic and/or professional standards.

Periodically, departments within IUSD or elsewhere on the Indianapolis campus have jobs available for which students may qualify. Employment is ordinarily arranged directly with the department chair and the employee is paid on an hourly basis. All students employed by IUSD are expected to abide by University and IUSD employment policies and procedures.

Work Study

The Federal Work-Study Program provides employment opportunities for students who demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA). Funding is limited and initial contact should be made through the Office of Student Financial Services (<https://studentcentral.iupui.edu/funding/index.html>).

Student Teaching Appointments and Employment

Students are occasionally invited to serve as teaching assistants in preclinical technique or basic science laboratories or dental auxiliary courses. Although this is a valuable and prestigious opportunity, it is also very time consuming. All students employed by IUSD are expected to abide by University and IUSD employment policies and procedures. DDS students must have a cumulative and most recent semester GPA of 2.8 or above, be in the upper 2/3 of their class in clinical progress and obtain the approval of the Senior Associate Dean for Academic Programs or Assistant Dean for Academic Programs for eligibility to serve as teaching assistants. Third- and fourth- year dental students must also obtain the approval of their comprehensive care clinic directors. The IUSD Human Resources Office will verify GPA and clinical rank before teaching appointments are approved. *[Source: OAP, OCA, and HR 5/12/15]*
[Reviewed 5/13/16]

HEALTH AND SAFETY

Campus Police and Safety Escort

IUSD is committed to maintaining a safe educational environment. The Campus Police contact number is (317) 274-7911. Personal safety escorts may be obtained to escort you anywhere on

campus 24/7. If you feel unsafe, call to request a Safewalk escort: (317) 274-7233 (SAFE) by calling the police/security agency for the property from which the escort is being requested:

Richard L. Roudebush VA Medical Center Police Department	(317) 988-2431 or (317) 988-2200
Eskenazi Hospital Security	(317) 880-7071
Indiana University Hospital Security	(317) 944-8000
Riley Hospital Security	(317) 944-8000
IUPUI buildings or parking lots	(317) 274-SAFE (7233)

Security Alert Notifications (IU Notify)

Register at [IU NOTIFY](#) in One.IU for notification about IU Indianapolis emergency alerts by phone, text, or email. A student may choose more than one campus if they want to receive other notifications.

Commitment to Student Welfare

The following was issued by Indiana University on April 11, 2014: To address the unacceptable incidence of sexual assault and similar crimes on college campuses, Indiana University is committed:

- To take vigorous steps to prevent sexual assault and similar crimes through education and training, including education on the effects of alcohol on the issue of consent;
- To help build in our community a robust culture that rejects such conduct and associated behaviors;
- To encourage bystanders to intervene to avoid a sexual assault from occurring or to report such crimes to University officials or local authorities, and to fully account for such reports under federal law;
- To support victims with full information about available resources, to assist victims in accessing resources, and at all times to exhibit personal care and concern to victims;
- To investigate thoroughly and objectively all reports of sexual assault and other crimes, and to cooperate fully with local law enforcement and prosecutors;
- To conduct University proceedings arising from sexual assault and other crimes with the highest degree of professionalism, assuring fairness and dignity to all participants.

Criminal Background Checks

All DDS students will interact with children in clinics and potentially during class projects, community outreach, and research projects. It is University policy that all students interacting with children have a criminal background check and sex offender registry check. IUSD implements this University policy by requiring a background check upon matriculation, which must be maintained throughout the student's dental education. The details of the administration of the background checks and monitoring of the policy are subject to change. For more information: <https://protect.iu.edu/police-safety/policies/programs-children/background-checks.html>.

Disabilities Accommodation Policy

Indiana University policy prohibits discrimination in educational programs against qualified individuals with disabilities subject to DDS students meeting the Technical Standards for Admission and Retention. See **Appendix M** to this Handbook regarding procedures and documentation requirements. For additional information, students should consult the Adaptive Educational Services website at <http://aes.iupui.edu/>.

Health Services for Students

IUPUI Campus Health Services, located in Coleman Hall, Room CF 100, and Campus Center CE 213, offers limited health services for all full-time students at IUPUI and is open Monday through Friday. Immunizations are provided on a fee-for-service basis. When using IUPUI Campus Health Services, those students not on the IUSD school-sponsored or University-approved alternative health insurance plan (see section on Health Insurance in this handbook) must pay prior to being treated and submit the documentation to their insurance companies for reimbursement. Students should contact their health insurance carrier provider prior to treatment. Clinic hours, available services, and other information are available at <https://studentaffairs.iupui.edu/health/medical/index.html>.

Student Emergency Medical Care

Emergency medical attention is available at Eskenazi Hospital (the Main Campus address is 720 Eskenazi Ave; (317) 880-0000). Limited and emergency outpatient care is available from IUPUI Campus Health Services for students who are injured during their educational activities. More information is available at <https://studentaffairs.iupui.edu/health/medical/index.html>.

Counseling and Psychological Services Center

The IUPUI Counseling and Psychological Service Center (CAPS) have professional staff available to provide individual or group counseling. CAPS provides direct professional psychological services, including crisis response, counseling, assessment, and referrals that are accessible to, and provide for, the general well-being of all IUPUI students. CAPS is located in Suite 220 in the Walker Plaza, 719 Indiana Avenue and can be contacted at (317) 274- 2548 or via capsindy@iupui.edu or their website at <https://studentaffairs.iupui.edu/health/counseling-psychological/index.html>.

In the event of a medical and/or mental health emergency, contact 911 or the following 24-hour crisis resources:

- Crisis and Suicide Hotline: (317) 251-7575
- Midtown Community Mental Health Center (317) 630-8485
- Aspire Indiana Behavioral Health System 24-Hour Crisis Line: (800) 560-4038
- National Helpline: 1-800-2
- Crisis Text Line: 741741

Dental Care for IUSD Students and Family Members

IUSD provides financial courtesy and discounts for specific services provided to full-time pre-doctoral students of IUSD as defined in IUSD policy. IUSD also extends a limited financial courtesy to family members of full-time students enrolled in the pre-doctoral program according to IUSD policy. Read the Student Access and Fees for Dental Care Policy in **Appendix N** and the Limited Financial Courtesy for Family Members of Full-time Students in **Appendix O**.

COMPLIANCE: IMMUNIZATIONS, CREDENTIALS AND IU CREDENTIAL TRACKER (ICT)

Immunizations

All entering dental students must provide proof of required immunizations and screenings to the IUPUI Registrar through One.IU and by going to Med+Proctor Immunization and IUPUI Campus Health. IUPUI Campus Health provides a schedule of the required immunizations and

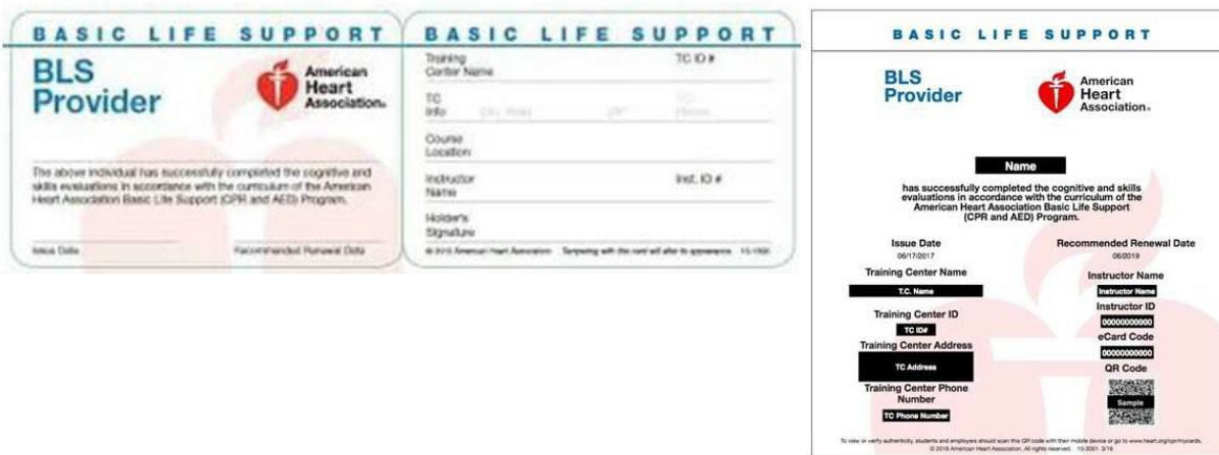
screenings during the matriculation intake process that includes tetanus, rubella, rubeola, mumps, tuberculosis, and hepatitis B. Proof of immunity to varicella and proof of TDaP vaccine are also required. Matriculating students are required to have a tuberculosis (TB) test. IUPUI Campus Health provides an update of compliance dates to IUSD for tracking purposes.

To help ensure the safety of all persons who operate within, or visit IUSD, an annual flu vaccine is required for all enrolled IUSD students. Compliance must be met by the annual deadline set by the institution. Religious exemptions are considered temporary, and will be considered on an individual basis, annually. Medical exemptions, temporary or permanent, will be granted for those who have an approved exemption through IUPUI Campus Health. Changes in vaccine technology may impact medical exemptions.

Students are required to coordinate compliance of their immunizations status, including exemption requests, with IUPUI Campus Health Services, Room CF 100 in Coleman Hall and CE 213 in the Campus Center. Suspension from didactic classes and/or clinical activities may occur if students are not 100% immunizations compliant.

Credentials

In order to be in credentials compliance, students must also complete Basic Life Support Certification (CPR), through the American Heart Association the BLS Provider Course card is the only one accepted at the hospitals and allows IUSD to rotate through their clinics (See samples below), annual Bloodborne Pathogens Training, and MyStudentBody Training.



IU Credential Tracker (ICT)

IU Credential Tracker (ICT) is a web-based digital tracking system used by IUSD to monitor and enforce compliance for credentials and immunizations requirements for all enrolled IUSD students, faculty, and staff. To access ICT, go to <https://indiana.sharepoint.com/sites/dentnet>, click on the ICT button. Log in requires University credentials.

Wellness Services

IUPUI offers a variety of wellness services to students, including health and wellness coaching, sexual health education, addiction recovery support and fitness activities:

<https://studentaffairs.iupui.edu/health/index.html>. Other wellness resources on campus include NIFS, the [IU Natatorium](#), and the [IUPUI Walking Trail](#).

IUSD provides a weekly mindful meditation session that utilizes mindful breathing and meditation techniques to reduce stress. The IUSD chapter of the American Student Dental Association (ASDA) leads Health and Wellness weeks throughout the academic year. For information regarding the wellness space for lactating parents, please contact the Office of Student Affairs & Admissions (iusdss@iu.edu) to obtain the room number and access information. Additional Wellness Rooms for Lactating Parents on the IUPUI campus can be found at <https://healthy.iu.edu/worklife/lactation-support/iupui-wellness-rooms.html>.

INSURANCE

Health Insurance

All students, without exception, are required to carry health insurance while enrolled at IUSD. Students will not be allowed to participate in any school activity without documentation of current adequate health insurance.

Option 1

Students will be enrolled automatically in the Professional Student Plan sponsored by Indiana University. Details of the benefits will be presented during orientation in the D1 year. Students will be billed for coverage by the IUPUI Office of the Bursar. Indiana University Human Resources/Benefits (IUHR/B) directs the automatic enrollment. All communications are conducted between the student and IUHR/B. Students should contact the Student Insurance Coordinator at studenthc@iu.edu with any questions.

Option 2

Students may be eligible or elect coverage under a plan other than the Professional Student Plan (for example, fellowship, scholarship, or grant, international or private insurance). If so, the student must submit a waiver form indicating nonparticipation in the Professional Student Plan no later than the waiver deadline. Students with questions about the waiver requirements should contact the Student Insurance Coordinator at studenthc@iu.edu.

For information about health insurance, please visit: <http://hr.iu.edu/benefits/students.html>.

[Reviewed and Modified 5/16/16]

Disability/Life Insurance

ADA-sponsored Student Disability and Life Insurance Plans are available for student ASDA members. To obtain benefits, students **MUST** opt into the plan. For more information, visit <https://www.insurance.ada.org/ada-insurance-plans/student-disability-insurance.aspx>, call 800-568-2001, or e-mail ada@greatwest.com.

Malpractice Insurance

All students registered with the University for the relevant term/semester are covered by dental school malpractice insurance while engaged in any required clinical coursework. Indiana University is insured by the Old Crescent Insurance Company, a single-parent captive insurance company of Indiana University. School of Dentistry students participate in the Indiana Patient Compensation Fund. School malpractice insurance coverage is limited to registered students enrolled in approved clinical coursework required for degree completion. Guest students from other dental schools pursuing one or more clinical rotations at Indiana University cannot be covered under Indiana University's malpractice insurance and must carry appropriate malpractice coverage through their home institution or through their own purchase. IUSD students who participate in an externship at an institution other than IUSD must obtain their own malpractice coverage for that activity.

Malpractice Coverage for the Clinical Licensure Examination

The Commission on Dental Competency Assessments (CDCA) has a blanket malpractice insurance policy that covers all dental candidates and their assistants for all ADEX Examinations. Therefore, candidates and/or their assistants are not required to obtain additional limited liability insurance. It is the responsibility of the student who elects to take other clinical licensure examinations to check with the testing agency requirements with regard to malpractice coverage. *[Reviewed and Modified by Clinical Affairs 4/18/19]*

STUDENT ORGANIZATIONS AND GOVERNANCE

Students are encouraged to participate in IUSD and IUPUI student organizations, which provide opportunities for professional and social exchange and development. Students in the lower third of their class in clinical achievement or who are not in good academic standing are not eligible to serve on an IUSD committee or represent IUSD at a local or national meeting.

Professional Organizations – ASDA/ADA/IDA

Upon enrollment into the DDS Program, students become members in the American Student Dental Association (ASDA), the American Dental Association (ADA), and the Indiana Dental Association (IDA). Professional journals published by the organizations are mailed to student members. Students are encouraged to participate in the activities of organized dentistry to promote their professional development. For more information about ASDA/ADA/IDA, visit www.asdanet.org, www.ada.org, and www.indental.org.

Student Organization Registration

All student organizations must be registered with IUPUI through The Spot (formerly known as The Den) which is the official IUPUI student organization management body. See **Appendix U** for a list of IUPUI-registered IUSD student organizations.

In addition, student organizations must abide by IU policies regarding student organizations: <https://policies.iu.edu/policies/stu-01-student-organizations/index.html>.

Guest Speakers and Vendors

The approval process for outside speaker and vendor requests, including room reservations, begins by submitting the event to IUPUI's The Spot for approval (e.g. Lunch and Learn, fundraising events). This process includes submitting the PowerPoint presentation to the Office of Student Affairs and Admissions for content approval. Guest speakers are expected to present for

educational purposes only and **not for personal or organizational gain**. [Source: OAP and IUSD Office of Continuing Education 5/15/15] Any event must follow IU policy and Indiana state law.

Student Group Announcements and Meeting Locations

Student groups that meet in the dental school (including after hours) must obtain approval from the Director of Student Services. Additionally, all room reservations for student events must be coordinated through the Office of Student Affairs and Admissions. Please email iusdoap@iu.edu to request more information about room reservations.

Posters, announcements, or flyers describing student group meetings or events must be approved by the Office of Education and Academic Affairs prior to posting. Posting of flyers is permitted in the Student Lounge only. In addition, students may coordinate digital advertisement of meetings or events with Dental Illustrations. More information on the policies for student organizations and activities can be found on the website for the IUPUI Division of Student Affairs at <https://policies.iu.edu/policies/stu-01-student-organizations/index.html>. [Source: OAP 5/12/15]

Fundraising for Student Groups

Student groups hold fundraisers to generate resources for class activities. All fundraising efforts must be approved prior to the fundraising event by the Director of Student Services (**Appendix T**). Any use of IU- or IUSD-copyrighted phrases or logos must receive approval from the Director of Public Relations and Marketing in the Office of Communications and Media Relations. Unlicensed vendors who sell merchandise with “Indiana University” or other copyrighted logos (“IU” for example) to student groups may be subject to prosecution by the University. In addition, University policy forbids the sale of food items that have not been prepared in a commercially licensed kitchen.

Classes or student groups that wish to engage entities external to IUSD (e.g., commercial dental labs, dental suppliers, individual or group private practitioners, professional organizations, etc.) for fundraising events must seek approval from the Office of Education and Academic Affairs.

IUPUI Graduate and Professional Student Government

The IUPUI Graduate and Professional Student Government (GPSG) is the governance body for graduate and professional students on campus. Each school has two representatives elected to the GPSG. IUSD elects one DDS and one post-doctoral student representative, one DDS and one post-doctoral student alternate. Each representative must attend two-thirds of the meetings in order for IUSD students to qualify for GPSG grant funds. [Source: Student Leadership 5/14/15]

IUSD Student Class Election Policy

Each class elects, at a minimum, the following: President, Vice President, Treasurer, Secretary, and Webmaster. Each class is considered an independent group of students with or without formal status at the campus level and each class may impose its own rules and regulation on its members. All class elections must be monitored and mediated by the Student Professionalism and Ethics Association (SPEA) according to the outlined process. Any elections falling outside the normal election time frame still require SPEA oversight and approval (e.g., IDP). Failure to abide by the election policy as outlined in SPEA’s Bylaws will be considered a violation of IUSD’s Code of Conduct (see **Appendix J**).

Class elections will be conducted the week following spring break. SPEA will contact the executive board of each class by the first Friday in March to request a date and time to hold elections. Each class will be notified of the election's confirmed time, date, and location before spring break. Elections for the new D1 class will occur during their summer semester, no sooner than the 3rd full week of classes.

One or more SPEA member(s) will be appointed to oversee class elections for each class (D1, D2, and D3). The SPEA member(s) appointed will not oversee his or her own class's elections, and SPEA members with personal ties to another class (siblings, spouses, etc.) will not be permitted to assist in those elections. The full election process, rules, and position descriptions can be found in [SPEA's Bylaws](#).

IUSD Professional Conduct Committee (PCC)

D3 and D4 students are selected as members of the Professional Conduct Committee (PCC). The PCC provides students the opportunity for peer review of reported incidents of alleged violations of the IUSD Professional Code of Conduct. The DDS members of the PCC include one student from the third-year dental class elected as a member at the time of election of class officers, one student from the fourth-year dental class elected as a member at the time of the election of class officers, and one alternate student member elected from the fourth year dental class by their class to serve a one-year term. See **Appendix J**. [*Faculty Constitution and Bylaws – Revision Date 5/16*]

Student Group Websites and Social Media Accounts

Students are encouraged to use electronic means of communication with other IUSD students, staff, and faculty. Many classes and student groups establish their own websites and Facebook pages and use other social media outlets to communicate. Students who elect to establish a class website must consult with the IUSD Information and Technology staff and abide by IU, IUPUI and IUSD policies (see Copyrighted Materials/Reproducing Faculty Materials section in these Guidelines), and Social Media Guidelines (**Appendix V**).

Student Travel

Students traveling in any capacity on behalf of the school or its organizations must first get approval from their course directors and then the Office of Student Affairs and Admissions through submission of the required Student Travel Form (see **Appendix Q-3**). All activities involving IU students studying or traveling abroad with institutional assistance must be approved by the Office of Overseas Study. Visit their website at <http://overseas.iu.edu/>.

All students who travel overnight on IUSD-related trips within the U.S. must report their: hotel information (including room number after the trip) to the Office of Student Affairs and Admissions in order to comply with the Clery Act. This federal law is enforced by the U.S. Department of Education.

The IUPUI Office of International Affairs manages Clery Act reporting for international trips.

A limited number of IUSD-funded grants may be available during the IUSD academic year to supplement student travel for national conferences or other travel opportunities that benefit the student, IUSD departments, student organizations or the school. These grants will cover only the cost of the conference registration fee, hotel accommodations and air travel to the airport near the conference site. Students are required to make arrangements to share hotel rooms to minimize the overall cost of the accommodations. The Office of Education and Academic Affairs will

administer the travel support-funded grants, which will not exceed \$1,000 per trip. Any costs above \$1,000 must be supplemented by the recipient, the student organization, or the sponsoring department. If travel costs are less than the travel support-funded grant limit of \$1,000, only the actual approved expenditures will be reimbursed. There will be no refund to the recipient of funds that do not meet the \$1,000 threshold. (See **Appendix Q-4**).

To obtain one of the grants, the Travel Support Application (**Appendix Q-4**) must be submitted to the Office of Education and Academic Affairs at least thirty (30) days prior to the start of the conference; sooner if possible to achieve maximum advantage for travel arrangements.

The American Dental Interfraternity Council

This American Dental Interfraternity Council is the supervisory body that directs activities of the four professional fraternities, two of which are represented on campus. Delta Sigma Delta and Alpha Omega both have active chapters. Many dental students pledge membership to one of these organizations.

Dental Honor Society

Omicron Kappa Upsilon (OKU) is a dental honorary society to which a percentage of the fourth-year dental students are elected. Scholarship and professionalism are the primary qualifications for selection. OKU provides scholarships and various awards to deserving dental students (D1-D4) based on OKU guidelines.

STUDENT RECORDS

Student academic records are maintained by the Office of Education and Academic Affairs. Business hours are Monday – Friday, 8 AM to 5 PM. The Family Educational Rights and Privacy Act (FERPA) guidelines are found in **Appendix R**. Any student who wishes to request a release of information must submit the “General Authorization to Release Student Information” form located in **Appendix R** to the Office of Education and Academic Affairs. Specific details regarding the use and maintenance of student records can be found in the University’s Student Rights under FERPA Policy at <https://policies.iu.edu/policies/usss-05-release-student-information/index.html>.

Student Name Change

A student’s primary name reflected in the IU Student Information System (SIS) is the legal name recognized by the federal government and the State of Indiana. This name is also reflected on all official academic records, such as transcripts and diplomas. The IUPUI Office of the Registrar maintains the primary name and address for all students.

Students whose names have been legally changed or require editing must:

1. File a Request for Change of Name with the IUPUI Office of the Registrar. Legal documentation, such as a copy of a social security card, marriage certificate, or official court document, is required to support the name change. Once processed, this name change will be reflected on the student’s official academic record. More information on name changes can be found on the IUPUI website at <https://studentcentral.iupui.edu/personal-information/update-your-information/name.html>.
2. After completing a name change with the IUPUI Office of the Registrar, students must submit an IUSD Name Change Form to the Office of Student Affairs and Admissions (**Appendix X**).

STUDENT SUPPORT & SERVICES

Building Security

Normal IUSD facility hours are 7:00 AM – 6:00 PM, Monday through Friday. It is possible that events will cause exterior doors to be open outside these hours, but it is not the norm. If the Crimson Card does not allow access, go to the Dental Store Window in the IUSD basement or email IN-DENT-SERVSUP@exchange.iu.edu. Include First/Last Name, UID, and Card Number.

Please note the signs on the walls for evacuation and tornado “shelter-in-place.” For non-dental-related emergencies during off-hours:

- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – Students will need to identify the type of emergency and the location.

Campus Housing

Assistance in locating campus housing is available through the Office of Housing and Residence Life at IUPUI. For information on types of housing available and how to apply for housing, please see the website at <http://studentaffairs.iupui.edu/housing/>.

Career Placement

IUSD utilizes the Indiana University digital job board, Handshake, managed by the Office of Student Affairs and Admissions to help IUSD students and alumni search for or place job opportunities and network with other oral healthcare professionals. (<https://iupui.joinhandshake.com/login>)

Crimson Card

All IUSD students must have a Crimson Card, IU’s official photo ID, which can be acquired from One Card Services located in Suite 217 of the IUPUI Campus Center. You can reach Crimson Card phone support 24/7 at 317-274-0400. The office hours are Monday-Friday, 8 AM –5PM. To manage your Crimson Card, go to <https://crimsoncard.iu.edu>. If the Crimson Card does not allow IUSD building access, go to the Dental Store Window in the IUSD basement or email IN-DENT-SERVSUP@exchange.iu.edu. Include First/Last Name, UID, and Card Number.

Dental Store Window and Fees

The Dental Store Window is located in the basement and is open Monday through Friday, 8:30 AM – 4:30 PM. The Store sells a multitude of instruments, products, and supplies used by DDS students as they progress through their programs. All sales are final; there are no returns. Teeth can be traded after purchase, but not returned. Students are not allowed in the Store area, only at the window. Facilities issues can be reported at the Dental Store Window, or in Room B19.

If a student is withdrawn in the middle of the year (at the end of the fall semester), that student, in the next year of attendance, will be responsible for paying:

1. The fee for consumable items issued in the fall and spring semesters of the current academic year.
2. The fee for any durable items issued in the prior year that was not yet paid for by the student.
3. Any new durables added to the instrument issue for the current year.

AxiUm - Patient Cases

- Payment must be applied (stop by the cashier to verify) – bleaching kits, gold, denture teeth
- Patient's chart must be "in process"; not planned (must have been swiped/approved by the instructor)

The instrument fees consist of durable and consumable goods. Should a student need to repeat a year, he/she will need to repurchase the entire consumables list and any new durables added to the issue for that respective year as identified by the faculty.

Faculty Liaisons

Each D1 and D2 class is assigned faculty liaisons to serve as advocates for the class and to help direct any student issues that might arise to the appropriate source for resolution. Such issues include, but are not limited to, early identification and resolution of problems that might impede academic and/or professional progress (e.g., academic problems, professional misconduct, conflicts with faculty members or staff, and personal problems).

The Senior Associate Dean for Education and Academic Affairs, Director of Student Services, and Assistant Dean for Diversity and Student Success are available for student counseling. The clinic directors for D3 and D4 classes serve as student liaisons in a similar fashion.

IUPUI Student Advocacy and Support

The IUPUI Student Advocacy and Support division helps students solve problems by offering objective consultation, promoting self-advocacy, and providing information on campus and community resources. Any student, parent, faculty, or staff member with a student-related question, complaint, conflict, or general concern should feel free to contact the division. Some of the typical issues covered are complaints, financial aid, clarifying University policies and procedures, conflict mediation, community referrals, campus referrals, and off-campus housing resources. The IUPUI Student Advocate office is located in the Campus Center, Suite CE 270 (317) 274-4431 (stuadvoc@iupui.edu). For more information, go to <https://studentaffairs.iupui.edu/advocacy-resources/index.html> [help/index.html](https://studentaffairs.iupui.edu/help/index.html).

IUSD Library and Services

Indiana University School of Dentistry Library (<https://www.dentistry.iu.edu/library>) provides materials and services to support the teaching, research, patient care, and community outreach activities of faculty, staff, and students. Reserve study space at University Library at <https://iupui.libcal.com/reserve/spaces/dentstudy>.

IUSD library hours are as follows:
Monday –Friday: 7:30 AM - 4:30 PM*

**NOTE: IUSD building hours are 7 AM to 6 PM. Library visitors without an IUPUI Crimson Card will not be able to access the building after 6 PM.*

The library provides support for students doing research including help with general research, searching the literature, organizing resources using citation manager software and more. Students have access to online tutorials and regular workshops on a variety of subjects.

Students should not hesitate to contact the library to arrange for an individualized appointment when they need assistance.

As part of the Indiana University Library System, the IU School of Dentistry Library collections are included in the system-wide catalog, IUCAT. IUCAT contains the collections of all the IU libraries, including the Indiana University School of Medicine Ruth Lilly Medical Library, the Robert H. McKinney School of Law Ruth Lilly Law Library, and the IUPUI University Library, all of which are conveniently located on the IUPUI campus. Items from other IU libraries can be requested through IUCAT to be delivered to the IUSD library.

In addition to the IUCAT online catalog, students have access to a number of subject specific databases and full-text electronic resources. The National Library of Medicine Medline biomedical literature database, which includes coverage of dental journal literature, is available as PubMed as well as versions of Medline. Other selected available databases include Cochrane Library (Database of Systematic Reviews), Lexi-comp Online for Dentistry (pharmaceutical database), Micromedex Pharmacological Database, Pharmacology World, OVID, and Web of Science. Access to full-text book and journal resources are available through providers such as Access Medicine, Stat!Ref, MD Consult, SciVerse ScienceDirect, Wiley Online Library, and Journals@OVID.

There are computers as well as printing facilities in the library. Wireless is available campus wide, including the library. Access to most electronic resources is available off-campus through proxy servers or VPN. In addition to the collection of print and electronic books and journals, the library has diverse media collections including video and audio recordings. The library also maintains archives and special collections of historically important works related to dentistry and IUSD.

For items not held in the library, articles and books can be ordered through interlibrary loan (ILL). This allows access to virtually any book or article not already held by the library.

<https://ill.ulib.iupui.edu/ILLiad/IUD/Logon.html> [Source: Library Services 5/12/15, [Reviewed and Modified 4/8/16]

Please see the following websites for more information:

- IU School of Dentistry Library: <https://www.dentistry.iu.edu/library/>
- Ruth Lilly Medical Library: <http://library.medicine.iu.edu/>
- University Library: <http://www.ulib.iupui.edu/>
- Ruth Lilly Law Library: <http://mckinneylaw.iu.edu/library/>
- Herron School of Art Library: <http://www.ulib.iupui.edu/herron/>

Key Requests

Keys for the bench lab, simulation lab, and mailboxes are issued at the Dental Store Window located in the IUSD basement.

Lockers and Mailboxes

Students are issued lockers and mailboxes in August (D1) or August (D2-D3-D4). Students must use only the lockers they are issued. The first lock is provided to the student. The combinations of the locks are NOT kept on record. If the combination is lost or forgotten, the student may ask IUSD facilities staff to cut the lock off the locker. The student is responsible for replacing the lock. Replacement locks are sold at the Dental Store Window or the student may purchase

his/her own from an outside source. Students should not place locks on any locker they assume to be available.

Lost and Found

In the event that instruments, clothing, textbooks, or other items are found, they can be turned into the Dental Store Window in the IUSD basement. It is important for students to record their instruments' serial numbers for future reference if they are misplaced in order to allow for proper recovery by the owner.

Maintenance: Facility or Dental Equipment

Maintenance problems can be reported at the Dental Store Window Monday through Friday, 8:30 AM – 4:30 PM, or by emailing IN-DENT-SERVSUP@exchange.iu.edu. Examples include a sink that does not drain a hand piece that no longer works or a broken lecture hall seat.

For non-dental-related emergencies during off-hours:

- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – You will need to identify the type of emergency and the location.

Parking

Students must pay for parking privileges on the IUPUI campus. Information, including the fee schedule, can be found on the website of the IUPUI Parking and Transportation Services at <https://www.parking.iupui.edu/>. Student lots are easily recognized by coded parking signs. Students may NOT park in any areas that are not specified as being open to students. If a student accumulates multiple unpaid parking tickets, the campus parking services reserves the right to tow his/her car without warning. The student is responsible for paying parking tickets immediately. Any student who has outstanding parking tickets will not receive his/her diploma until all financial obligations to the University are met. Parking and Transportation Services is located at 1004 West Vermont Street; Telephone (317) 274-4232; Monday – Friday, 8 AM – 5 PM; permits@iupui.edu.

Complimentary Vehicle Assistance is available through J.A.G. Vehicle Services program Monday- Friday from 8 AM – 10 PM. Call (317) 274-4232 if you are in need of a jump-start, air for tires, or assistance getting fuel.

Preclinical Laboratory

Normal laboratory hours are as follows:

- Monday - Thursday: 7:30 AM - 9:00 PM Friday: 7:30 AM - 5:00 PM
- Saturday: Closed
- Sunday: 12:00 PM - 5:00 PM

If extended lab hours are required, the request needs to be emailed to the Lab Tech from the Class President of the requesting student's class. It is the Class President's responsibility to evaluate the necessity of the request.

There are several rules applicable to the use of the preclinical laboratory. The following is a sample of the rules:

- No food or drink is allowed in the lab.
- Students are to use the materials provided in their instrument issue (each student is given enough to complete their assignments); when depleted, the student will need to purchase additional or replacement materials from Dental Store Window.
- Laboratory attire must adhere to the school dress code to better ensure student safety. Failure to adhere to the dress code could result in being asked to leave the lab. [Source: Facility Operations 5/15/15]
- Safety glasses are required to be worn at all times in the SIM, wet, and bench laboratories. These laboratories are classified as Class-3 laboratories by IUPUI Environmental Health & Safety.
- A flame is not to be left unattended; if there is a need to leave the bench, turn off the flame.
- Clean up after yourself; leave the area in better condition than you found it. All students must clean up after themselves.
- See the Lab Tech/Faculty/TA if assistance is required.

University and Community Resources

The following link is a guide to the IUPUI campus and housing options: <http://housing.iupui.edu/>.

TECHNOLOGY (Computers, Mobile Phones, Email and Websites)

IT Services

IUSD works with Health Technology Services (HTS), a unit within the University Information Technology Services (UITS), in providing assistance with encryption, lost devices, password changes, and the IU Knowledge Base. To obtain further information on the services provided by HTS, visit their website at <https://uits.iu.edu/healthcare-it>. HTS provides both onsite and remote technology support.

Campus Technology Policies

Computers play many roles at IUSD and are an important part of dental education. The Indiana University IT Security Office (ITSO) and IT Policy Office (ITPO) have established policies to govern various facets of how information technology resources are utilized by University students. Students should consult the following policies and website links for further information:

- Computer Users' Privileges and Responsibilities: <http://kb.iu.edu/data/begk.html>.
- Security of IT Resources: <http://policies.iu.edu/policies/categories/information-it/it/IT-12.shtml>
- Mobile Device Security Standard: <https://protect.iu.edu/online-safety/policies/it121.html>
- Appropriate Use of IT Resources: <http://policies.iu.edu/policies/categories/information-it/it/IT-01.shtml>
- Misuse and Abuse of IT Resources: <https://policies.iu.edu/policies/it-02-misuse-abuse-it-resources/index.html>

- Eligibility to Use Indiana University IT Resources: <https://protect.iu.edu/online-safety/policies/index.html>
- Privacy of Electronic Information and Information Technology Resources: <https://protect.iu.edu/online-safety/program/safeguards/human-resources.html>
- Excessive Use of IT Resources: <http://policies.iu.edu/policies/categories/information-it/it/IT-11.shtml>

Civility on Websites Maintained on University Servers

Material that violates University discrimination policies and commitment to civility may not be included on websites established and maintained by students on University servers, whether it is a class site or a personal site. Examples include profane, derogatory, or inflammatory comments referring to gender, sexual preference, race, religion, culture, or ethnicity. Such comments could be considered offensive to viewers of the web page and are contrary to the University's commitment to civility as well as the IUSD Code of Professional Conduct.

Copyrighted Materials/Reproducing Faculty Materials

Physical materials generated by faculty for instructional use in a course may be considered the intellectual property of the faculty member and/or the University. All posted/distributed materials may be used for the purposes of study within a course or other academic courses. Students may NOT copy, photograph, or video-record these materials for distribution or sharing in any format including posting materials to YouTube or a website without the express written permission of the individual faculty member who prepared the materials.

Audio recording of a classroom presentation for purposes of study is permitted with the faculty member's approval. Recordings cannot be distributed or used in any manner except for purposes of study within the course. Any other use of the audio recording(s) requires the express permission of the individual faculty member who prepared the presentation.

Any electronic, audio, or visual record of an educational activity including podcasting should not be made publicly visible or audible so as to potentially result in persons other than IUSD students or faculty having access to the content.

Ignoring or abusing copyright laws may be considered academic and/or professional misconduct under the IUSD Code of Professional Conduct and is grounds for possible disciplinary action. Unauthorized reproduction/distribution could also give rise to a claim of copyright violation.

Email Messaging

University policy (see <http://www.iupui.edu/~bulletin/iupui/2012-2014/policies/iupui/e-mail.shtml>) states that official University communications will be sent to students' official University email addresses. This policy applies to all IU and IUSD email communication. Students are expected to check their email on a frequent and consistent basis in order to stay current with IU, IUPUI and IUSD-related communications. Students must insure that there is sufficient space in their accounts to allow email to be delivered. NOTE: Forwarding of an @iu.edu email is strictly prohibited due to the potential for data breaches and security failures.

Frequently Used Links

See **Appendix S** to this Handbook.

Mobile Device Encryption

It is IU policy that all mobile devices (such as cellphones, tablets, laptops, thumb drives, and flash drives) with access to or storing critical data must be encrypted. Critical data includes protected health information (for example, patient names, patient phone numbers, medical record numbers, and identifiable patient photos). Instructions and assistance to encrypt devices can be found at <https://kb.iu.edu/search?q=encrypting>. The Microsoft OneDrive Health Account has been designated as a secure location by the University to store protected health information (PHI) and should always be used to store patient information that is being used outside of the treatment record for educational purposes. All students will be required annually to complete IU mobile security training modules. This training will be assigned to students using IUSD's credential tracking system ICT. (See **Appendix Y** for more information on Microsoft OneDrive Health Accounts.)

University Logo Use on Websites or Web Pages

University branding and trademark policy, as well as federal law, control the use of certain images, phrases, information, links, or other University intellectual property on student websites or student pages published or maintained on servers external to the University. The policy can be found at <https://policies.iu.edu/policies/fin- It-licensing-trademark/index.html>. Failure to comply with the procedures outlined by the University for trademarked or copyrighted material may result in prosecution for violation of University policies or applicable laws. Direct questions about projects utilizing IU images or brand assets to the Director of Public Relations and Marketing in the Office of Communications and Media Relations.

Appendix A IUSD Contact List

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22



CONTACT LIST FOR INDIANA UNIVERSITY SCHOOL OF DENTISTRY

Title	Name	Phone	Email
<i>Office of the Dean</i>			
Dean	Dr. Carol Anne Murdoch-Kinch	(317) 274-5403	caramurd@iu.edu
Executive Assistant	Ms. Carolyn Dill	(317) 274-5403	cdill@iu.edu
Office of Executive Assoc. Dean Executive Assoc. Dean, Assoc. Dean for Faculty Affairs and Global Engagement	Dr. Lisa Lang	(317) 274-4561	langla@iu.edu
Executive Administrative Assist.	Ms. Shelley Hall	(317) 278-9476	shhall@iu.edu
<i>Office of Education and Academic Affairs</i>			
Senior Associate Dean for Education and Academic Affairs	Dr. Laura Romito	(317) 278-0106	lromitoc@iu.edu
Office of Student Services	Ms. Martha Marshall	(317) 274-5117	iussdss@iu.edu
Assistant Dean for Curriculum Development and Assessment	Mr. David Zahl		dzahl@iu.edu
Assistant Dean for Diversity and Student Success	Ms. Ina McBean	(317) 274-7052	iljackso@iu.edu
Director International Dentist Program	Dr. Minnie Cho	(317) 278-7514	sdhanvar@iu.edu
Operations Manager	Ms. Monica Doyle	(317) 278-3398	mmdoyle@iu.edu
Assistant Director, Student Financial Aid Services IUPUI and Dental School Liaison	Mr. Jason Webster	(317) 274-5289	jasoweb@iupui.edu
<i>Civic Engagement</i>			
Director	Dr. Armando Soto	(317) 278-6069	arsoto@iu.edu
Assistant to the Director	Ms. Bonnie Payne	(317) 278-0752	bojpayne@iupui.edu
<i>Clinical Affairs</i>			
Associate Dean	Dr. Harvey Weingarten	(317) 274-5502	hweingar@iu.edu
Assistant Director of Patient Care	Ms. Kathy Pedigo	(317) 274-2261	kapedigo@iu.edu
Compliance Services			
Compliance & Privacy Officer	Ms. Karen Rogers	(317) 274-7077	rogerkaj@iu.edu

Appendix A IUSD Contact List

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

<i>Communications and Media Relations</i>			
Director	Mr. Terry Wilson	(317) 278-4844	dsillus@iupui.edu tw1@iu.edu
<i>Continuing Education</i>			
Director	Dr. Matthew Miller	(317) 278-9085	Mim1@iu.edu
<i>Development and Annual Giving</i>			
Assistant Dean	Mr. John Hoffman	(317) 274-5313	jhoffma@iu.edu
Director of Development	Ms. Melissa Evans	(317) 274-5426	mae3@iu.edu
Development Administrative Coordinator	Ms. Peppy Parsey	(317) 274-7461	pparsey@iu.edu
<i>Student Wellness</i>			
Director of Communications and Wellness	Ms. Leslie Flowers	(317) 274-5212	lesflowe@iu.edu
<i>Graduate Education</i>			
Associate Dean	Dr. Richard Gregory	(317) 278-0223	rgregory@iu.edu
Coordinator	Ms. Gilian D. Sullivan	(317) 274-8408	gsully@iu.edu
<i>Facility Operations & Auxiliary Services</i>			
Director	Mr. Adam Smith	(317) 274-1269	addsmith@iu.edu
Building Manager	Mr. John Beltran	(317) 278-2234	jbeltra@iu.edu
Technician	Mr. Bradley Metz	(317) 278-2234	brmetz@iu.edu
Technician	Mr. William Carney	(317) 278-2234	wmcarney@iu.edu
<i>Finance Affairs</i>			
Assistant Dean	Mr. Tim Brown	(317) 274-5211	tpbrown@iu.edu
Senior Associate Director-Finance and Administration	Ms. Rebecca Dixon	(317) 278-9059	redixon@iu.edu
Financial Manager	Mr. Abdramane Diallo	(317) 274-7758	abddiall@iupui.edu
Assistant Director of Revenue Cycle	Ms. Tina Foster	(317) 278-3632	tinfoste@iu.edu
Director of Staff Human Resources	Ms. Terri Ryckaert	(317) 274-3303	tar3@iu.edu
Human Resources Specialist	Ms. Carolyn Carlsen	(317) 274-2305	carlsenc@iu.edu
<i>Library Services</i>			
Librarian	Mr. Sean Stone	(317) 274-5207	smstone@iu.edu
Library Resources Manager	Ms. Keli Seering	(317) 274 - 5203	kseering@iu.edu
Library Services Representative	Mr. Mike Delporte	(317) 274-5204	cdelport@iu.edu
<i>Health Technology Services</i>			
Manager of Client Services	Mr. Alex Baldwin	(317) 278-3203	alexbald@iu.edu
IT Help Desk	HTS Staff	(317) 274-5334	caits@iu.edu
<i>Research</i>			
Associate Dean Assistant to the Dean	Dr. Gabe Chu	(317) 274-9949	tgchu@iu.edu
Support Staff	Ms. Sheryl McGinnis	(317) 274-5436	smcginni.edu
Director of Student Research	Dr. Angela Bruzzaniti		abruzzan@iu.edu

Appendix A IUSD Contact List

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

<i>Allied Dental Indianapolis</i>			
Director of Dental Hygiene Program	Ms. Twyla Rader	(317) 274-2611	tjbeaty@iu.edu
Director of Dental Assisting Program	Ms. Michelle Priest	(317) 274-5325	pbissone@iu.edu
<i>Endodontics</i>			<i>Ds-endo@iu.edu</i>
Department Chair and Graduate Program Director	Dr. Kenneth Spolnik	(317) 274-7280	kspolnik@iu.edu
Assistant to the Chair	Ms. Renee Roberts	(317) 274-7280	bheiston@iu.edu
Graduate Clinic Coordinator Director of Pre-	Ms. Jenny Hardin	(317) 274-5311	jmpotter@iu.edu
Doctoral Endodontics	Dr. Ned Warner	(317) 274-5307	nwarner@iu.edu
Pre-Doctoral Clinic Coordinator	Ms. Desiree Hollenbaugh	(317) 278-5535	dhollenbaugh@iu.edu
<i>Biomedical Sciences and Comprehensive Care</i>		(317) 278-1355	<i>dsobio@iu.edu</i>
Department Chair	Dr. Jeffrey Platt	(317) 278-1355	jplatt2@iu.edu
Director of Clinical Quality Improvement	Dr. Theresa Gonzalez		thgonzal@iu.edu
Assistant to the Chair	Ms. Julia Daley-Backus	(317) 278-1409	judaley@iu.edu
<i>Oral Pathology, Medicine and Radiology</i>			
Department Chair	Dr. Susan Zunt	(317) 274-5250	szunt@iu.edu
Assistant to the Chair	Ms. Julie LeHunt	(317) 274-5141	jlehunt@iu.edu
<i>Oral and Maxillofacial Surgery and Hospital Dentistry</i>		(317) 274-5315	<i>dsosadmn@iu.edu</i>
Department Chair			
Program Director	Dr. Bruce Horswell	(317) 278-4456	bhorswel@iu.edu
Director of Hospital Dentistry and Special Needs Dentistry	Dr. Pamela Linder		pjlinder@iu.edu
Assistant to the Chair	Ms. Dana White	(317) 278-3697	whitedam@iu.edu
Department Business Administrator	Ms. Sharmin Taylor	(317) 278-3699	srbruen@iu.edu
<i>Orthodontics and Oral Facial</i>		(317) 274-8573	<i>dsoofg@iu.edu</i>
Department Chair	Dr. Kelton Stewart	(317) 278-1087	keltstew@iu.edu
Assistant to the Chair	Ms. Shannon Wilkerson	(317) 274-8301	shanwilk@iu.edu
<i>Pediatric Dentistry</i>		(317) 278-1773	<i>dspedo@iu.edu</i>
Department Chair	Dr. Brian Sanders	(317) 944-3868	bjsander@iu.edu
Director of Pre-Doctoral Program	Dr. Brian Sanders	(317) 274 -2794	jkowolik@iu.edu
Assistant to the Chair	Ms. Joyce Marlatt	(317) 944-9604	jamarlat@iu.edu
<i>Periodontics and Allied Dental Programs</i>		(317) 278-1300	<i>ds-perad@iu.edu</i>
Department Chair	Dr. Vanchit John	(317) 278-1300	vjohn@iu.edu
Director of Pre-Doctoral Periodontics	Dr. Daniel Shin	(317) 278-1300	danshin@iu.edu
Director of Graduate Periodontology	Dr. Steven Blanchard		stblanch@iu.edu
Assistant to the Chair	Ms. Nicole Guerrettaz	(317) 278-1300	niguerre@iu.edu

Appendix A IUSD Contact List

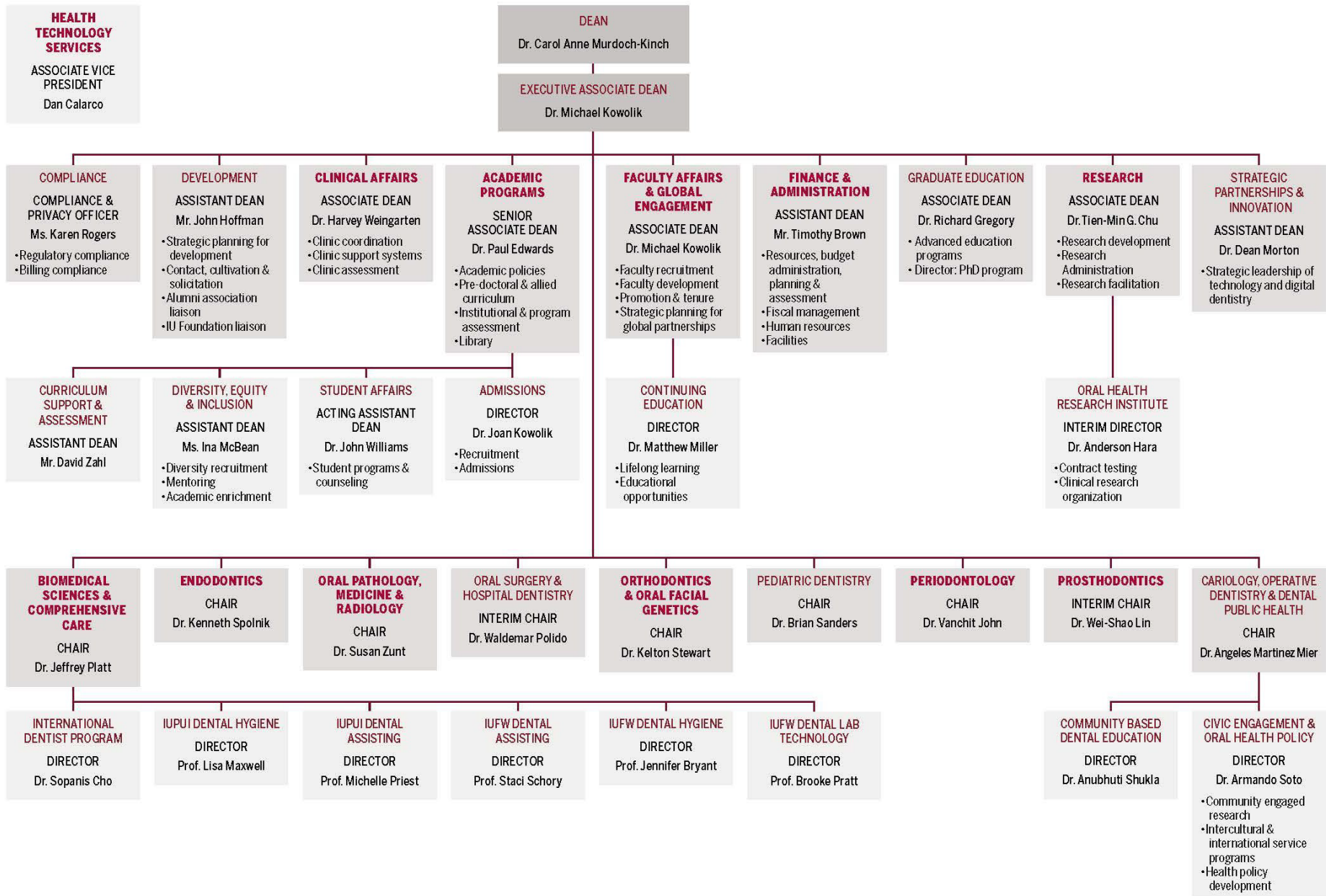
AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

<i>Prosthodontics Dentistry</i>			
Department Chair	Dr. Wei-Shao Lin	(317) 274-5576	weislin@iu.edu
Director of Advanced Education Program	Dr. John Levon	(317) 274-5576	jlevon@iu.edu
Director of Pre-Doctoral Fixed Program	Dr. Michele Kirkup	(317) 274-5576	mkirkup@iu.edu
Director of Pre-Doctoral Removable	Dr. Parul Agarwal	(317) 274-5576	pagarwal@iu.edu
Assistant to the Chair	Ms. Alley Gary	(317) 274-5576	allgary@iu.edu
<i>Cariology, Operative Dentistry and Dental Public Health</i>			
Department Chair	Dr. E. Angeles Martinez Mier	(317) 278-1386	esmartin@iu.edu
Director Predoctoral Education – Operative Dentistry	Dr. Brooke Adams	(317) 278-4906	bnadams2@iu.edu
Director of Dental Informatics Core Group	Dr. Thankam Thyvalikakath	(317) 278-4906	tpt@iu.edu
Assistant to the Chair	Ms. Melissa Seibert	(317) 278-4906	mseibert@iupui.edu
<i>Community-Based Dental Education</i>			
Director	Dr. Anubhuti Shukla		anshukla@iu.edu
Program Manager	Ms. Kibi Pryor	(317) 278-0931	kmpryor@iu.edu
<i>Sterilization and Central Services</i>			
Assistant Supervisor	Ms. Deborah Stewart	(317) 274-5448	dastewar@iu.edu
<i>OHRI</i>			
Director	Dr. Anderson Hara (acting)	(317) 278-0577	ahara@iu.edu
Director of Clinical Research Core Group	Ms. Jennifer Tran		jelbruce@iu.edu

Appendix B IUSD Organizational Chart

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK



Appendix C Policy on Challenging Test Questions

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Policy

Students who wish to challenge any test item for a higher grade must submit their challenge(s) to their elected class representative(s) (Testing Committee) who will then forward all challenges to the appropriate instructor within five (5) business days of receipt of the examination. When the questions that are being challenged are part of a final examination, the Testing Committee may be allowed the opportunity to address their concerns in the first five (5) business days of the following term. In the interim, grades for the term will be reported based on the pre-challenge exam results. Instructors who agree to modify scores due to the Test Committee discussion that occurs at the beginning of the next term, will edit grades to reflect the revisions. No student's grades will be lowered based on the Test Committee challenge, but student scores may be improved. [Source: CAC 5/12/15 approved by FC]

Each instructor has the prerogative to develop his/her own method of addressing grade challenges; however, deviation from the aforementioned policy must be outlined in detail in the syllabus and explained on the first day of the course. Please note: This policy should not discourage students from approaching faculty and instructors when their pursuit is to acquire information, knowledge, or clarification of the subject matter. It is the responsibility of the elected class test representative(s) (Testing Committee) to relay information back to the class requiring faculty clarification of challenged test questions.

[Source: Curriculum and Assessment Committee; 5/12/15 approved by IUSD Faculty Council]

Appendix D Student Progress Committee Guidelines, Student Appeals Processes Regarding Academic Progress

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Policy

A student has the right to appeal any decision made by the Progress Committee of the Faculty Council regarding additional study, suspension, or dismissal as a result of course or semester grades. To appeal such decision, the student must submit: (1) the IUSD Appeals Form (located at the end of Appendix J) and (2) written documentation that supports one or more of the criteria below to the IUSD Director of Student Services within ten (10) business days following the student's receipt of notification of the Progress Committee's decision.

An appeal will be forwarded to the IUSD Faculty Council Appeals Committee to determine if the reason for appeal has merit. The Appeals Committee must consider the appeal within thirty (30) business days from the Director's receipt of the student's written appeal.

An appeal is found to have merit if one or more of the following exists:

1. Substantive information not previously available during the original deliberations of the Progress Committee can be presented
2. The decision process did not follow appropriate due process
3. The outcome is judged to be unfair or inequitable.

Appeals providing new substantial evidence will cause the case to be referred back to the Progress Committee. Appeals providing evidence that due process was not followed will be cause for dismissal of the case unless the Appeals Committee determines the problem is rectifiable. Any case in which the outcome is judged unfair/inequitable by the Appeals Committee will be submitted to the Dean of the School of Dentistry who, following appropriate consultation, will determine the case outcome.

An appeal found to be without merit will be rejected by the Appeals Committee and the decision of the Progress Committee of the Faculty Council will be implemented. The Appeals Committee decision is final and there is no option for further appeal within the School of Dentistry. The Appeals Committee will inform the School of Dentistry Dean of the final decision who will then notify all involved parties of the decision.

Appendix D Student Progress Committee Guidelines, Student Appeals Processes Regarding Academic Progress

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

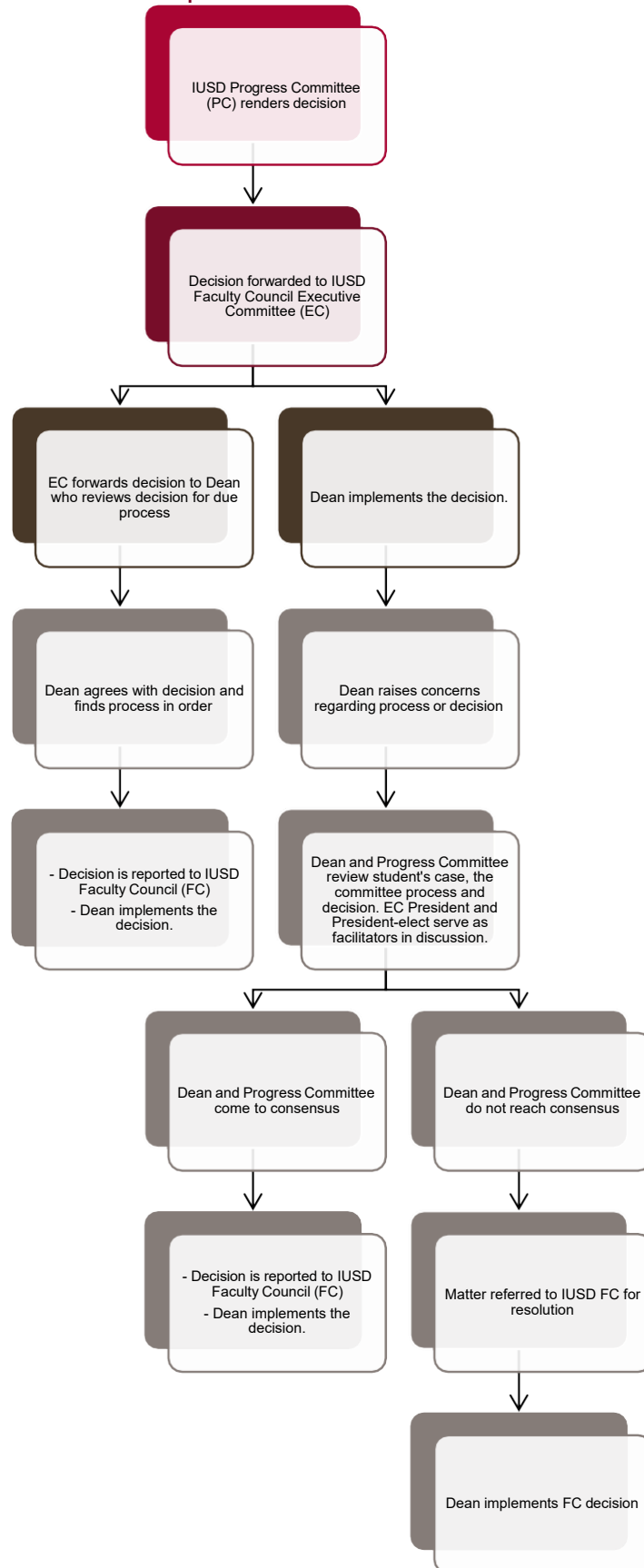
Approved 6/07/22

Students who feel that a demonstrable procedural error occurred during the IUSD proceedings may submit an appeal only on those grounds. The external appeals document is limited to the identification of a specific procedural violation. This appeal is submitted through the Director of Student Services for review and simultaneous forwarding to the Vice Chancellor of Graduate Education and copying the student filing the appeal.

[Source: Curriculum and Assessment Committee; 5/12/15 approved by IUSD Faculty Council]

Appendix D Student Progress Committee Guidelines, Student Appeals Processes Regarding Academic Progress
 AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK Approved 6/07/22

Progress Committee Decision Implementation Flowchart



Appendix E Graduation Clearance Checklist

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Discipline Fulfillment

- Endodontics
- Operative
- Oral Surgery
- Pediatric
- Periodontics
- Prosthodontics
- Chart Audits
- Patient Care Outcomes
- Discipline Competencies*

**Please refer to your current Clinic Competency Assessment Manual for details regarding fulfillment requirements.*

Other Fulfillments

- Payment of student patient accounts
- IUSD Exit Interview Completion
- Financial Aid Exit Procedures
- Dental Instruments Return
- Central Sterilization
- Laptop clearance
- All Grades Reported
- No Pending Professional Misconduct Cases*
- Cleared for Graduation

If a student does not complete graduation requirements prior to the IUSD graduation clearance deadline, but plans to complete graduation requirements by May 31st, he/she will receive an incomplete or “R” grade in any 800-level course in which they have not completed requirements. Student must submit the Summer Enrollment Form to the IUSD Registrar of the Office of Education and Academic Affairs, Room 106, for appropriate enrollment.

If the student does not complete graduation requirements by the end of the IUPUI grade entry period (typically May 31st), his/her enrollment will change to D900. He/she will be enrolled and charged for 12 credit hours based on resident/nonresident status and the dental student rental fee.

**[Source; No Pending Professional Misconduct Cases language added by Office of Education and Academic Affairs 5/12/15]*

Appendix F Fifth-Year Dental Student Policy

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Policy

If a student will not complete graduation requirements by the end of the summer term following the student's last scheduled semester, he/she must send notification to the Office of Education and Academic Affairs requesting enrollment for fall semester. The letter should include an estimation of completion of graduation requirements. Students requesting such an extension will be considered for approval as a fifth-year student by the IUSD DDS Progress Committee. If approved, the student:

1. Must enroll in D901 for 12 credit hours
2. Must pay the flat resident or nonresident tuition fee
3. Must pay the dental student rental fee
4. Will be assigned to special clinic assignments for the fall semester
5. Will be required to honor the 4th year clinical attendance requirement
6. Will be required to attend all required 4th year classes, rounds, clinic meetings, etc.
7. Even if the student completes all graduation requirements before December, he/she WILL be required to remain for the entire fall semester in order to complete all special clinic assignments and attendance requirements.

If a fifth-year student is not finished by the end of the fall semester, he/she will be reviewed by the IUSD Progress Committee. If the IUSD Progress Committee approves that the student be retained for the spring semester, the student will be required to enroll in D902 spring semester and remain enrolled for the entire spring semester. Similar requirements for tuition payment, classes, and clinical attendance from the fall semester of fifth year will apply.

Failure to comply with any of these clinic or class requirements may result in a motion for a student's dismissal from IUSD.

Appendix G

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

This page is intentionally left blank.

Appendix H

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

This page is intentionally left blank.

LEAVE OF ABSENCE REQUEST FORM
Indiana University School of Dentistry
Complete and Return to the Office of Student Affairs & Admissions –
Room DS105, iusdss@iu.edu

Student Last Name	Student First Name	Student Middle Name
Student Phone Number	Student Email Address	Student Class Year
Date of Leave	Expected Date of Return	

Check One That Applies:

- Medical Leave of Absence
- Personal / Family Leave of Absence
- Military Leave of Absence
- Other – Describe: _____

Please explain the reason for the request for a leave of absence:

I understand that I am responsible for providing documentation (physician, military orders, etc.) documenting the reason for my leave of absence. I understand that the length of my leave may change depending on my circumstances. In the event of changes to my request, I will notify the Office of Student Affairs & Admissions documenting the reason and revised dates. I understand that there is no guarantee that I will be placed back into the curriculum with my current class due to when the leave occurs and its duration. It will be my responsibility to work with course directors as to when, if at all, they will allow me to make up any missed examinations.

Student Signature	Date
-------------------	------

OFFICE USE ONLY

Date Leave of Absence Approved: / /

Reviewed: _____
 Senior Associate Dean for Academic Affairs

Approved: _____
 Director of Student Services

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

APPENDIX J CODE OF PROFESSIONAL CONDUCT

I. Preamble

- a. The Code of Professional Conduct acknowledges the unique privileges and responsibilities of the oral health profession. The Code speaks to the relationship of the dentist and patient, as well as to the relationship of trust and respect among students, faculty, staff, and society in general.
- b. The Code of Professional Conduct is not intended to dictate behavior. It does, however, establish minimum expectations, which provide a disciplinary framework for those who choose not to abide by these professional standards, and it serves to remind everyone that a procedural framework for enforcing the Code is in place. Indiana University School of Dentistry (IUSD), as part of its mission of education, expects its students to become competent dental professionals and its students, staff and faculty to maintain exemplary ethical and professional attitudes.
- c. Indiana University School of Dentistry expects its students to manifest exemplary ethical and professional attitudes characteristic of competent professionals. Among these attitudes are:
 - i. Respect for the sanctity of human life
 - ii. Commitment to excellence
 - iii. Respect for the dignity of patients in the provision of health care
 - iv. Devotion to quality of care
 - v. Personal humility and an awareness of limitations inherent to the practice of dentistry
 - vi. Appreciation of the role of all factors in a patient's state of well-being or illness
 - vii. Maturity with balanced personal and professional behavior
- d. IUSD students should realize the importance of this professional ethic and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for the dental profession. The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethic espoused by the dental profession of self-effacing service to society. Development of a professional ethic must continue for as long as students, staff, and faculty represent the dental profession. Personal responsibility for maintaining and integrating these ideals is incumbent with staff and faculty.
- e. A violation of the Code of Professional Conduct occurs when any student acts in a manner contrary to the values and responsibilities expected of those engaged in the profession of dentistry. A violation also occurs when any student has knowledge of, allows, or assists with an infraction of the Code, and fails to report it.

Appendix J IUSD Code of Professional Conduct

II. The Code of Professional Conduct

- a. I shall conduct myself so that as a dental professional, I will be able to promise to those whose care I am entrusted: competence, integrity, candor, personal commitment to their best interests, compassion, and absolute discretion and confidentiality.
- b. I shall do by my patients as I would be done by, shall obtain consultation when they desire or I believe there is a need, and shall include them to the extent possible in all decisions related to their care.
- c. I shall accept all patients in a non-judgmental manner. I shall at all times and in all places conduct myself with honor and integrity, and I shall respect the rights and dignity of all individuals. I promise to attend to my own physical, intellectual, mental, and spiritual development in the interest of best serving others.
- d. I shall commit to upholding a climate of mutual respect in the dental school and university community when working with my colleagues (i.e., students, staff, & faculty).

III. Expectations and Unacceptable Behaviors

The IU School of Dentistry reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed as unacceptable behavior but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the school.

- a. Expectation: Respect for all individuals in the IU School of Dentistry community including administrators, faculty, staff and peers. Patients must be treated with kindness, dignity, empathy, and compassion.

Unacceptable behavior includes (but is not limited to):

- i. Expressing racial, sexual, sexist, or religious slurs
 - ii. Committing racial or sexual harassment
 - iii. Using inappropriate, offensive, or threatening language
 - iv. Criticizing a colleague inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate
 - v. Requiring a colleague to perform personal services
 - vi. Committing physical acts of violence or threats of violence
 - vii. Manipulating clinical schedules for one's personal benefit
 - viii. Failing to comply with a reasonable request or instruction from faculty, staff, or administrators
 - ix. Using computer e-mail or internet in a harassing or libelous manner.
- b. Expectation: Appropriate handling of social media. All students and residents should follow the Social Media Guidelines located in Appendix V and avoid any perception of unprofessional and disrespectful behavior toward others as described under a.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

- c. Expectation: Appropriate handling of information or records. Students are expected to report knowledge of an infraction of the Code to the appropriate authority.

Unacceptable behavior includes (but is not limited to):

- i. Giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam
- ii. Plagiarizing, forging, or falsifying academic records, financial aid information, patient records, research, or scientific data
- iii. Abusing computerized information or technology.
- iv. Refusing to report an incident of misconduct, or to testify as a witness of an incident of misconduct.

- d. Expectation: Respect for patient confidentiality and safety. Patient privacy, modesty, and confidentiality must always be honored. Patient records must be accurate and legible. Providing false or misleading information is a violation of the trust placed in a dental professional and is a serious infraction of the Code of Professional Conduct

Unacceptable behavior includes (but is not limited to):

- i. Failing to ask for assistance from appropriate faculty or staff when needed
- ii. Writing offensive or judgmental comments in a patient chart
- iii. Sharing medical or personal details of a patient with anyone other than health professionals involved in the patient's care
- iv. Engaging in discussion about a patient in public areas.
- v. Identifying patients without adequate justification or permission

- e. Expectation: Proper representation as a dental professional. Appearance, speech, behavior, and all forms of communication (including social media) should be above reproach during patient care and at all times. Dress should be appropriate for professional activities, and personal hygiene should be exemplary.

Unacceptable behavior includes (but is not limited to):

- i. Misrepresenting oneself as a licensed professional rather than a student of dentistry
- ii. Exhibiting personal appearance that gives the impression of uncleanliness or carelessness
- iii. Failing to maintain professional composure during stressful circumstances
- iv. Engaging in an inappropriate relationship with patients or their family members
- v. Using alcohol, drugs, or other controlled substances inappropriately, or in a way that could affect the quality of patient care or academic performance.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

- f. Expectation: Adherence to laws, policies, and regulations (on or off campus at all times). Policies and regulations, including policies on sexual harassment, have been established for the benefit of the IUSD community. Laws, policies, and regulations are not to be disregarded or violated. Individuals who feel that the school's policies, procedures, or regulations require modification are encouraged to suggest such changes using appropriate channels.

Unacceptable behavior includes (but is not limited to):

- i. Disobeying federal, state, or local laws and ordinances
- ii. Disregarding or acting contrary to institutional regulations and policies
- iii. Refusing to provide information or testify in Professional Conduct system proceedings.

- g. Expectation: Respect for property and instructional material. All property and instructional material must be respected.

Unacceptable behavior includes (but is not limited to):

- i. Treating cadavers and body parts in a disrespectful manner
- ii. Treating animals used for instruction in an insensitive or disrespectful manner
- iii. Defacing or destroying other instructional materials, including software
- iv. Defacing or destroying university or personal property, or any written material other than one's own
- v. Removing information, mail, or property from mailboxes or lockers that are not one's own
- vi. Falsifying or defacing transcripts, evaluation forms, or other official documents.

Sharing instructor-generated course material with the non-IUSD community without prior consent of the instructor.

- h. Expectation: Academic assessment. Any form of cheating, facilitation of cheating, or inappropriate handling of examination material is a violation of the Code of Professional Conduct.

IV. Administration and Implementation of the Professional Conduct Code

a. Role of Student

- i. During orientation at IUSD, each incoming student will be introduced to the principles and procedures of the IUSD Code of Professional Conduct by the Director of Student Services or designee. Students must signify in writing the agreement to abide by the principles and procedures of the Code: I acknowledge that I have reviewed the Code of Professional Conduct and that I understand its system at the Indiana University School of Dentistry, and agree to abide by its principles. The Code will be reaffirmed by presenting and distributing it to all DDS second, third, and

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

fourth year classes who are to signify in writing the agreement to abide by the principles and procedures of the Code. Although the Code is continually in place, students renew this pledge on each examination or at the discretion of the course director, faculty member, or administrator by signifying in writing: I affirm that I have upheld the IUSD Code of Professional Conduct during this examination.

b. Role of Faculty

- i. Instructors may provide professional conduct pledges on all written exercises used in determining a student's grade. Examinations comprised of separate sections (example: practical and written exam) should have pledges provided for each section.
- ii. Course directors have the ultimate responsibility for maintaining the proper environment for learning and assessment.
- iii. Clinical faculty have the ultimate responsibility for maintaining the proper atmosphere for patient care.
- iv. Faculty members have the responsibility for addressing the professional expectations relevant to their class, lab, or clinic.

c. Procedures for Investigating Code Violations by Students

IUSD has a responsibility to ensure a professional climate and provide equity for all parties involved in a breach of professional conduct. Therefore, the school has adopted procedures to respond to infractions of the Code of Professional Conduct. Individuals reporting an infraction of the Code may first speak with offenders about the infraction and remind them of their professional conduct. However, if the circumstances do not allow the individual(s) to approach the Respondent(s), and the individual(s) believe(s) the alleged infraction requires further action, the allegation should be reported to the Professional Conduct Committee (PCC) by submitting a completed Professional Misconduct Reporting Form (PMRF) included in this Appendix to the Office of Student Services.

V. Professional Conduct Committee

The Professional Conduct Committee (PCC), a standing committee of the IUSD Faculty Council, is charged with reviewing charges and evaluating the evidence of alleged professional/academic misconduct incidents by students. In evaluating these instances, the committee shall make decisions based on their consideration of all the evidence provided at a hearing attended by PCC members and alternates. Final decisions will be forwarded to the Faculty Council (FC) Executive Committee which will share the decision with the Dean. Concerns raised by the Dean shall require further discussion between the Professional Conduct Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. If the Dean and the PCC are unable to reach a consensus, the matter shall be brought before the Faculty Council as a whole for resolution. The Respondent(s) will be notified by a letter from the Dean and the PCC Chair. The decision will then be reported to the Chair of the Progress Committee, the Senior Associate Dean for Academic Programs, and the Director of Student Services. The Chair of the PCC shall

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

provide the Faculty Council, at least quarterly, with an anonymized report for projection. A written copy of the report, with names, shall be available in the Dean's office for FC members to review.

VI. Appeals Committee

The Appeals Committee (AC), a standing committee of the IUSD Faculty Council, shall hear student appeals of Progress Committee (PC) and Professional Conduct Committee (PCC) decisions for additional study, suspension or dismissal from Indiana University School of Dentistry due to issues of academic performance or repeated incident(s) of misconduct. The Chair of the Appeals Committee and the President of the Faculty Council will present findings to the Dean for final resolution.

Appeals are limited to the following grounds: (a) the discovery of new and substantial information not available at the time of the PCC hearing which reasonably would have affected the outcome; (b) a procedural error that occurred which resulted in material harm that reasonably would have affected the outcome; or (c) the sanction imposed was grossly disproportionate to the violation(s) committed.

VII. Case Procedures

a. General Principles

- i. The following case procedures establish the student adjudication process as a learning experience that can result in growth and understanding of student rights and responsibilities within IUSD. The process is outlined in the flow chart in this Appendix. The procedure for imposing sanctions is designed to provide students with due process, procedural fairness, and equal protection.
- ii. All notices specified in the procedures will be made in writing which may include electronic mail. Whenever notice is required to be given to a student under these procedures, it will be presumed that the student has been given notice if it was sent to the student's official University email or mailed to the address appearing on either the student's current local address or permanent address on record in the IU system.

b. Definitions

- i. All references to a "business" day include any day, Monday through Friday, in which IUSD offices are open.
- ii. The term "Investigator" means one or more faculty members designated to investigate alleged conduct violations. If the Investigators are unavailable or ineligible to perform this duty, a substitute faculty member will be appointed by the Executive Committee of the Faculty Council. [Source: EC and PCC 5/9/2015. Revision approved FC 6-21-17]
- iii. The term "sanction" refers to the discipline outcome imposed against a student for engaging in academic or personal misconduct in violation of this Code.
- iv. The term "Respondent" means any student reported for violating the Code.
- v. The term "Reporting Party" means any student, staff, and/or faculty reporting a violation of the Code.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

c. Report of Misconduct

- i. Any individual who witnesses professional misconduct is encouraged to submit a Professional Misconduct Reporting Form (PMRF), located at the end of this Appendix. A PMRF must be completed for each case. The completed PMRF must be submitted to the Director of Student Services within ten (10) business days following the discovery of the alleged violation except in extenuating circumstances.
- ii. Upon receipt of the PMRF, the Director of Student Services will review the report to determine:
 1. the timeliness of the report; and
 2. whether to give notice to other University, Campus or School offices based on allegations involving violations of law or as required by law or University policy.
- iii. No later than three (3) business days of receipt of the PCRFR (unless there are extenuating circumstances), the Office of Student Services will send:
 1. an acknowledgment of receipt to the reporting individual;
 2. a copy of the PMRF to the Chair of the PCC and the Investigator; and
 3. a written Notice Letter to the Respondent (via University email account) outlining:
 - a. The violations alleged
 - b. The intent to investigate
 - c. A summary of the adjudication process
 - d. The timeframe if a hearing is indicated
 - e. The opportunity to appeal the decision(s).

d. Investigation

- i. It is the policy of IUSD to use independent Investigators chosen from current faculty to review all allegations of student professional conduct violations. The Faculty Investigators will serve for one academic year (July 1-June 30) and may be reappointed for additional one- year terms. In the event an investigation extends beyond the appointees' end date of service, the Investigators will complete the review prior to relinquishing this position. The Dean of the IU School of Dentistry will recommend the name of faculty Investigators and this recommendation will be reviewed and approved by the Faculty Council Executive Committee and PCC Chair prior to July 1st of each year. Preference will be given to experienced members of the faculty with a good working knowledge of the Professional Conduct Committee. The Investigators may not concurrently hold membership on the Professional Conduct Committee. In the event the Investigators are directly involved in making an allegation and have a Conflict of Interest, the Faculty Executive Committee will appoint an interim Investigator to conduct the investigation.

[Source: *Investigation* paragraph added by Professional Conduct Committee Committee 6/16/17]

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

- ii. The Investigator(s) has ten (10) business days or more if reasonably necessary from the date of the receipt of the PMRF to the Office of Education and Academic Affairs to complete an investigation of the allegations. The investigation is to examine the complaint, interview the involved persons, and identify the circumstances of the incident. The investigation should include: separate interviews with each reporting student(s), staff (if any), faculty (if any), and witness(es) (if any); collection of pertinent documentation; and an informal, non-adversarial interview with the Respondent. All contacts should be carefully documented. The Investigator is to remain an impartial fact-finder throughout the entire process.
 - iii. The Respondent's failure to schedule and/or keep a requested appointment will not preclude continuation of the disciplinary process.
 - iv. Should the Investigator require additional time for investigation, the Director of Student Services will be notified, and the Respondent will be provided written notice of the need for an extended time for investigation.
 - v. Upon conclusion of the investigation, the Investigator will provide a detailed report to the PCC. Should the PCC conclude that no violation occurred, the case will be closed, and the Respondent, the Reporting Party, and the Director of Student Services notified. Should the PCC determine that the findings of the investigation indicate that a violation occurred; a statement of charges will be drafted and forwarded by the Chair of the PCC to the Director of Student Services. The Office of Student Services will then notify the Respondent with a formal statement of charges within 5 business days of receipt.
 - vi. The Statement of Charges will provide the Respondent with:
 - 1. written notice of the final charges;
 - 2. options to resolve the charges under the discipline procedures;
 - 3. timeframe and information about a PCC hearing if one is indicated;
 - 4. the procedures to be followed in the PCC hearing process;
- e. Charge and Adjudication Procedures
- i. Any Respondent with one or more charges placed upon them for allegations of misconduct has the right to a formal hearing before the PCC. However, in cases when the Respondent has notified the Director of Student Services of the desire to accept responsibility for all charges in the case, the Respondent waives the right to a formal in-person hearing and related procedural guarantees. In such cases, the PCC will meet to determine a sanction. However, the Respondent still has the option to address the PCC prior to determination of a sanction. The outcome of the PCC deliberations will be shared with the reporting party by the Assistant Director of Student Services and/or the PCC Chair.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

- ii. If the Respondent does not accept responsibility for the charges, then the case will go to a hearing before the PCC. With direction from the Chair of the PCC, the Office of Student Services schedules a hearing to be held within twenty (20) business days, if practicable, from the date of receipt of the PMRF to the Office of Student Services. The Respondent will be notified at least ten (10) days prior to a scheduled PCC hearing.
- iii. Members of the PCC will be free from conflicts of interest that reasonably would appear to impair their ability to evaluate the misconduct matter in a fair and impartial manner. For example, a PCC member directly involved as a witness or course director in the reported incident should recuse him/herself and an alternate member of the PCC will serve as a voting member in all capacities involving that incident.
- iv. The Respondent may submit, in writing, a reasonable request to waive the 10-day notice and schedule the hearing earlier, if practicable. The Office of Education and Academic Affairs will arrange a hearing location and schedule the Respondent, Reporting Party and any witnesses called by the Respondent, Reporting Party, and the PCC. In circumstances where a Respondent is nearing graduation, the Respondent may be offered a prompt review of the case, thereby waiving the 10-business day notice of hearing requirement. A Respondent may refuse a proposal for prompt review. [Source: PCC/IUPUI Conduct Process 5/5/15]
- v. The Respondent has the following rights and responsibilities for preparing information for the PCC hearing:
 1. The Respondent and the Reporting Party may provide witnesses at the hearing provided the witnesses' names are submitted to the Director of Student Services and the PCC Chair at least three (3) business days prior to the date of the hearing. The Respondent and the Reporting Party may be precluded by the PCC Chair from presenting witnesses at the hearing if the information has not been provided within the stated time limits.
 2. Witnesses will be at the hearing only during the time they testify and answer questions.
 3. The PCC may invite an advisor who may remain during the entire hearing.
 4. Any statements or evidence that the Respondent and the Reporting Party may present must be provided to the Director of Student Services and the PCC Chair at least three (3) business days prior to the date of the hearing. The Respondent and the Reporting Party may be precluded by the PCC Chair from presenting evidence at the hearing if the information has not been provided within the stated time limits.
 5. The Respondent and the Reporting Party may be accompanied by an advisor. However, the advisor is not allowed to address any other participants involved in the process.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

6. The Respondent and the Reporting Party will have an opportunity during the hearing to address the PCC regarding the alleged misconduct and the testimony and evidence provided at the hearing.
 7. The PCC may question the Respondent and the Reporting Party.
 8. When two or more students have been reported for collusion in an academic dishonesty accusation, each will have the opportunity to meet independently of the other(s), the other(s)' advisors and witnesses with the PCC.
 9. The Chair may dismiss any participant who is demonstrating disruptive behavior during the hearing.
 10. A record of the proceedings, whether written, audio, or video-recorded or any combination thereof, will be made at the hearing. The record is the sole property of the University. [Source: PCC/IUPUI Conduct Process 5/5/15]
 11. If the Respondent fails to appear at the hearing, the Respondent waives the right to appeal the PCC decision as to both responsibility for the charge(s) and associated sanction(s).
 12. The Investigator presents written findings and/or an oral report of the investigation. The PCC, Reporting Party and Respondent may question the Investigator.
 13. The Respondent and the Reporting Party attend the hearing during the presentation of evidence by live witnesses.
 14. The Respondent, the Reporting Party, and the PCC may present and question witnesses (if any).
 15. The Respondent and the Reporting Party may present other information (if any).
 16. The burden of proving that the Respondent committed the violation(s) will be upon the University.
 17. The Respondent's failure to attend the hearing will not be considered an admission of responsibility.
- vi. The PCC will deliberate in a closed session after the completion of the hearing. Deliberations are not recorded. [Source: PC/IUPUI Conduct Process 5/5/15] Only members of the PCC and individuals permitted by the Chair to remain for reasonable cause will be present during the deliberations. For example, if the violation involves academic misconduct associated with a specific course, the PCC may directly consult with the faculty/course director of the pertinent course during deliberations regarding the imposition of sanctions. The PCC decision is based on a preponderance of the evidence introduced at the hearing. The decision of the PCC is made by a majority vote of the voting members during private deliberations after the close of the hearing. The PCC members review and determine whether the Respondent committed the violation(s) and determines the sanction(s) to be imposed, if any. Within three (3) business days of the final PCC hearing outcome, the PCC will provide a

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

decision based on their evaluation of the evidence and forward the decision to the Faculty Executive Committee who will share the PCC decision with the Dean for review. The Dean jointly with the PCC Chair implements the PCC final decision by sending a written Letter of Resolution to the Respondent within 10 business days, with a copy to the Director of Student Services, the Chair of the Progress Committee, and the Senior Associate Dean for Academic Programs. The Senior Associate Dean for Academic Programs and/or the PCC Chair will inform the reporting faculty member(s), and, if applicable, director(s) of courses for which violations were reported. The Letter of Resolution must provide at a minimum the following:

1. the findings and decision of the PCC;
2. the IUSD Appeals Form; and
3. Instructions, including the time limit, for submitting the Appeals Form.

f. Appeals Committee Process

- i. A student has the right to appeal any decision made by the Progress Committee (PC) and Professional Conduct Committee (PCC) involving additional study, suspension or dismissal from the program. The Respondent may appeal the PCC decision by submitting the IUSD Appeals Form to the Office of Student Services no later than ten (10) business days after the date of the Letter of Resolution. The IUSD Appeals Form is located at the end of Appendix J. The appeal must clearly state the specific grounds for appeal and must include all supporting documentation. A student is limited to one opportunity to appeal to the AC. If no written IUSD Appeals Form is received by the Office of Student Services within ten (10) business days following the date of the Letter of Resolution, the decision by the PC or PCC will stand.
- ii. During any period of appeal for suspension or dismissal, the student can continue in didactic courses but will be suspended from clinical procedures unless there is evidence that to suspend the student would put patients at risk. The decision to allow a suspended student to continue treating patients in any IUSD clinic or IUSD-affiliated clinic rests solely with the Dean of the IU School of Dentistry and the Associate Dean for Clinical Affairs. The Dean may suspend a student completely from the program during the period of appeal if there is evidence that having the student continue in the program would place the IU School of Dentistry, its patients or its personnel in jeopardy. Under this document, authority has been given to specified IU School of Dentistry officials. This authority may be exercised by any person occupying the office designated, or in his/her absence, by that person's designee.
- iii. An appeal will be received if submitted on one or more of the following grounds:
 1. The discovery of new and substantial information, which was unavailable at the time of the PC meeting/PCC hearing but has

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

- since become available and, if had been available, reasonably would have affected the outcome.
2. A procedural error occurred which resulted in material harm that reasonably would have affected the outcome.
 3. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors.
- iv. The Appeals Committee must consider the appeal within thirty (30) calendar days from the Director of Student Services receipt of the student's written appeal.
 - v. If the IUSD Appeals Form is submitted within ten (10) business days of the date of the Letter of Resolution, the Director of Student Services will:
 - vi. review the IUSD Appeals Form for timeliness and completion;
 1. defer the PC/PCC findings and sanctions (if any); and
 2. send a copy of the IUSD Appeals Form to the Chair of the Appeals Committee (AC).
 3. The Chair of the Appeals Committee will convene a meeting of the members to review the appeal. The Appeals Committee may reach one or more of the following outcomes after a review of the appeal and supporting documentation, including prior disciplinary history if applicable:
 - vii. Dismiss the appeal if the appeal is not clearly based upon one or more of the grounds set forth above.
 1. Uphold the original decision and/or sanction(s) reached by the PC/PCC.
 2. Dismiss or vacate the original case, an individual charge, and/or sanction(s), or any portion of the three.
 3. Modify the original sanction.
 4. Remand the case back to the PC/PCC for consideration or rehearing. A case, which is to be reheard, may result in dismissal of the case, modification of the finding, or a finding and/or sanction of greater severity than the original outcome.
 - viii. Within three (3) business days of the Appeals Committee meeting, the Committee decision is forwarded to the Dean for review. If the Dean has concerns, the Dean meets with the Appeals Committee to discuss the case. The Dean implements the final decision by writing a Letter of Resolution to the following recipients:
 1. the Respondent;
 2. the Director of Student Services;
 3. the Senior Associate Dean for Academic Programs; and
 4. the Chair(s) of the relevant Progress Committee(s) and the PCC.

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

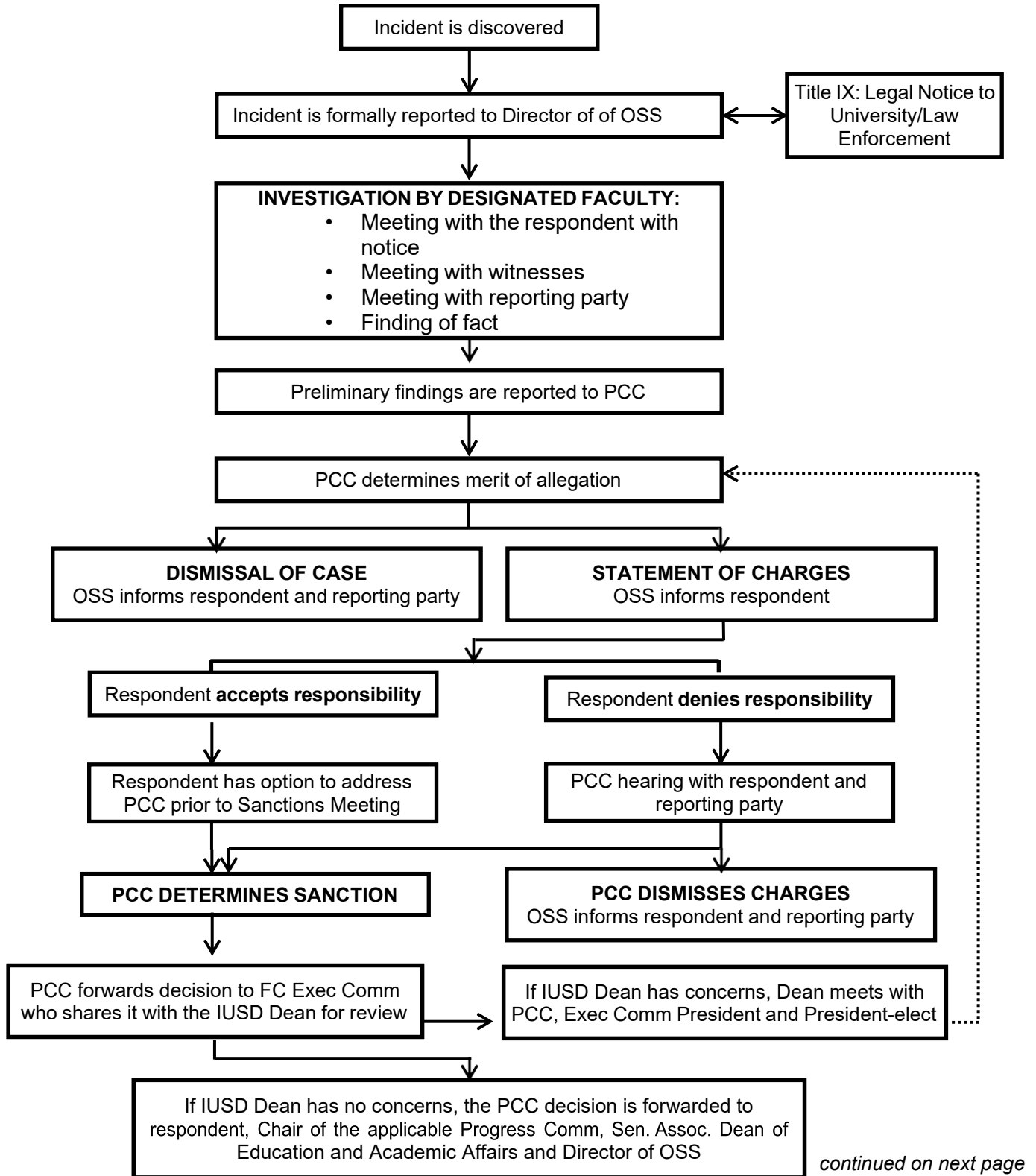
Updated 6/07/2022

ix. Appealing an IUSD Final Decision involving Suspension and Dismissal

Students who feel that a demonstrable procedural error occurred during the IUSD proceedings may submit an appeal only on those grounds. The external appeals document is limited to the identification of a specific procedural violation. The appeal is submitted to the Director of Student Services, who will review and then forwards the appeal to the IUPUI Vice Chancellor for Research and Graduate Education and copy the student filing the appeal. The Associate Vice Chancellor of Graduate Education reviews the findings and presents the decision to the Respondent and the Director of Student Services. [Source: PCC 5/5/15. Revision approved by FC 6-21-17]

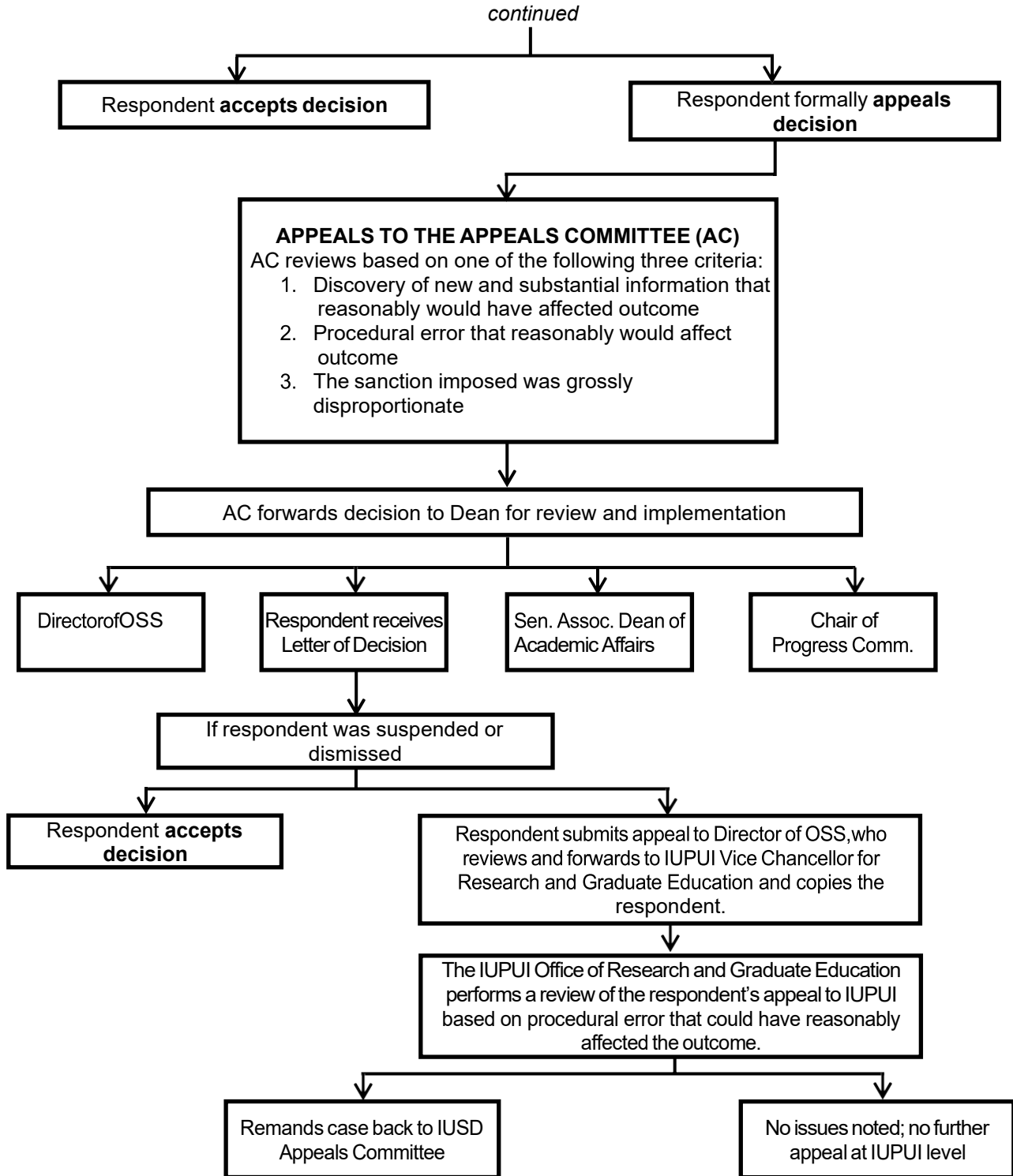
Case Procedure Flowchart

For illustrative purposes only, this does not reflect all aspects of the process.



continued on next page

Appendix J IUSD Code of Professional Conduct



Source: modified *Case Procedure Flowchart* approved 6/16/2021 by IUSD Faculty Council

Appendix J IUSD Code of Professional Conduct

Professional Misconduct Reporting Form

Within ten (10) business days (any weekday when IUSD administrative offices are open) from the date of discovery of suspected or known violations of the IUSD Code of Professional Conduct, complete this form and attach all supporting documentation known to you at the time. Please refer to the IUSD Code of Professional Conduct for procedures related to professional or academic misconduct. If the outcome of an Incident Report results in a charge(s) and a subsequent hearing the Reporting Party is required to be present at the hearing.

Submit this completed form to the Director of Student Services.

I am reporting the below named student for a violation of the Student IUSD Code of Professional Conduct.

PART I: Contact Information of Individual Reporting the Incident/Activity

(Reporting individual must be present if an investigation results in a PCC hearing)

Name:	Date of this Report:	
Status: <input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff
Telephone:	Email:	

PART II: General Information of Incident/Activity

If multiple students are involved in the incident, provide a full list in PART IV below.

Student Name:	Date of Alleged Violation:
Student's Program and Class (if known):	
Course/Section (if applicable):	Instructor Name (if applicable):

PART III: Name and Contact Information of Witnesses (if applicable)

PART IV: (reporting faculty only)

If the charge relates to academic misconduct have or will academic sanctions be imposed?

YES NO Undecided

PART V: Summary of the Incident/Activity

Please provide a detailed summary of the incident. Attach to this form all documentation, if any, related to the alleged violation, such as the course syllabus and or assignment instructions.

Appendix J IUSD Code of Professional Conduct

IUSD Appeals Form

A student has the right to appeal decisions concerning alleged violations of the IUSD Code of Professional Conduct and decisions involving additional study, suspension, or dismissal due to academic performance. To initiate the appeals process to the Faculty Council Appeals Committee and IUPUI, this form must be completed and sent via university e-mail to the Director of Student Services within ten (10) business days from the date of the Letter of Resolution sent by the Dean. Further information is available in the IUSD Code of Professional Conduct (in Appendix J) and the Student Appeals Process Regarding Academic Performance.

PART I: Contact Information of Individual Appealing

Name:	Program and Class:
Today's Date:	Date Letter of Resolution sent by the Dean:
Telephone:	Email:

PART II: Type of Violation

Please identify the basis of your appeal below. (Check all that apply)

- The discovery of new and substantial information, which was unavailable at the time of the PCC hearing or Progress Committee meeting but has since become available and, if had been available, reasonably would have affected the outcome.
- A procedural error occurred which resulted in material harm that reasonably would have affected the outcome. ***This is the only criterion on which IUPUI appeals are considered.**
- The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors.

PART III: Notice Letter of Findings and/or Sanctions

You are required to attach a copy of the Letter of Resolution from which you are appealing.

PART IV:

Please attach to this form any statements or evidence that support your appeal. For example, should you contend that new and substantial information has become available that would have affected the outcome, you are to provide the new documentation and/or the names and statements of witnesses. This is not an opportunity to re-adjudicate your case but to provide information that supports one or more of the criteria above.

THIS FORM AND ATTACHMENTS SHOULD BE SUBMITTED WITHIN TEN (10) BUSINESS DAYS OF THE DATE OF THE LETTER OF RESOLUTION. *continued*

Appendix J IUSD Code of Professional Conduct

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Updated 6/07/2022

PCC Sanction Guidelines

Students who violate the Academic and Professional Conduct Policy will face sanctions that may include censure, disciplinary probation, restitution, suspension, and/or dismissal. Other sanctions may be imposed instead of or in addition to those specified. In all cases, significant mitigating or aggravating factors shall be considered. The burden of establishing mitigating factors prior to imposition of sanctions is the Respondent's responsibility.

The minimum sanction in first offense cases shall be a letter of reprimand by the Dean of the IU School of Dentistry, added to the student's academic record, which will result in the student being put on probation for a time as specified in the letter. First offense cases of academic misconduct, however, can result in immediate dismissal. The minimum sanction in repeat violation cases shall be suspension from the IU School of Dentistry for a specified minimum time, although other sanctions may be imposed.

A letter of reprimand by the Dean and/or a sanction notation on a student's academic record shall remain on the student's academic record as specified in the Dean's letter and/or sanction notation. Both document will outline a minimum time after which, and if no further case of misconduct has been noted, the student may petition the Dean for the removal of the sanction notation and/or letter of reprimand by the Dean. The Dean will confer with the Professional Conduct Committee (PCC) to evaluate the merit of the petition and then notify the student of the outcome of their petition.

In addition to sanctions imposed by the PCC, course instructors can impose additional sanctions including failure of the assignment/exam in question and solely at their discretion.

*Created and Approved by Professional Conduct Committee – 9/14/17; Modified by
Professional Conduct Committee Task Force 2/14/18; Approved by IUSD Faculty Council
6/14/18*

Appendix K Dress Code Regulations

(Source: Dress Code Task Force 5/12/15)

Acceptable Dress

Business style clothing is preferred for most types of activities at the school. The following are examples of business attire:

1. Dress slacks, khakis, chinos for men
2. Dress slacks khakis, chinos skirts, or dresses that fall below the knee for women.
3. Dress shirts for men, blouses for women
4. Closed toe shoes
5. Dress socks for men
6. Dress socks or hosiery for women.

Unacceptable Dress

The following items of apparel are unacceptable for any student to wear in the dental school or any of its affiliated clinics or classroom buildings during regular school/business hours:

1. Any clothing item not in good repair; or that is frayed, torn, or ripped
2. Any item of clothing that does not cover the shoulders, abdomen or back is not acceptable
3. Any item of clothing that is above the knee (for example, miniskirt)
4. Any item of clothing with inappropriate language or images (profane or offensive language; items promoting alcohol, tobacco, drugs; items making inappropriate political or religious statements)
5. Sweat suits, jogging suits, or bib overalls
6. Tights or leggings as an outer garment (without a skirt or dress) is inappropriate
7. Wearing mismatched scrubs or just scrub bottoms and a t-shirt.

Clinical or Laboratory Settings

The following guidelines apply to students in clinical or laboratory settings:

1. Guidelines for Acceptable Protective Clothing and Infection Control policies and procedures must be followed and are described in the IUSD Infection Control Manual
2. Long hair must be pinned or tied back, out of the field of vision and away from any operating surfaces
3. Adherence to infection control guidelines is mandatory; all disposable protective clothing (gowns, masks, gloves) must be removed prior to leaving the clinical area. No disposable protective clothing may be worn while in restrooms, libraries, eating areas, or while exiting the building.
4. For safety and hygiene reasons, close-toed shoes and socks that cover the ankles or hose must be worn in clinics and laboratories; all shoes must be in good repair

Appendix K Dress Code Regulations

5. Jeans may be worn in laboratories or classrooms as long as they are clean and not ripped, frayed, or torn
6. If slacks or skirts/dresses are worn in the clinics, dress (conventional) close-toed shoes or dress boots and hosiery or socks that cover the ankles must be worn
7. For safety reasons, long pants must be worn in laboratory settings. Shorts are not permitted in the labs or clinics.
8. Dental Students may wear scrub suits under disposable gowns while treating patients in the clinics in the school.
9. School-affiliated clinics in community settings may allow treatment of patients while wearing scrubs covered by disposable gowns or clean laboratory coats. Scrubs may be worn for patient treatment or other program-related educational activities. Approved IUSD scrubs may be ordered through a designated vendor in ceil blue and pewter in addition to an ASDA specific color that will be offered on a limited time basis through the ASDA fundraiser. Embroidery or lettering on scrub suits must be approved by the administration to ensure currency of the logo. (Source: Office of Education and Academic Affairs/ASDA/Dental Illustrations: provision added 6/1/15)
10. Jeans may not be worn as clinic attire under any circumstances except during fundraising events sanctioned by IUSD or IUSD associated organizations. Students must receive approval to wear jeans from their program and/or clinic director in advance in order to participate.

CrimsonCard Requirement

Students are required to wear the Crimson Card identifying them as a Professional Dentistry student within the building at all times. Students can acquire a new CrimsonCard from OneCard Services located in Suite 217 of the IUPUI Campus Center, 420 University Blvd., Indianapolis, IN 46202. Crimson Card support can be contacted 24 x 7 by phone at 317-274-0400. The office hours are Monday - Friday, 8 AM – 5PM.

Enforcement

Faculty and/or staff may refuse admittance of students who are inappropriately attired to classrooms, clinics, or labs and may report violations to a student's Clinic Director, Program Director, and Associate Dean/Assistant Dean for Clinical Affairs or Senior Associate Dean/Assistant Dean for Academic Programs.

Appendix L IUSD Policy on Administering Examinations

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Policy

All students must review and sign the IUSD Code of Professional Conduct annually requiring them to self-regulate testing environments by reporting any academic misconduct to the Professional Conduct Committee. Students who are non-compliant will be suspended from classes and clinics until this is completed.

Students will provide the phone number (317-274-8173) of the Office of Education and Academic Affairs to family members and other individuals in case the student needs to be reached. In the event of an emergency, a representative from the Office of Education and Academic Affairs will notify the student and course director immediately. Students are encouraged to inform the course director/proctor in the event of a possible foreseen emergency.

During laboratory, written and electronic examinations, a student will not have any personal belongings at his/her assigned seat. All personal belongings (including food and drinks) must be stowed in designated locations as specified by the Course Director or exam proctor. All electronic devices, except those used to access and take exams, are to be silenced and stowed in a secure location not on the students' person; this includes all wearable technologies. Noncompliance is likely to give the perception of academic misconduct, which may result in sanctions.

All screens on devices used to take an examination are to be covered with an approved privacy screen protector to limit the available viewing angles of the screen.

All exams are to be proctored by the course director, associated faculty or their designees.

Seat assignments in the testing location are designated by a chart generated by the Office of Academic Affairs guidelines. All academic departments at IUSD may establish departmental procedures regarding testing protocols and exam security.

Due to the nature of the IUSD graduate programs, dental hygiene program and dental assisting program, academic departments or divisions will uphold the integrity of the examination process by establishing guidelines specific to the needs of the individual program.

Approved by Curriculum and Assessment Committee, 09/03/13 Revised by CAC, 10/08/13

Approved by IUSD Faculty Council, 02/03/2014 Revised by CAC, 08/18/16, 09/27/2016 Approved by IUSD Faculty Council, 10/06/2016

Appendix M Disabilities Accommodation Procedure

Procedure

The Americans with Disabilities Act (ADA) of 1990 is the civil rights legislation for persons with disabilities in the U.S. It provides protection from discrimination for individuals on the basis of disability. A “person with a disability” is anyone with a physical or mental impairment that limits one or more major life activities. A person is considered a “person with a disability” if he/she has a disability, has a record of a disability or is regarded as having a disability.

Procedures for Disclosure

After admission to the program, a student is encouraged to disclose a disability to the Assistant Dean for Diversity and Student Success and request accommodations. The student will be asked to provide documentation of the disability so that appropriate accommodations may be considered. Requirements for documentation are described below.

Documentation Requirements for Disabilities

Any student requesting an accommodation must present appropriate documentation from a qualified professional, establishing: (a) that the disability exists, and (b) that the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly situated person without a disability. The documentation should be provided to IUPUI Adaptive Educational Services within four weeks of the initial meeting with the Assistant Dean for Diversity and Student Success, and the following requirements apply to documentation of disabilities.

Documentation must be provided by a licensed professional who is qualified in the appropriate specialty area and whose primary expertise involves the adult population, and the documentation must establish that the licensed professional’s qualifications are in the appropriate specialty area related to the disability.

Documentation must be submitted on letterhead of the professional, be signed by the professional and include a minimum of the following: (a) the specific diagnosis of the disabling condition; (b) a description of the specific way(s) in which the disability limits the student’s functions; (c) recommendations for accommodation, including a statement that the professional is aware that the student’s environment is a dental school rather than a graduate school, undergraduate school, or secondary school; and (d) a specific explanation of the manner in which the proposed accommodation responds to the student’s limitations. Handwritten documents will not be accepted.

Documentation of a learning disability must include a description of the diagnostic interview, a history of the student’s learning disability and any accommodations provided for it, and a specific diagnosis of a generally recognized learning disability. The cost of providing the necessary documentation will be borne by the student.

Determination of Appropriate Accommodations for Disabilities

Once documentation has been submitted as described above, IUPUI Adaptive Educational Services (AES) will contact the Assistant Dean for Diversity and Student Success. AES will review the request and documentation, establish whether the applicant has a disability, and make or confirm recommendations for appropriate accommodations to the Assistant Dean for Diversity and Student Success. The process shall be interactive, involving full input from the applicant, appropriate Indiana University School of Dentistry personnel, AES and other IUPUI

and external offices possessing the technical, medical, and administrative expertise as needed to evaluate the request.

Appendix M Disabilities Accommodation Procedure

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Should the accommodations recommend revision of the curriculum or program, the Assistant Dean for Diversity and Student Success will present the accommodation recommendations to a committee composed of the Assistant Dean for Diversity and Student Success, legal counsel, faculty representatives, and AES. This Committee may do one of the following: (a) determine that the recommended accommodations fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program, and therefore should be denied; (b) modify the proposed accommodations because unless modified, they fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program; or (c) approve the accommodations as recommended. The accommodation plan will apply to the student throughout his/her tenure in dental school unless the disability changes. The student and the student's respective program director and/or Office of Education and Academic Affairs will follow the recommended accommodation for written examinations and other testing situations set forth by AES provided that the recommended accommodation does not significantly alter the goals of the educational program or any specific activity in the program.

Indiana University School of Dentistry will provide reasonable accommodations but is not required to make modifications or provide auxiliary aids or services that would fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients or others, or compromise the academic integrity of the respective program. The student must be able to perform the essential skills of the respective curriculum, with or without accommodation, in order to begin or continue in the program.

There may be components to the curriculum which are areas in which accommodations recommended for a disability may not be applied (e.g. small group activities, oral examinations, clinical exams, clinic, etc.). Any fundamental change in time allotted, small group and research activities, and assessment methods associated with these components of the program may adversely affect the role of the activity in the curriculum and the expected standards for performance for a student and graduate. Additionally, changes in timed laboratory examinations or other performance-based demonstrations of competence may not be possible.

Tests or test booklets, instructions and testing procedures will be standardized for all students at IUSD. If a student's learning disability is accommodated and results in non-standardized testing administration or environment, the student's performance will be judged on the performance criteria set for all students within the course or curriculum. Performance standards for all educational activities are regulated by the faculty and apply to all students.

Decisions where a student is denied admission or dis-enrolled due to undue hardship, safety risk, or significant programmatic changes as a result of an inability to meet these minimum standards for admission or retention will be fully documented. Documents regarding a student's or applicant's disability and requests for accommodation shall be treated in a confidential manner and maintained separately from his or her admissions, academic or other files. IUSD shall maintain files regarding the decision-making process with respect to accommodation requests. [Reviewed 5/14/15]

Appendix N Technical Standards Accommodation Guidelines

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Technical Standards and Accommodations Information

Indiana University School of Dentistry (IUSD) is committed to ensure that the opportunity to pursue oral health education is available to all qualified persons without regard to disability. In this spirit, all qualified individuals are considered for admission.

All IUSD students must: 1) have completed the appropriate application process, 2) have fulfilled all prerequisites as determined by IUSD, 3) be capable of acquiring the necessary knowledge, and 4) have the ability to perform or learn to perform the skills specified in these standards with or without a reasonable accommodation. The faculty at IUSD has determined that the skills listed below are essential to the curriculum and are necessary to ensure that graduates of the program are fully prepared to practice dentistry. Although these skills are necessary for admission and retention, successful completion of the DDS program will require meeting other academic and professional standards as specified in the curriculum and in other institutional policies.

IUSD recognizes that the award of the Doctor of Dental Surgery (DDS) degree (and other degrees offered by IUSD) carries with it the full authority of the institution and communicates to the public that the individual who has earned this degree is competent to practice dentistry. The DDS is a comprehensive degree, unique in that the graduate, after passing a licensing examination, is permitted to offer patient care in all areas within dentistry.

This means that every dental student must acquire and demonstrate the didactic knowledge, as well as motor, sensory/observational, communication, cognitive, and behavioral skills, in order to complete the curriculum and be fully prepared for dental practice. To develop those skills, IUSD acknowledges that the unique DDS curriculum requires a myriad technical, intellectual, and interpersonal skills of its graduates. The faculty is mindful that the curriculum is stressful, requiring both emotional stability and physical stamina. Applicants to the program thus must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the education. It is important to note that during the DDS program, students are required to both perform and direct treatment on IUSD's patients.

Ultimately, the faculty has the responsibility to ensure the safety and proper care of these patients. This includes the completion of treatment safely and within a reasonable amount of time. Because the faculty is mindful of the rigors of the curriculum, the immense responsibility for safe patient treatment, and the fact that the DDS signifies readiness for dental practice, no accommodation can be granted that would result in undue hardship to the institution, would pose a direct threat to patients or others, or would fundamentally alter the curriculum. Accordingly, IUSD has determined that the DDS student must be able to meet the following technical standards for admission to or retention in the program. Responsibility for the interpretation and application of these standards rests solely with the school and university, and the examples given are merely illustrative. Students who are accepted and matriculate will be expected to sign a statement that they can meet the technical standards with or without reasonable accommodations.

Appendix N Technical Standards Accommodation Guidelines

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Motor Skills

Students must have or be able to acquire sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients, both during the DDS program and at completion of the curriculum. This means the student must possess motor skills necessary to direct palpation, bimanual manipulation, fine tactile perception, and other diagnostic maneuvers, as well as basic laboratory procedures. Such activities require coordination of both gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.

Students must be able to perform basic life support procedures, including CPR, and position and reposition themselves around the patient and dental chair in either a standing or sitting position. Students must be able to operate foot controls utilizing fine movements, operate high and low speed hand pieces, which require controlled intraoral and extra oral movements of less than one millimeter, and utilize hand instrumentation, including scalpels for surgical procedures.

Sensory/Observational Skills

Students must be able to master a defined level of information as presented through demonstrations and experiences in the biomedical and dental sciences. This includes but is not limited to: information conveyed through microbiological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Students must be able to efficiently acquire information from written documents and to visualize information presented in images on paper, film, slides, or video. Students must interpret radiographic and other graphic images, with or without the use of assistive devices.

Students must have functional use of visual, auditory and tactile sensation. In practice, a dentist must be able to observe a patient accurately, both at a distance and close at hand, and must notice and appreciate nonverbal communication when performing dental operations or administering medications. Thus, students in the DDS program must be able to perform visual and tactile dental examinations and treatment, including the use of visual acuity, accommodation, and color vision to discern the differences and variations in color, shape and general appearance between normal and abnormal soft and hard tissues. Use of tactile senses may be either direct palpation or indirect through instrumentation. Students must also possess the visual acuity to read charts, records, small print and handwritten notation, and distinguish color intraorally and extraorally. The type and degree of color blindness will determine a student's limitations. Of color blindness, daltonism is surmountable, while achromatic vision is not.

Communication Skills

Good communication skills are essential for any health care provider and are stressed in the DDS curriculum. Therefore, a student must be able to communicate effectively and efficiently with patients, faculty, staff and students in both oral and written forms.

Because successful dental practice depends on timely and efficient rendering of patient care services, students in the DDS program must have sufficient facility in English to obtain information from a variety of learning resources, convey concepts and knowledge on written examinations administered during a specific time period, elicit patient histories, problems and symptoms, record in and retrieve information from patient charts, and coordinate patient care with all members of the health care team.

Appendix N Technical Standards Accommodation Guidelines

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Cognitive Skills

Students must be able to measure, calculate, reason, analyze, interpret, integrate, synthesize and diagnose. Problem solving, a critical skill demanded of dentists, requires all of these intellectual abilities. Because dental care must be rendered in a timely and orderly fashion, students must be able to demonstrate cognitive skills in specified times and setting.

Behavioral Skills

Students must possess the emotional health and stability required for full utilization of his or her intellectual abilities, for the exercise of good judgment, in the prompt completion of all responsibilities attendant to diagnoses and care of patients, and in the development of mature sensitive and effective relationships with patients, staff and other health care practitioners. Students must be able to tolerate physically and emotionally challenging workloads and to function effectively under stress, while in the DDS program and at completion of the degree. They must be able to adapt to changing environments, to display flexibility, to function in a climate of uncertainty in health care and to treat patients with compassion and integrity.

Accommodation Information

The IU School of Dentistry will work to ensure that all qualified students, consistent with applicable law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, will have the opportunity to succeed in the School's programs of study. Admitted DDS students in need of disability accommodations should contact the IUSD Assistant Dean for Diversity and Student Success (dsdivsty@iu.edu) who will work with the [IUPUI Office of Adaptive Educational Services \(AES\)](#) (aes@iupui.edu; 317-274-3241) and follow standardized procedures to evaluate the request.

PURPOSE

The School of Dentistry (IUSD), in order to provide adequate instructional cases, provides financial courtesy and discounts for specific services provided to full-time students of IUSD.

SCOPE

All full-time students enrolled in the dental assisting, dental hygiene, pre-doctoral and post-doctoral programs at IUSD.

DEFINITIONS

Students are defined as persons currently enrolled in IUSD resident, graduate dental, pre-doctoral dental, post-doctoral dental, dental hygiene and dental assisting programs.

POLICY

The student courtesy fee and discounts depend on the status of the service-provider (i.e., dental hygiene, pre-doctoral or post-doctoral student). The courtesy fee does not apply to the following items and procedures, regardless of the service provider: bleaching kits, bleaching refills, implant placement treatments, or cone beam imaging. The remaining services are eligible for either a full financial courtesy or a discounted fee as set forth below.

1. IUSD provides full financial courtesy to Students for services performed by dental hygiene students.
2. IUSD provides financial courtesy or discounted fees to students for services performed by pre-doctoral students as follows:
 - a. Students receive a full financial courtesy applied to fees for all services other than those listed in section 2(b).
 - b. Students receive a 50% discount off of the published pre-doctoral rates for:
 - i. Orthodontic treatments;
 - ii. Treatment requiring lab work (a student may not use his/her own gold or other material to avoid charges for laboratory work); and
 - iii. Restoration of an implant (note that implant placement is not discounted).
3. IUSD provides discounted fees to students for services performed by post-doctoral students as follows: Students receive a 25% discount off the published fee schedules in the specific graduate dental clinic where the Student receives treatment. For treatment requiring lab work, a Student may not use his/her own gold or other material to avoid charges for laboratory work.

REFERENCES: None

PROCEDURES: Application of Discounts for Students and Family Members

HISTORY:

[Source: OCA 11/2014 Reviewed by Finance and Admin. 4/7/16]

Appendix P Limited Financial Courtesy for Family Members of Full-time Students Policy

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

PURPOSE

IUSD extends a limited financial courtesy to family members of full-time students enrolled in the dental assisting, dental hygiene, pre-doctoral and post-doctoral programs of IUSD consistent with the limitations herein in the effort to provide adequate instructional cases for the students.

SCOPE

All full-time dental assisting students, dental hygiene students, pre-doctoral students and post-doctoral students currently enrolled in IUSD programs. This policy is effective for those full-time students who began their program participation on or after July 1, 2012.

DEFINITIONS

Student means a full-time dental assisting student, dental hygiene student, pre-doctoral student, or post-doctoral student actively enrolled in an IUSD program.

Family Member means the following relatives of the Student: spouse or same sex domestic partner, parents, spouse's/domestic partner's parents, brothers and sisters, sons and daughters (including stepchildren), aunts, uncles, and grandparents.

Student Allotment means the one-time, total amount granted to a Student based on the length of the established curriculum of the program in which the Student is enrolled and applies only to the time that the Student is actively enrolled. The Student Allotment for enrollment is as follows:

One (1) year program total allotment is \$250.00 Two (2) year program total allotment is \$500.00
Three (3) year program total allotment is \$750.00 Four (4) year program total allotment is \$1,500.00

POLICY

Upon enrollment as a full-time student in an IUSD program, a Student will be allowed to use their Student Allotment for fees arising from services provided to Family Members of Students.

The Student Allotment is to be used as a limited financial courtesy for fees arising from services provided to Family Members. The Student Allotment may be applied to only the specific fees described below. The Student may determine which fees they want applied to their Student Allotment. In no case will the accumulated financial courtesy for the services provided to Family Members exceed the total Student Allotment.

1. The Student Allotment may be used to cover the following fees:
 - a. The full-published fee for services provided by dental hygiene students;
 - b. The full-published fee for services provided by pre-doctoral students except those discounted services listed in section 1(c).
 - c. The fees for orthodontic treatments, treatments requiring lab work and restoration of an implant provided by pre-doctoral students discounted by fifty percent (50%) of the pre-doctoral rate; and
 - d. The fees for services provided by graduate students and residents discounted by twenty-five percent (25%) of the published graduate student rate.

Appendix P Limited Financial Courtesy for Family Members of Full-time Students Policy

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

2. The Student may not use his/her own gold or other material to avoid charges for laboratory work for Family Members.
3. IUSD offers this limited financial courtesy to students' family members provided that:
 - a. The policy applies to all students without regard to the volume or value of referrals or other business generated for IUSD by the family members;
 - b. The health care services provided are of a type routinely provided by IUSD; and
 - c. The family member is not a beneficiary of a federal health care program (e.g., Medicare, Medicaid, etc.)

REFERENCES: None

PROCEDURES: Application of Discounts for Students and Family Members

[Source: OCA 11/2014 Reviewed by Finance and Admin. 4/7/16] Approval Date: 4/4/13; Amended Date: 6/15/13; Effective Date: 7/1/13

Appendix Q Student Travel Request Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Indiana University School of Dentistry Policy

CATEGORY: Academic Programs; Finance

POLICY NO:

TITLE: Travel Support Policy for Student Professional Development, Leadership, or Presenter Roles

SUBJECT: Funding for Student Travel - Student Professional Development, Leadership or Presenter Roles

PURPOSE

To support student travel to national conferences or programs for specific training or student professional development, leadership or presenter roles related to dentistry academics, online education, or peer mentoring group development.

SCOPE

All Full-time Students

DEFINITIONS
National Dental Conference is defined as any of the following approved national dental education organizations: ADEA, ASDA, SPEA, ADA, CODA, and AADR. Other organizations may be considered if the applicant submits a statement describing the purpose and importance of a particular organization's meeting.

POLICY

The IUSD Office of Education and Academic Affairs will consider applications for funding of conference registration, hotel accommodations, and airfare in partnership with the respective department or student organization for fulltime IUSD students to attend -approved National Dental Conferences or disciplinary-based conferences to support strategic IUSD initiatives or student development of members of the peer-mentoring group. The Director of Student Services will determine if the student member, student member's department or organization and the school will significantly benefit from attendance at the conference or program. Funding will be provided as the budget allows and preference will be given to student members who have not been previously funded. In addition, preference will be given to applicants who document contribution of departmental funds, if applicable, to help support the meeting travel request.

Appendix Q Student Travel Request Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Indiana University School of Dentistry Procedure

CATEGORY:

Academic Programs: Finance

PROCEDURE NO:

TITLE: Travel Support Policy for Student Professional Development, Leadership, or Presenter Roles

SUBJECT: Funding for Student Travel - Student Professional Development, Leadership or Presenter Roles

PURPOSE

To outline the standard operating procedure for a student to complete a funding request and the approval process.

PROCEDURE

1. Student must complete the funding request application and submit it a minimum of 30 days prior to the first day of open conference registration or upon receipt of acceptance notification. Travel funding approval for presentation at a conference is contingent upon acceptance of the poster and/or oral presentation by the student, and if applicable, the sponsoring organization, or approval of the submitted application for conference attendance.
2. The application will require documentation of the purpose and benefit to the student education, department or organization and school.
3. Student must provide a statement of benefit to the department and school.
4. The student must provide a copy of the conference registration confirmation to the Office of Education and Academic Affairs.
5. The Director of Student Services will approve/deny the travel support request within five (5) business days of receiving all applications components, based upon the policy criteria, application, and documentation provided. The student and student's sponsoring organization or department will be notified of the funding decision.

Appendix Q Student Travel Request Form

DDS STUDENT TRAVEL FORM

**Indiana University School of Dentistry
Office of Education and
Academic Affairs**

All IUSD DDS student-related travel must be approved by the Office of Education and Academic Affairs, whether or not the student will be absent from class/clinic. This form can be found in the DDS Student Program Handbook and in Room 105.

Instructions for Students:

1. Complete the Student Section below.
2. Present form to course directors/clinic director from whose classes/clinic the student will be absent.
3. Return form no less than 4 weeks prior to travel start date to Room 105 for further processing.

STUDENT SECTION	
Student Name	<input type="checkbox"/> D1 <input type="checkbox"/> D2 <input type="checkbox"/> D3 <input type="checkbox"/> D4
Student Phone	Student IU Email
Event/Conference	
IUSD Faculty Sponsor/ Advisor	
Dates that student will attend event	
Dates that student will be absent from class and/or clinic	
Emergency Contact Name	Relationship
Emergency Primary Phone	Emergency Secondary Phone
Funding Source for Registration	Funding Source for Hotel
Funding Source for Transportation	
For overnight travel, lodging information is required to meet requirements of the Clery Act, a federal law.	
Hotel/Overnight Lodging Name	
Address	
Hotel Room Number/Date Submitted (REPORT TO OAP WITHIN 2 WEEKS AFTER EVENT)	
<p>Student Signature: As confirmed by my signature below, I am currently in good standing at IUSD; am not on probation for academic issues; and have no professional conduct violations. If my status changes, I understand that any approvals can be withdrawn.</p>	

FACULTY ACKNOWLEDGEMENT		
<p><i>The Faculty members below have recorded their recommendations regarding the absence request on this form. The Office of Education and Academic Affairs will make the final decision regarding the request.</i></p>		
Course Name	Course Director/Clinic Director Signature	List any course conflicts or concerns
Date received from student:		OAP Approval:
Instructors notified:		Clery Act information complete:

Appendix Q Student Travel Request Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

INDIANA UNIVERSITY SCHOOL OF DENTISTRY TRAVEL SUPPORT APPLICATION

for

Student Professional Development, Leadership or Presenter Roles

Fulltime students are eligible to apply for travel funds if they are pursuing Student Professional Development, Leadership, or Presenter Role opportunities as long as such opportunities are of benefit to the department, student organization, and IUSD.

Name	Student Organization (If Applicable)	Department (If Applicable)
Title of Presentation (if applicable), Professional Development or Leadership Development Opportunity		
Conference	Location	Meeting Dates
Benefit Statement		
Have you applied for student travel funding from any other (IUPUI, IUSD, etc.) source?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what was the source and the amount of other funding approved? \$		
Amount Funded by Department or Student Organization		
Director of Student Services Approval Signature	Date	
Amount Funded by the Office of Education and Academic Affairs (if applicable)		

NOTE: Travel Support will only be provided for conference registration, hotel and air travel to conference site. If Travel Support is provided, students must share hotel space when possible and appropriate; students are encouraged to use the official conference hotel for safety and maximum attendance benefit. No per diems will be paid.

Appendix R Release of Student Information Matrix

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student.

PUBLIC INFORMATION	Student – Own Record	General Public	University Personnel
Name	Y	Y	Y
Local Address/Telephone Number	Y	N	N
Permanent Address/Telephone Number	Y	N	N
Current Enrollment	Y	Y	Y
Class Level	Y	Y	Y
Full-time/Part-time	Y	Y	Y
Dates of Enrollment	Y	Y	Y
Degrees Received	Y	Y	Y
School or Division	Y	Y	Y
RESTRICTED INFORMATION +			
Age/Birth date/Birthplace	Y	N	N
High School(s) Attended	Y	N	N
Social Security Number	Y	N	N
Marital Status	Y	N	N
Academic Status	Y	N	N
Class Rank	Y	N	N
Grades (Specific or GPA)	Y	N	N
Testing Information	Y	N	N
Class Schedule	Y	N	N

Y – YES, approved for release

N – NO, not approved for release to public without student's authorization.

+ – A written statement or form from the student to release his/her personal restricted information authorizes the Office of Education and Academic Affairs to furnish requested information to agencies, employers, other institutions, and/or other persons so specified.

* – Final grades may be released to the parents of single students under age 18 without written authorization from the student. [Last reviewed and updated May 2017]

Directory information may appear in public documents and may otherwise be released to individuals outside the University without the student's specific consent. Indiana University has designated the following items as directory information: name; hometown (city, state), University e-mail address; major field of study; dates of attendance; admission or enrollment status (admitted, full-time, part-time); campus; school, or division; class standing (freshman, sophomore, junior, senior); degrees and awards; activities; sports; and athletic information.

Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry.

Legitimate educational interest is the need to review an education record in order for a University official to carry out his or her responsibilities in regard to performing an administrative task outlined in the official's duties, or performing a supervisory or instructional task directly related to the student's education.

School official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to

Appendix R Release of Student Information Matrix

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

provide a service (such as an attorney, auditor, collection agent, learning management system vendor (e.g., Canvas), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a "school official"); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Faculty members are considered to be advisors with a legitimate educational interest for all students currently enrolled in their classes or seeking enrollment, and others that they may be advising on an assigned basis.

Non-disclosure of directory information (FERPA restriction) may be requested by currently enrolled students and a student may choose to file a partial restriction where one or more directory data points are restricted or a full restriction. A full FERPA restriction means the University may not release any directory information about the student, except as permitted under the provisions of FERPA (i.e. to school officials with a legitimate educational interest). The University may not even acknowledge to third parties that the person is a student if a FULL restriction is filed.

Letters of recommendation - Written consent from the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (grades, GPA and other non- directory information) or is an assessment of student performance, such as his or her rank in the class. Statements made from personal observation or knowledge do not require a signed release.

Release of Student Information Consent Form

Indiana University School of Dentistry Office of Education and Academic Affairs
1121 W. Michigan St. Indianapolis, IN 46202

Student/Alumnus Authorizing Release of Information (required):

Last name	Middle name	First name
Email address	Dates of Attendance	Degree Pursued/Earned

I freely and voluntarily authorize IU School of Dentistry to release FERPA protected student records and information pertaining to grades, academic and/or clinical performance, disciplinary proceedings, financial aid, schedules, tuition and fees, for the purpose of educational/employment progress to the specified third party or organization listed below.

Please check all appropriate boxes as applicable (required):

- Dates of attendance
- Date and Degree(s) Earned
- Academic Performance (Cumulative Grade Point Average and Rank)
- Specific Grades: _____
- Clinical Performance
- Professional Conduct/Disciplinary Proceedings
- Financial Aid
- Tuition and Fees
- Attendance
- Other (please specify): _____

PLEASE SUBMIT AN INDIVIDUAL FERPA RELEASE FORM FOR EACH THIRD PARTY ("RECEIVING PARTY") OR PARTIES TO WHOM YOU ARE GRANTING ACCESS TO YOUR STUDENT RECORD.

Release information to (required):

Name of Receiving Party/Organization:			
Street Address:		City/State/Zip:	
Phone:		Email Address:	

Student/Alumnus Signature _____

I understand that this authorization, as required under FERPA Guidelines, will remain in effect until completion of the stated purpose for this authorization as described. Indiana University School of Dentistry adheres to the provisions of the Family Education Right Privacy Act (FERPA) and other appropriate state and federal laws and regulations, which prohibit disclosure of education information without the specific written consent of the person to whom it pertains, or as, otherwise permitted.

THIS AUTHORIZATION MAY BE AMENDED, CHANGED, OR RESCINDED AT ANY TIME BY SUBMITTING A NEW AUTHORIZATION TO THE APPROPRIATE CONTACT AT THE IU SCHOOL OF DENTISTRY.

Return this form to:

Office of Education and Academic Affairs: iusdoap@iu.edu

- Or - Student Services: iusdss@iu.edu

- Academic, clinical, or discipline records
- Dates of attendance or graduation
- Proof of current or past enrollment
- Postgraduate and residency program applications (ADEA PASS)
- Scholarship application

Appendix S Frequently Used Links

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Task	Link
American Dental Association (ADA)	http://www.ada.org/
IUPUI Bursar's Office	https://studentcentral.iupui.edu/pay-bill/index.html
Canvas	https://canvas.iu.edu/lms-prd/gateway
Dental Insurance Plan	http://hr.iu.edu/benefits/students.html
Encrypting your Mac Computer	https://kb.iu.edu/d/bcnx
Encrypting your Windows Computer	https://kb.iu.edu/d/avjz
GIS	https://dentnet.iu.edu
Health Insurance	http://hr.iu.edu/benefits/students.html
International Affairs Office	http://international.iupui.edu/
Intranet at IUSD	https://dentnet.iu.edu/Pages/default.aspx
IT Help Desk	hts@iu.edu
IT Knowledge Base – IT Support Materials	http://kb.iu.edu/
IUSD Website Home Page	https://www.dentistry.iu.edu/
Library Services at IUSD	https://www.dentistry.iu.edu/library/
One.IU – online campus services	https://one.iu.edu/
Parking Services	http://parking.iupui.edu/
Passphrase – Change your Passphrase	https://access.iu.edu/Passphrase
Securing your iPhone, iPad or iPod touch	https://kb.iu.edu/data/ayem.html
Student Advocate	https://studentaffairs.iupui.edu/advocacy-resources/get-help/index.html
Student Records - FERPA	http://www.iue.edu/registrar/policies/FERPA_policy.php

Appendix T Fundraising Approval Form

Indiana University School of Dentistry Office of Student Affairs & Admissions

Process Overview:

There are multiple overlapping university policies that govern student fundraising and the production of materials using Indiana University marks. This includes regulations regarding what marks can be used by student groups, how they can be used, and what vendors are permitted to manufacture goods with Indiana marks. There can be administrative, legal, and financial penalties for students and groups who do not follow the proper procedures relating to the production of licensed goods.

Before student groups are permitted to solicit vendors to produce items, all fundraisers must be signed off on by the Director of Student Services and by the Director of Marketing. After the fundraising activity has been approved student groups can work with approved university vendors to develop their specific items. Once an item(s) has been selected, the student group must work with the Director of Marketing on the final design and usage of mark. After internal approval, the final design must be submitted to the Indiana University Office of Licensing & Trademarks for final approval before production can begin.

Preliminary Information:

Class/Group Raising Funds:	
Student Contact(s):	
Reasons for Fundraiser:	
Proposed Date(s):	
Target Market for Fundraiser:	
Fundraising Goal in Dollars:	
Item(s) to be Produced:	

Will your fundraiser involve the use of any IU marks or logos?

Yes

No

I acknowledge that my student group will only conduct fundraising activities after receiving express approval from the Director of Student Services. We will only transact with vendors approved by the University's Office of Licensing & Trademarks, and will consult with the school's Director of Marketing on the design and branding of all items offered.

Student Printed Name

Student Signature

Date Submitted

Office Use Only:

Director of Student Services

Date Received

Director of Marketing

Date Received

Office of Student Affairs & Admissions
Guest Speaker/Vendor Approval Form
Note: All events must be registered with TheSPOT.

Today's Date: _____ IUSD Sponsoring Organization: _____
Student Contact: _____
Intended Audience: _____

Please designate if this approval request is for a guest speaker or guest vendor:

Guest Speaker* Approval Guest Vendor Approval

Is the speaker affiliated with an organization/corporate entity? Yes No

If yes, indicate organization/corporate entity's contact name/phone/email:

Name: _____
Phone: _____ Email: _____

**Guest speakers are expected to present for educational purposes only and not for personal or organizational gain.*

Guest Speaker/Vendor Topic: _____

Proposed Date of Event: _____

Please Note: A copy of the presentation must be attached to this form or emailed to for approval 2 weeks prior to extending an invitation.

FOR OFFICE USE

Approved Date: _____

Denied Date: _____ Reason: _____

Director of Student Services Signature: _____

IUSD Student Organizations (as of 07/1/21)

The following organizations registered in The SPOT indicated an affiliation with the School of Dentistry:

- Academy of General Dentistry at IU School of Dentistry (IU AGD)
 - Visit <https://thespot.iupui.edu/organization/iuagd>
- Advanced Graduate Organization (AGO)
 - Visit <https://thespot.iupui.edu/organization/advancedgraduateorganization>
- Academy of LDS Dentists:
 - Visit <https://thespot.iupui.edu/organization/academyofldsdentists>
- American Academy of Pediatric Dentistry - Students United with America's Tooth Fairy (AAPD-SUAT)
 - Visit <https://thespot.iupui.edu/organization/americanacademyofpediatricdentistry>
- American Association of Public Health Dentistry Chapter IUSD (AAPHD)
 - Visit <https://thespot.iupui.edu/organization/aaphd>
- American Association of Women Dentists
 - Visit <https://thespot.iupui.edu/organization/aawd>
- American Dental Education Association at Indiana University (IU ADEA)
 - Visit https://thespot.iupui.edu/organization/iu_adea
- American Student Dental Association Chapter at Indiana University (ASDA)
 - Visit <https://thespot.iupui.edu/organization/asda>
- Christian Dental Association at Indiana University School of Dentistry (CDA; CDA at IUSD)
 - Visit <https://thespot.iupui.edu/organization/cdaatiusd>
- Christian Medical & Dental Association (CMDA)
 - Visit <https://thespot.iupui.edu/organization/cmda>
- Dental Student Research Group (DSRG)
 - Visit <https://thespot.iupui.edu/organization/dentalstudentresearchgroup>
- Global Service Student Club
 - Visit <https://thespot.iupui.edu/organization/globalservice>

Appendix V Student Organizations List (as of 7/1/2021)

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

- Indiana Hispanic Student Dental Association
 - Visit <https://thespot.iupui.edu/organization/ihsda>
- International Student Dental Association
 - Visit <https://thespot.iupui.edu/organization/isda>
- Kids Club @ IUSD
 - Visit <https://thespot.iupui.edu/organization/kidsclubiUSD>
- Orthodontic Interest Group at IUSD
 - Visit <https://thespot.iupui.edu/organization/oig>
- Student National Dental Association (SNDA at IUSD)
 - Visit <https://thespot.iupui.edu/organization/snda>
- Student Outreach Clinic at IUSD
 - Visit <https://thespot.iupui.edu/organization/sociUSD>
- Student Professionalism and Ethics Association in Dentistry (SPEA at IUSD)
 - Visit <https://thespot.iupui.edu/organization/speaiUSD>
- Tau Sigma, Tri-Service Military Dental Club
 - Visit https://thespot.iupui.edu/organization/tau_sigma
- Tooth Scouts
 - Visit <https://thespot.iupui.edu/organization/iUSDtoothscouts>

Appendix W Social Media Guidelines

Social Media Guidelines

I. Overview and rationale

- a. Weblogs and online social networks such as Facebook and Instagram have become popular communication tools in recent years. These forums offer unique opportunities for individuals to interact, remain in contact and have the potential to augment friendships and professional interactions. As professionals with a unique social contract and obligation, dental students as well as practicing dentists must be very mindful of the public nature of these forums and the permanent nature of social media postings. While these sites offer excellent potential to bolster communication with friends and colleagues, they are also a potential forum for lapses of professionalism and professional behavior. While these sites may give the impression of privacy, postings and other data should be considered public and freely visible by the public. IU School of Dentistry (IUSD) has adopted the following guidelines to assist students in safely and responsibly using these sites.

II. Scope

- a. These guidelines are “best practice guidelines” for health care professionals, including those - in-training at the Indiana University School of Dentistry. They apply to all IUSD DDS, graduate, dental hygiene, dental assisting students and residents. Students and residents should follow these guidelines whether participating in social networks personally or professionally, and whether they are using personal or IU computing equipment.

III. Definitions

- a. Social networking site: spaces in the internet where users can create a profile and connect that profile to others (individuals or entities) to create a personal network. Examples include Facebook, Instagram, LinkedIn, and Twitter.
- b. Weblog: a website, usually in the form of an online journal, maintained by an individual with regular commentary on any number of subjects. Can incorporate text, audio, video clips, and any other types of media.

IV. Guidelines for ethical/professional behavior

- a. Professionalism
 - i. Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them subject to even more scrutiny than most other forms of communication. The professionalism description can be found in the IUSD Student Code of Professional Conduct (see Appendix J) which is also governed by the IUPUI Student Code of Responsibilities. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
 - ii. Statements made within online networks will be treated as if you verbally made the statement in a public place.

Appendix W Social Media Guidelines

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

- iii. Do not violate copyrighted or trademarked materials. If you post content, photos or other media, you are acknowledging that you own or have the right to use these items.
 - iv. In online social networks the lines between public and private, personal and professional are blurred. By identifying yourself as an IUSD student or resident you are creating perceptions about IUSD by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and reflect IUSD values and professional standards.
 - v. IU logos may not be used on any social media site without the approval of the Director of Public Relations and Marketing in the Communications and Media Relations Department. Any dentally or medically oriented weblogs should contain the disclaimer: "The posts on this site are my own and do not represent the IU School of Dentistry's positions, strategies, recommendations or opinions."
 - vi. Use of social networking sites or weblogs may have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or in other disciplinary proceedings (i.e. Indiana Professional Licensing Agency: Board of Dentistry).
 - vii. Unprofessional postings by others on your page reflect very poorly on you. Please monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
 - viii. Social media and weblog users are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
 - ix. Social media and weblog users should keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires; there are many examples of people being denied a job because of findings on social networking sites.
 - x. Relationships online with colleagues are all governed by the IU policy against sexual harassment. Cyber stalking, requests from those who you supervise to engage in activities outside of work, and inappropriate postings to social networking sites while supervising trainees can all be considered forms of sexual harassment.
 - xi. Avoid giving specific dental or medical advice.
- b. Privacy
- i. Due to continuous changes in these sites it is advisable to closely monitor the privacy settings of your social network accounts to optimize their privacy and security.

Appendix W Social Media Guidelines

- ii. It is advisable that you set your privacy profile so that only those people to whom you provide access may see your personal information and photos.
 - iii. Avoid sharing personal identification numbers on your on-line personal profile. These would include address, telephone numbers, social security, passport numbers or driver's license numbers, birth date, or any other data that could be used to obtain your personal records.
 - iv. Others may post photos of you, and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule and to refrain from tagging others unless you have explicit permission from them to do so.
 - v. Maintain the privacy of all colleagues when referring to them in a professional capacity unless they have given you permission for their names, images or likenesses to be used.
 - vi. Make sure that you differentiate dental or medical opinions from dental or medical facts. The world of dentistry is foreign to many and readers may take your words at face value. Try to make clear what statements reflect your personal beliefs.
 - vii. Student academic records are protected by the federal law Family Educational Rights and Privacy Act (FERPA). Without a student's written permission, IUSD affiliated personnel are not authorized to post and/or discuss student grades, evaluations, course feedback, etc.
- c. Confidentiality
- i. Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
 - ii. Patient privacy measures taken in any public forum apply to social networking sites as well.
 - iii. Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to whom you are referring based upon the context.
 - iv. Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online unless specific written permission to do so has been obtained from the patient. Even if you have obtained a patient's permission, such photos may be downloadable and forwarded by others.
- d. Patient contact
- i. Interaction with patients within these sites is strongly discouraged. This provides an opportunity for a dual relationship which can be damaging to the doctor-patient relationship and may also carry legal consequences.

Appendix W Social Media Guidelines

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

- ii. Private patient information obtained on a social networking site should not be entered in the patient's record without the patient's knowledge and consent.
- e. Social media in clinical settings
 - i. Students and residents should refrain from accessing personal social networking sites in clinical work areas at all dental school and extramural sites. [Adapted from IU School of Medicine 5/19/16]

Appendix X Name Change Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22



SCHOOL OF DENTISTRY

INDIANA UNIVERSITY

Indianapolis

NAME CHANGE NOTIFICATION

Office of Student Affairs & Admissions

Former Name (First, MI, Last) _____

New Name (First, MI, Last) _____

IU ID# _____

Anticipated Graduation Year _____

I have contacted the IUPUI registrar and submitted the required documentation. My name has been legally changed within the University system.

Signature: _____ *(Please use your new legal name)*

Date: _____

Office use:

Date notification sent _____

Appendix Y OneDrive Health Account Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Using Microsoft OneDrive with Sensitive Data

Everyone who interacts with sensitive data in Onedrive, including owners, co-owners, and other collaborators, must help keep it secure. If you put sensitive data in Onedrive, you are responsible not only to abide by the following policies and guidelines, but also to make sure that anyone with whom you share the data is aware of them.

Usage Guidelines

- PHI data cannot go anywhere in Onedrive other than in the Onedrive Secure folder the IUSD **Microsoft OneDrive admins** create for you, or the folders you create under that folder.
- **Do not** use Onedrive Sync to sync Onedrive folder content locally.
- Comply with everything and consider using the other recommended practices outlined in <https://kb.iu.edu/d/bgfb> to ensure the most secure collaboration experience.

Collaborator permission levels

To share data, invite others into the appropriate folder as collaborators. To protect sensitive data, **always** make an intentional choice about the permission level of each collaborator in each folder, giving each person the lowest level necessary to accomplish his or her tasks.

- Members should be added to the root folder of your storage area and no files should be stored at this location. Each user can then be invited to any subset folders and invites will be approved by the site's owner. Users are not added to the folder until the owner approves it. Please use this form to send to anyone within the University that you are wanting to add to your Secure OneDrive drive area.

Note: In OneDrive Secure Data accounts, the folders' security settings will be set for you by administrators.

Laptop and mobile device security

- IU's [Mobile Device Security Standard \(IT-12.1\)](#) applies to all faculty, staff, affiliates, and student employees who use a mobile computing device to access, store, or manipulate institutional data, regardless of who owns the device. It outlines the requirements for any mobile device, including laptop computers, that will access or store university data. Full compliance with this policy is a requirement for using OneDrive with sensitive data.

OneDrive Sync

Syncing folders allows data to be transferred without a log trail, which presents a security risk for regulated data. In addition, having extra copies of data on a local device increases the risk of inappropriate access. Therefore:

- Do not sync folders containing PHI or other sensitive university data unless it is necessary for your work.
- Do not sync folders containing PHI or other sensitive university data onto a personally owned computer under any circumstances.
- Unless your collaborators require Sync to perform their tasks, prevent them from syncing folders by inviting them at a permission level that does not allow it.
- You may use OneDrive to access [protected health information](#) (PHI) in Microsoft at IU Secure Storage, including in offline mode. Only mark files or folders for offline availability when you are directly working on them. Those files or folders **must not be marked for offline availability** when they are not being actively worked on.

Appendix Y OneDrive Health Account Form

AY2022-2023 IUSD DDS PROGRAM STUDENT HANDBOOK

Approved 6/07/22

Indiana University School of Dentistry MICROSOFT DRIVEHEALTH ACCOUNT ACTION REQUEST			
NEW USER ACCOUNT INFORMATION			
First Name:		Last Name:	Middle Name:
Select one:	Employee	Faculty	Student
Program/Dept.:		Full Time/Part Time	Status:
Start Date:		End Date(if known)/Inactivate Date:	
IU username:			
University Email Address:			
Form Submitted by:			
Responsible Program Director/Dept. Head:			
Folder name needing access to:			
Purpose of Account:			
Manager of Account: Y/N		Member of Account: Y/N	
Will you be adding others to your group:			
<ul style="list-style-type: none"> Each individual that is being granted access will need to complete this OneDrive Health Account Action Request form. Each individual that is designated as a Member of Account will be given Contributor collaborator permission levels unless the Account Owner requests otherwise. 			
Initials:	I have read and understand the IUSD <u>Microsoft OneDrive</u> Health Account usage guidelines		
Initials:	I understand that there is an audit trail that logs all action which would be tied to a username.		
Initials:	I understand that I will be held accountable for those invited and the permission levels at which I invite them at. (Suggested level is Viewer Uploader)		
<u>Please note for each Microsoft OneDrive Folder you are requesting access to, you must submit a new form.</u>			
<u>For Internal Use Below</u>			
Date of ODH Account Attestation:			
Date of HIPAA: Training:			
Date ODH Account Created:			

Permission Levels for Microsoft Secure	
Viewer	View files only
Commenter	Comment in file
Contributor	Add and edit files
Content Manager	Add, edit, move, and delete files