

SCHOOL OF DENTAL MEDICINE

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CASE WESTERN RESERVE  
UNIVERSITY

**Office of Student Services**  
**STUDENT HANDBOOK**

2018-2019

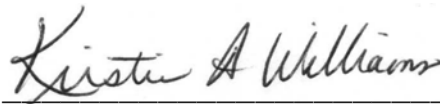
Welcome to the Case Western Reserve University School of Dental Medicine. You have chosen to attend a school of dental medicine that has been a leader in its field since 1892. We are pleased to have you join us as we celebrate our 125th anniversary.

This handbook will serve to advise you of the services and programs available to you through the Office of Student Services. In addition, many of the policies and procedures of the school are presented.

You are encouraged to contact the Office of Student Services whenever a problem arises, whether it is of a personal, academic or clinical nature. As your advocate, the Office of Student Services will make every effort to assist you using the resources of the School of Dental Medicine, the University, or off-campus agencies.

A handwritten signature in black ink, appearing to read 'K B Chance', written over a horizontal line.

Kenneth B. Chance, Sr., DDS  
Dean

A handwritten signature in black ink, appearing to read 'Kristin A Williams', written over a horizontal line.

Kristin A. Williams, DDS, MPH  
Assistant Dean for Admissions  
& Student Services

July 31, 2018

### Mission Statement of the School of Dental Medicine

The mission of the Case Western Reserve University School of Dental Medicine is to provide outstanding programs in oral health education, patient care, focused research and scholarship, and service that are of value to our constituents. We will accomplish this in an environment which fosters collegiality and professionalism and that enables a diverse group of students to become competent oral health care providers and contribute to the health and well-being of individuals and communities.

### Mission Statement of Case Western Reserve University

Case Western Reserve University improves and enriches people's lives through research that capitalizes on the power of collaboration, and education that dramatically engages our students.

We realize this goal through:

- Scholarship and creative endeavor that draws on all forms of inquiry.
- Learning that is active, creative and continuous.
- Promotion of an inclusive culture of global citizenship.

## INDEX

Absence from Examinations	8
Academic Appeal	19
Academic Probation	19
Academic Standing Pending	19
Academic Standing and Promotion	18
Academy of Dentistry for the Handicapped	5
ADEA (American Dental Education Association)	5
Address Policy	6
Attendance Policy	8
CASEnet Account Activation	10
Cleveland Association of Woman Dentists	5
Code of Conduct	27
Commission on Dental Accreditation (CODA)	33
Committee on Dental Education	11
Committee on Faculty-Student Relations	11
Competencies for Graduates	34
Complaints & Accreditation Policy	33
Counseling	1
Dental Fraternities	5
Dismissal (Academic)	19
Dress Code	12
Equal Access to Educational Program	16
Ethics	36
Externship Programs	23
Fostering an Environment of Academic Integrity	3
Freshman Orientation	1
Grading Policy & Accessing your grades	25
Grievance Procedure	31
Hepatitis B Vaccination	7
International Association of Dental Students	6
International Student Services	6
Leave of Absence	8
Meet the Faculty Luncheon	1
School of Dental Medicine Policies and Program Requirements Related to Graduation	21
On-Line Financial Literacy Modules	22
Personal Property Insurance	11
Policy on Payment of Tuition and Fees	9
Policy on Email Communications with Students	10
Professionals Day	12
Promotion's Committee - Sample Letter	20

## Index Continued

Registration for Classes	9
Remediation	18
Repetition of an Academic Term	19
Requesting Disability Accommodations	17
Review of Exams	3
Sexual Harassment & Sexual Assault Policy	32
Student Academic Integrity Certification	4
Student American Society of Dentistry for Children	5
Student Council	5
Student Employment	11
Student Organizations	5
Student Representation on Standing Committees	11
Students Rights and Responsibilities	2
Summer Research	11
Technical Standards Essential Abilities & Characteristics	14
Tuberculin Testing	7
Tracking Academic Performance	1
Tuition Payments & Financial Aid	26
Tutoring Programs	1
University Health Services	7
Withdrawal from School	9

## **OFFICE OF STUDENT SERVICES**

The Office of Student Services provides numerous services to the student body. The office is focused on helping the student to be successful while in dental school. The Director serves as your student advocate. Some of the programs that the Office provides are discussed below.

### **FRESHMAN ORIENTATION**

An orientation program is held at the beginning of the fall semester for all new pre-doctoral students. The orientation provides an introduction to the dental education program, the faculty and staff of the School as well as a summary of the services provided to our students.

Various social functions are integrated within the orientation program to encourage the collegial interaction necessary within a professional school.

### **MEET THE FACULTY LUNCHEON**

A feature of Freshman orientation is the Meet the Faculty Luncheon. At noon on the second day of orientation each new student has the opportunity to meet and interact with a member of the faculty. Every effort is made to match the student's needs and interests with the talents of the faculty. The luncheon allows the student early contact with the faculty, contact which often evolves into an informal advisor role.

### **TRACKING**

Each student's academic progress is monitored by the Office of the Associate Dean for Education and by the Office of Student Services in an effort to identify individual strengths and weaknesses. The goal of the program is to assist students in enhancing their strengths and overcoming deficiencies.

### **COUNSELING**

A wide range of counseling services are available to students of the School of Dental Medicine. The Director of Student Services is available for academic or personal counseling on a walk-in or appointment basis. The University Counseling Services, which provides individual and group counseling, is also available to all students and their spouses. Services provided include test anxiety management, stress reduction, couples enrichment, overcoming shyness and other behavioral disorders. Office of Educational Services for Students (ESS) offers academic counseling and diagnostic testing for learning disabilities and can work with students to improve their time management and study skills.

### **TUTORING**

Free tutoring is available to students who are experiencing difficulty in academic and/or pre-clinical subjects. Tutors are upper level dental students who have been approved by the course directors. Comprehension of course material is the most common area of tutorial assistance. In addition, a student may receive help on improving study techniques, test taking skills, time management and problem solving.

*Tutoring is an academic aid - it is not a replacement for attending classes. Students who habitually miss classes will be denied tutoring assistance. Provision of tutors is dependent on tutors' academic schedule.*

A tutor may be obtained in one of three ways:

1. A student perceiving a need for tutorial assistance may request a tutor
2. A course director may recommend a tutor if indicated by the student's performance
3. The Office of Student Services may recommend a tutor if indicated by the student's performance.

**YOU MUST SIGN UP FOR A TUTOR IN THE OFFICE OF STUDENT SERVICES.**

## STUDENT RIGHTS AND RESPONSIBILITIES

The following rules, applicable to all, are designed to preserve freedom of expression and association on the Case Western Reserve University campus, and to reaffirm the civil, personal and property rights of the University and its members. University members who violate one or more of these rules will be subject to disciplinary action. Conduct which is subject to University disciplinary action includes:

1. Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching research, administration, or other functions on University property.
2. Actual or threatened physical or mental abuse of any person on University premises or at functions sponsored or supervised by the University.
3. Refusal to comply with the directions of University officials, instructional or administrative, acting in performance of their duties.
4. Theft or vandalism of University property or that of a member of the University or a campus visitor.
5. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery and the alteration or misuse of University documents, records, or instruments of identification.
6. Unauthorized carrying or possession on University premises of firearms or of any weapon with which injury, death or destruction may be inflicted.
7. Violations of criminal law on University premises or in connection with University functions.

There are also specific rules and regulations within the University and its several components; violations of which are subject to disciplinary action. Any member of the University community accused of violating a rule or regulation is entitled to adequate notice of all charges and to a fair due process hearing.

While the University's rules and regulations exist to affirm the special values and functions of the academic community, it should be noted that, as citizens, all members of the University are subject to civil laws, including those governing the use of alcohol and drugs. Students 21 years of age and over may possess and consume any alcoholic beverages.

<https://students.case.edu/handbook/policy/>

## **Fostering an Environment of Academic Integrity:** **Exam Administration Rules for Students**

In order to foster an environment of academic integrity, students of the School of Dental Medicine are responsible for abiding by the following rules:

1. **Seating Charts**: A seating chart will be provided. You must sit in your assigned seat or risk automatic failure of the exam.
2. **Electronic Devices**: No cell phones, watches or other electronic devices of any kind are permitted on your person or at your desk. Cell phones and other devices must be left in lockers or turned off and left in your bag at the side of the room. If you are expecting an urgent call, please leave your phone with the proctor. **If you are found to have a cell phone on your person or at your desk in the testing area, you will automatically fail the exam.**
3. **Dividers**: You must use dividers at your desk when available.
4. **Academic Integrity Certification**: You must review and sign the Academic Integrity Certification page on the front of each exam.
5. **Permitted Items**: You will be permitted #2 pencils and an eraser. You may not place additional items (extra clothing, papers, etc.) on your desk during an exam. No food or drink is permitted at your desk, except at the discretion of the proctor. Hats are not permitted to be worn during exams (except religious attire). Ear plugs must be approved by the proctor.
6. **Testing in Preclinical Areas**: When testing in preclinical areas (e.g., the Simulation Clinic), all items on the top of the desk must be removed prior to the exam. In addition, the top drawer of each Simulation Clinic station must be emptied prior to exam week and all other drawers must be locked.
7. **Questions During Examinations**: Before exams are distributed, individual instructors will determine whether or not they will entertain questions during the examination. Typically, instructors will not entertain questions about the exam while the exam is being administered, except in the case of a major typographical error.
8. **Exiting the Exam**: When you exit the exam, you are to leave the area. Discussions outside the door of the exam room are prohibited.
9. **Confidentiality of Examination Content**: The following are violations of the School of Dental Medicine's Student Code of Conduct and are strictly prohibited:
  - a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage.
  - b) Giving, receiving, or using unauthorized aid during an examination, quiz, or competency.
  - c) Disclosing the contents of an exam to a student who has yet to take the exam.
  - d) Making an unauthorized copy of an exam or portion thereof or retaining possession of any exam which the instructor has no intention of releasing.
10. **Attendance**: In cases where you must sign in to indicate that you were in attendance at a class session, you must sign in only for yourself. You are prohibited from signing in any other student. Signing in a fellow student on an attendance sheet is considered cheating.
11. **Review of exams**: In the case where an instructor permits you to review an exam after the exam has been graded, you may bring only a pencil and paper with you. You are prohibited from bringing a cell phone or other electronic device(s).



## Student Academic Integrity Certification

The School of Dental Medicine Student Code of Conduct contains the following statement:

Performance on Exams Should Reflect the Student's Ability:

Violations of this standard include:

- a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage.
- b) Giving, receiving, or using unauthorized aid during an examination, quiz, or competency.
- c) Disclosing the contents of an exam to a student who has yet to take the exam.
- d) Making an unauthorized copy of an exam or portion thereof, or retaining possession of any exam, which the instructor has no intention of releasing.

I certify that I have read and agree to comply with the statement above and with the School of Dental Medicine Exam Administration Rules for Students.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT ORGANIZATIONS

**American Dental Education Association:** The ADEA is a national organization concerned with the needs of dental and dental auxiliary educators and students. Student members have an opportunity to participate in the association's activities and help develop recommendations which can become significant guidelines for dental education.

**American Student Dental Association:** (ASDA) The American Student Dental Association is a national student-run organization which protects and advances the rights, interests, and welfare of dental students pursuing careers in dental medicine. ASDA represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry and promotes change for the betterment of the profession. Each U.S. dental school has a local chapter composed of student members, and two school delegates who attend the national annual session. Membership enrolls the ASDA member as a student member of the American Dental Association and allows numerous association benefits.

Dental students at Case Western Reserve University School of Dental Medicine become members of ASDA upon matriculation. The annual dues are included in the student activities fee which is charged with tuition each semester. *Dental students who do not wish to maintain a professional affiliation with ASDA must resign by letter to the chapter president within thirty calendar days of the start of the Fall semester. Refund checks will be issued by ASDA and will be divided between the Fall and Spring terms.*

ASDA membership affords numerous benefits and privileges. The CWRU chapter will provide each dental student with more information throughout the academic year.

**Cleveland Association of Women Dentists:** The CAWD is a CWRU School of Dental Medicine group of women students, faculty, and dentists who have formed to establish a network between members and other dental school organizations and professional groups; to provide educational opportunities for members, other professionals, and the community.

**Dental Fraternities:** All three of the national dental fraternities have chapters on campus. Membership in a dental fraternity offers students a combination of social and educational activities to complement their academic lives.

Delta Sigma Delta  
Psi Omega  
Alpha Omega

**Student American Society of Dentistry for Children:** The SASDC is a national organization which is service oriented. The local student chapter is involved in service projects (such as at the Health Education Museum) and educational programs. The minimal dues include a subscription to the Journal of Dentistry for Children.

**Student Council:** All dental students are members of the Student Council. Each class elects two members to the Student Council, which is the governing body of the Student Council Government. The purpose of this organization is to address students' academic and social needs, and promote interaction between faculty and students. This group provides a communication liaison between the administration and the students, expressing the student's viewpoint to the faculty. The student activity fee each student is assessed with tuition is given to the Student Council for disbursement.

**Academy of Dentistry for the Handicapped:** The ADH is a membership organization for those who are interested in the unique needs and concerns of managing special patients.

**International Association of Dental Students:** The IADS promotes international contact and cooperation between dental students and the dental student organizations throughout the world. The organization strives to establish and encourage international programs which will stimulate the interest of dental students in the advancement of the science and art of dental medicine.

**Student National Dental Association:** The SNDA was founded in 1972 by a group of minority dental students to address issues such as recruitment/retention; the dental health needs of minority communities; and future issues confronting organized dentistry. The 46 chapters of the SNDA in the United States act to support minority dental students by providing a national network of communication among students who are concerned with improving the dental health manpower of minority people. The local chapter at CWRU sponsors an annual Impressions Program to introduce minority high school and undergraduate students to the field of dentistry.

There are numerous other student groups that focus on dental specialties.

## **INTERNATIONAL STUDENT SERVICES OFFICE**

International Student Services (ISS) is a division of Student Affairs of Case Western Reserve University. This office is responsible for providing support services to international students at the undergraduate and graduate levels.

ISS provides services to foreign students as well as to Americans with an international perspective. ISS also works closely with other administrative and academic departments with the following objectives in mind:

\*Assisting international students in achieving their academic objectives.

\*Acting as advocates for international students both individually and as a group, within the University, the local community and the public and private agencies, which affect these students' lives.

\*Providing international students with specialized services, such as leadership training, designed to assist them in contributing to the international dimension of our campus.

ISS also provides counseling/consultation to international students to help them establish and reach their academic and career goals. This is done by helping them cope with immigration, academic, financial and personal obstacles, while also consulting with and referring students to other departments within the University. All of these services are offered with a keen awareness of and sensitivity to the variety of cultural differences students bring to our campus.

## **ADDRESS POLICY**

All students are required to provide via the Student Information System (**SIS**) current addresses as well as an emergency contact to be used in the case of accident, illness or urgent circumstances etc., Address changes must be reported **in SIS** within ten days of their occurrence. Failure to provide accurate and complete information does not absolve the student of any responsibility for tuition, financial aid deadlines or failure to receive official information, notices and grades.

1) **HOME** - Used to determine residency. .

2) **CURRENT** - your local address. If blank, home address will be used.

**EMERGENCY CONTACT** - You must furnish the name and telephone number of a person to contact in the case of accident, illness or urgent circumstances.

## **UNIVERSITY HEALTH SERVICE**

The University Health Service is staffed by health care professionals whose special interest is in college health. These include board certified nurse practitioners and physician-specialists. All registered students may use any of the services within the University Health Service at no charge. Students who waive the Student Medical Plan may use any of the services offered within the University Health Service without charge.

The university offers a Student Medical Plan which provides coverage for services rendered outside of the University Health Services (typically lab tests, x-rays, prescriptions, hospitalization, etc.). A fee for this plan is automatically billed each fall and spring semester. Students with alternative coverage may waive the Student Medical Plan.

Additional information and waiver forms are available online at:

University Health Services <http://www.cwru.edu/stuaff/UHS/uhs.html>

### **Hepatitis B Vaccination**

All dental students are required by the dental school to either provide evidence of immunity or have completed at least the first two doses of the Hepatitis B vaccine prior to contact with patients, which occurs during the first semester of enrollment. Students who have completed the Hepatitis B vaccination series prior to matriculation at the dental school are required to submit the results of a Hepatitis B Antibody Titer to determine their response to the vaccine. Students who have not had the vaccine may receive all or part of the series at the CWRU Student Health Service upon enrollment at the School of Dental Medicine. The Hepatitis B Vaccination is a scheduled part of the dental school freshman orientation program for students who need to begin, or continue their vaccination series. Any questions regarding the Hepatitis B Vaccination should be directed to the CWRU University Health Service (216) 368-2745 or e-mail [liw@po.cwru.edu](mailto:liw@po.cwru.edu).

### **Annual Tuberculin Testing**

Yearly tuberculin testing is required of all those who come in contact with patients in the School of Dental Medicine. Tuberculin skin tests are scheduled in the School of Dental Medicine early during the Fall semester annually. Testing and a follow up reading of the test are required of all dental students.

## **ATTENDANCE, ABSENCE AND LEAVE OF ABSENCE**

### **ATTENDANCE**

Students enrolled at the School of Dental Medicine are expected to pursue their course of study according to a systematic plan as determined by the Faculty. It is the policy of the School that student attendance for small group learning sessions, clinic and clinic duty assignments is mandatory. Attendance requirements for lectures, laboratories and seminars are at the discretion of the course director. The course director is free to determine the extent to which absences affect the final grade. The student should realize that lack of regular attendance is extremely disruptive of academic progress and every attempt to attend all classes is strongly encouraged. The student should also be aware that the Committee on Student Standing and Promotion will consider faculty notation of poor attendance in its deliberations.

The Office of Student Services serves as a clearinghouse to notify faculty and staff of a student's absence. Students who are not able to attend classes or laboratories are to call **216-368-6136** and advise the office of the period and expected duration of an absence and the reason that you will not be able to attend classes. The office will notify appropriate faculty and staff.

*If you are going to be absent from a patient appointment or a scheduled clinical rotation you must also notify the clinic scheduling clerks at 216-368-5191 or 216-368-5324.*

Note that the above action does not represent an approved absence. The clearinghouse function provided by the Office of Student Service is a notification service. Individual faculty may express their own policy concerning absence as stated in the course syllabus.

There are situations where an approved absence excusing the individual from classes is appropriate. An approved absence requires the approval and signature of the Director of Student Services.

### **ABSENCE FROM EXAMINATIONS**

The student is expected to be present at all examinations or provide, when possible, advance notice to the Office of Student Services when absence from an examination is anticipated. If a student is absent from an exam and has not provided advance notice, the student must provide an appropriate excuse. Failing to provide an acceptable excuse, the student will meet with the Director of Student Services and the course director to discuss the absence. Following such consultation, the student will be informed of the consequences. The course director may permit the student to be re-tested (with or without penalty), be assigned a grade of zero for the examination, or receive a failing grade for the course.

### **LEAVE OF ABSENCE**

A student may request a Leave of Absence for personal reasons or reasons of health when anticipated or actual absence is in excess of three weeks. Such request must be submitted in writing to the Director of Student Services who will forward the request to the Committee on Student Standing and Promotion. The request must be submitted by letter and state the reason for the request, the length of leave requested and the date of return. The Committee will ordinarily grant such requests if the student is currently enrolled and has been in regular attendance prior to the time or circumstances that necessitated the request.

The request may be submitted by a parent, spouse or authorized agent of the student if the student is unable to file the request. The maximum length of leave is one year. Students must resume registration at the expiration of the leave unless formally granted an extension. Re-entry into the dental program is determined by the Committee on Student Standing and Promotion and may not necessarily be at the same level attained at the time the leave was granted. The Committee also reserves the right to place a student on Leave of Absence when it has determined that the circumstances warrant that action, even in the absence of a formal request.

## **CWRU SCHOOL OF DENTAL MEDICINE POLICY ON PAYMENT OF TUITION AND FEES**

It is the policy of CWRU that anyone who has not registered will not be permitted to participate in any student activities until such time as registration is documented. Within the School of Dental Medicine such activities include classroom, laboratory and clinic experiences.

Appropriate program directors\* will take the responsibility of assuring that financial obligations have been met and that each student has official university registration status by the end of the first week of each term.

If a person is not officially registered as a student by the sixth day of the term, the dean should be notified immediately by the appropriate program director who will also notify the person that he/she will not be allowed to continue any student activity until appropriate financial arrangements are made and official registration documented.

If the non-registered status of a person is discovered after the term has already begun, the dean should be notified immediately by the appropriate program director who will also notify the person that he/she must discontinue participation in classroom, laboratory and clinic activities immediately. The Associate Dean for Clinical Affairs will simultaneously be notified and work with the student to arrange a smooth transfer of patient care responsibilities.

\*Appropriate program directors as referred to in this document are the directors of the respective advanced education programs for those students and the Director of Student Services for the pre-doctoral students.

Approved May 24, 1994

### **Registration**

For students at the School of Dental Medicine who are entering a program of study leading to the Doctor of Dental Medicine (DMD) degree the entire curriculum is considered a "core". That is, all courses offered for credit must be taken to satisfy the degree requirements.

The DMD program is a full-time program. Those students entering or being placed in the decelerated or five-year program are considered full time. Students in this program take the first and second year courses over a three year period after which time they resume regular study.

Registration in the DMD program is automatic from semester to semester as long as the student has met or is current in their financial obligations and educational requirements to the university.

### **Withdrawal and Refunds**

To officially withdraw from the School of Dental Medicine, a written notice must be submitted to the dean for approval. Failure to attend class or merely giving notice to an instructor will not be regarded as an official notice of withdrawal. A student who withdraws after the start of a semester must pay a portion of the usual tuition; however, fees including the kit are non-refundable. The student is charged in accordance with the university policy on withdrawals.

The university will refund any tuition paid for a semester by any student in good standing who is inducted, or called to active duty, by the Armed Forces of the United States prior to completing that semester, and who does not receive credit for the work completed during that semester.

## CWRU POLICY ON EMAIL COMMUNICATIONS WITH STUDENTS

Official communications from the University may be sent electronically using the student's University-assigned email address. The University expects that students will read such official University communications in a timely fashion.

### CASEnet Account Activation

Your CASEnet email address is the official mechanism for all university communication. It is your responsibility to activate your account. Even if you fail to do so, you will still be held responsible for all information transmitted to your CASEnet account.

With your Case Network ID you can

- \* Access your academic information (registration, grades, etc.)  
change your address, pay your tuition

<https://sis.case.edu/psp/P90SCWR/?cmd=login&languageCd=ENG&>

- \* Apply for Financial Aid; check your Financial id Status

<http://www.case.edu/financialaid/gradprof/apply/>

To activate your CWRU network ID:

<https://www.case.edu/its/new/>

You will need to input your last name and a PIN.

*{note: the CASE ID number is a seven (7) digit number assigned to you by the Registration system. }*

All official university communications are sent to your CWRU email address (your [CWRU ID@case.edu](mailto:CWRU_ID@case.edu)).

You may not forward CWRU emails to other email accounts as CWRU restricted data is not permitted on non-CWRU accounts. If email forwarding is currently in place, the forwarding will be cancelled.

If you receive email that may include personally identifiable information on your personal mobile device, do not download attachments as they will be stored on that device

## GENERAL INFORMATION

**STUDENT EMPLOYMENT:** There are a variety of jobs available within the School of Dental Medicine: Tutors, teaching assistants, etc. Hiring is done by the individual supervisors via the Student Services office. All student employees must complete the necessary paperwork in the University's student employment office before they are eligible to begin working.

**Personal Property Insurance:** Students are responsible for their personal property while on campus. The university assumes no responsibility for loss of or damage to a student's personal property and the university insurance program does not cover such losses. Many families have homeowner or renter insurance policies which provide coverage for such perils as fire, water and theft. If this coverage does not exist, the student may wish to consider a separate renters insurance policy.

**STUDENT REPRESENTATION ON STANDING COMMITTEES:** Students serve on the following committees and are appointed each year by Student Council. Contact your class representative if you are interested in serving on one of these committees.

1. **Committee on Dental Education** Two students selected by the Student Council and approved by the Dean. The Duties of this committee are to update the educational goals for the School, recommend modifications in the curriculum evaluate the quality of educational methods and indicate necessary changes, and submit major proposals to the Executive Board for review.
2. **Committee on Faculty-Student Relations** (one student from each class): The duties of this committee are to provide a forum for hearing and discussion of alleged inappropriate behavior. All formal hearings are conducted in a manner consistent with University Policies on Student Judicial Review and are confidential. Recommendations are forwarded to the Dean for disposition.

## SUMMER RESEARCH PROGRAM

The School of Dental Medicine offers interested dental students the opportunity to participate in an 8-week summer research program. The program is announced through posted notices, announcements in class, and through the summer research program website: [dental.case.edu/research/students/summer](http://dental.case.edu/research/students/summer) Participants choose a faculty mentor and, after consultation with the faculty mentor, submit a brief application describing their proposed project.

The purpose of the program is to foster an interest in scientific investigation, involve dental students in research activities and to promote on-going research partnerships between students and faculty. The program allows the student to participate in the process of scientific investigation, focus on a content area of mutual interest to the student and faculty mentor, and gain first-hand knowledge and experience with the methodology required for the project. The student should be able to collect, analyse and interpret the project data under the guidance of their faculty mentor, submit an abstract to Research Showcase and one national meeting and present their findings at Professional's Day.



## PROFESSIONALS DAY

Each spring the Dental School sponsors Professionals Day to recognize student achievement in the various aspects of dental medicine. The program includes research papers which are presented from platform by dental students who are involved in their own research projects with faculty sponsors. Additionally, students present table clinics on a wide variety of topics. Commercial exhibitors are also invited to represent their products and/or services which are related to dental medicine. The Dental School uses this program to select its student representatives to the national meetings of the American Dental Association and the American Association of Dental Research.

## STUDENT DRESS CODE

All dental students at Case Western Reserve University School of Dental Medicine are expected to dress in a manner appropriate to the high standards of the dental profession. Our students will meet a standard that reflects well upon the profession and the University and meets all infection control guidelines. Supervision of these guidelines is the responsibility of the faculty.

The standards include, but are not limited to, the following:

**Personal Hygiene:** Exceptional personal hygiene must be maintained at all times. This includes:

- Bathing on a daily basis and the appropriate use of deodorants and anti-perspirants as needed.
- Men should be clean-shaven. Beards and moustaches are to be neatly trimmed.
- Nails should be clean and trimmed to a reasonable length that is not likely to puncture gloves.
- Hair is to be clean, managed neatly, and must satisfy infection control guidelines.
- Personal jewelry must not interfere with patient treatment or represent a personal hazard in the lab or clinic areas. Jewelry must meet all infection control guidelines.
- The use of perfumes and colognes is strongly discouraged as many individuals are allergic to these.

**Clothing:** Approved clinic dress is required at all times in the clinics, laboratories, and classrooms

Dress for all students consists of scrub shirt and pants as approved and assigned to your particular class. Class members must wear the same color from the same manufacturer in order to distinguish between the class years.

- The scrubs are to be plain without insignia or logos, but may have your name, CWRU, and or School of Dental Medicine embroidered in white or navy.
- Scrubs must be clean, in good repair, and not inordinately wrinkled.
- Tee shirts beneath scrubs must be plain without log or design. Color of tee shirts should reflect the professional standard inherent in this dress code.
- There will be times, such as graduate program interviews, when scrubs are not appropriate.

- On those occasions, appropriate dress for male students is a dress shirt with a collar and appropriate slacks. Dress for female students will be professional looking skirts or slacks, and tops for women.
- **\*When treating patients, OSHA compliant clinic gowns must be worn. There are no exceptions.**
- **\*Clinic gowns may not be worn outside of the clinics.**

**Additional Specifics:**

- Shoes must completely cover the feet, be plain and clean. (No open toe shoes.)
- Socks/stockings are to be worn at all times.
- Tank tops are not permitted.
- Pants of denim or denim-like material are not permitted.
- Hats may not be worn indoors.
- Clothing that would bring attention to one's body parts versus a focus on one's activity as a student dentist is prohibited.

Students who do not adhere to the dress code of the Case Western University School of Dental Medicine may be removed from the clinics. The faculty may refer clinical violations to the appropriate dental school officer including the Infection Control Officer, Associate Dean of Clinic Operations, the Director of Patient Services, or the Director of Student Services. Pre-clinical students should be referred to the Director of Student Services.

**\* As required by Infection Control Policies**

Revised 2/2010

## **CWRU School of Dental Medicine Technical Standards Essential Abilities and Characteristics Required for the Completion of the DMD Degree**

### **Introduction**

Candidates of Case Western Reserve University School of Dental Medicine are selected on the basis of their academic, personal, and extracurricular dimensions. In addition, candidates must have the intellectual, physical, and emotional capacities to meet the requirements of the School's curriculum and of a successful career in dental medicine.

Case Western Reserve University School of Dental Medicine's DMD degree prepares graduates for the independent practice of general dentistry immediately following graduation or for residency programs in general dentistry or dental specialties. Graduates must attain the knowledge, skills and attitudes required for the competent, independent practice of general dentistry prior to graduation.

Essential abilities and characteristics required for the completion of the DMD degree require certain minimum physical and cognitive abilities, as well as sufficient mental and emotional stability to assure that candidates for admission, promotion, and graduation are able to complete the program and participate fully in all aspects of training. The School of Dental Medicine intends for its graduates to become competent and compassionate dentists who are capable of entering general dental practice after graduation or entering residency training, and qualifying for dental licensure. The stated intention of a candidate to practice only specific areas of clinical dentistry, or to pursue a non-clinical career, does not alter the School of Dental Medicine's requirement that all dental students achieve competence in the full curriculum.

The School of Dental Medicine has a responsibility to train competent dental professionals who demonstrate critical judgment, extensive knowledge, and technical skills. Although students learn under the supervision of faculty, students interact with and provide treatment for patients throughout their dental school education. Patient safety and well-being are therefore critical factors in establishing requirements involving the physical, cognitive, and emotional abilities of candidates for admission, promotion, and graduation. The necessary abilities and characteristics described below are also referred to as technical standards. They are defined in several broad categories including: observation, communication, motor-function, intellectual-conceptual, integrative, and quantitative abilities; and social and behavioral skills. All candidates must adhere to universal precaution measures and meet safety standards applicable to dental settings, and other professional activities. For the purpose of this document, impairment refers to any condition that interferes with an individual's ability to function in the capacity of a dental student meeting all requirements of the program. Impairment may exist in one or multiple domains including: psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thoughts, processes, judgment, attentiveness, demeanor, and attitudes as presented in speech or actions, as well as any addiction to and/or physical dependence upon any chemical substance(s).

Case Western Reserve University School of Dental Medicine will consider for admission any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform the skills listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and the Rehabilitation Act. Candidates and current students who have questions regarding the technical standards, or who believe they may need to request reasonable accommodation(s) in order to meet the standards, are encouraged to contact ESS Disability Resources at [disability@case.edu](mailto:disability@case.edu).

The following abilities and characteristics are defined as technical standards, and are requirements for admission, retention, promotion, and graduation.

## Technical Standards

1. **Observation:** Candidates must be able to obtain information, and actively participate in, demonstrations and experiments in the basic sciences. Such experiments include, but are not limited to the dissection of cadavers, examination of specimens in laboratory settings, and the microscopic examination of specimens. Candidates must be able to communicate effectively with patients when performing general dental treatment or administering medications. Candidates must be able to accurately attain information from patients and evaluate findings. They must be able to perform a complete head and neck examination, discern slight differences and variations in color, shape, and general appearance between normal and abnormal, soft and hard tissues, in order to assimilate findings based on this information and to cultivate an appropriate diagnostic and treatment plan. These skills require the use of vision, hearing, and touch or the functional equivalent.
2. **Communication:** Candidates must be able to communicate effectively, sensitively, and efficiently with patients, their families, health care professionals, colleagues, faculty, and staff. Candidates must be able to acquire the patient's medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. Candidates are also required to record information accurately and clearly; and communicate efficiently in English with other health care professionals. Specifically, patients, faculty, students, and staff must be able to understand the candidates' oral and written communication in order to effectively evaluate performance and to work collaboratively in the care of patients. Patients must be able to understand the candidate to help establish patient rapport, understand what information is requested and needed by the candidate and understand the explanation of treatment procedures, treatment options, informed consent, and follow up or home care.
3. **Motor-Function:** Candidates must have sufficient motor function to execute movements reasonably required to provide all aspects of patient care within a time frame that maintains safety and comfort for patient care. Such activities require functional physical mobility and coordination of both gross and fine motor skills. A candidate must be able to operate controls, move high-speed and/or low-speed dental drills with precision of less than 1 millimeter, be able to distinguish depth and width accurately, and use instrumentation including scalpels for surgical procedures. A candidate must be able to apply sufficient force/pressure over an appropriate duration to perform surgical procedures such as the extraction of teeth. Candidates must be able to direct or perform basic life support (including CPR), transfer and position disabled patients, and position and reposition self around patients in various treatment settings.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** Candidates must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. The candidate must be able to learn through a variety of methods including, but not limited to, classroom instruction, small group, problem-based learning groups, team and collaborative activities, individual study, preparation and presentation of reports,

simulations, and through the use of technology. Candidates are expected to possess the ability to measure, calculate, reason, analyze, synthesize, and transmit information.

5. **Behavioral and Social Attributes:** Candidates must exhibit the emotional stability required for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment, organizational skills, and the prompt completion of responsibilities associated with the diagnosis and care of patients. Candidates are expected to exhibit integrity, honesty, professionalism, compassion, and display a spirit of cooperation and teamwork. The candidate is expected to understand the legal and ethical aspects of the practice of medicine and function within the law and ethical standards of the medical profession. Candidates must interact with patients and their families, health care professionals, colleagues, faculty, and staff in a courteous, professional, and respectful manner. The candidate accepts responsibility for learning and exercising good judgment. Candidates are expected to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. Candidates must possess the physical and emotional endurance to tolerate physically demanding workloads and function in a competent and professional manner in high stress, fast paced situations, adapt to changing environments, display flexibility, and manage the uncertainty intrinsic in the care of patients and the health care system.

Candidates must understand that as students, they must refrain from actions that detract from the professional atmosphere or orderly appearance of the School of Dental Medicine or University, including personal appearance or other actions. This expectation would also apply when attending any school-sponsored or related activities.

### **Equal Access to the School of Case Western Reserve University's School of Dental Medicine Educational Program**

Case Western Reserve University School of Dental Medicine is committed to providing all students with opportunities to take full advantage of the educational and academic programs. The School of Dental Medicine recognizes that students with documented disabilities may require reasonable accommodations in order to achieve this objective and/or meet the technical standards.

Should, despite reasonable accommodation (whether the candidate chooses to use the accommodation or not), a candidate or student's existing or acquired disability interfere with patient or peer safety, or otherwise impede the ability to complete Case Western Reserve University School of Dental Medicine's program and advance to graduation, residency, training, or licensure, the candidate may be denied admission or may be separated, discontinued, or dismissed from the program.

It is the responsibility of a candidate with a disability, or a candidate who develops a disability, who requires accommodations in order to meet these technical standards, to self-disclose to ESS Disability Resources and request accommodations. Candidates must provide documentation of the disability and the specific functional limitations to ESS Disability Resources. Candidates who fail to register with ESS Disability Resources or who fail to provide

the necessary documentation to ESS Disability Resources shall not be considered to be claiming the need for, or receiving, accommodations under the federal or state disability laws. Students are held to their performance, with or without accommodation. No candidate will be assumed to have a disability based on inadequate performance alone. Accommodations are not applied retroactively, and a disability-related explanation will not negate an unsatisfactory performance.

## **REQUESTING DISABILITY ACCOMMODATIONS**

Candidates are not obligated to self-disclose their disability to ESS Disability Resources, other staff members, or faculty. However, students with disabilities who wish to obtain accommodations, auxiliary aids and/or services, must self-disclose their disability and direct their request(s) for accommodation(s) to the office of ESS Disability Resources.

ESS Disability Resources

Location: Sears Building, Room 470 Phone: 216.368.5230

Email: [disability@case.edu](mailto:disability@case.edu)

For more information: [ess.case.edu/disability](http://ess.case.edu/disability)

In order to proceed with a determination of eligibility for services and the provision of applicable and reasonable accommodations, students must disclose their disability using the disclosure form available through the ESS Disability Resources webpage. Under separate cover, students must submit documentation of their disability to the office of ESS Disability Resources.

While students can disclose a disability and request an accommodation at any time during their enrollment, students are encouraged to disclose the need for accommodation(s) as soon as possible. Time for documentation review and arrangement of accommodation(s) is necessary, and may take four to six weeks. Accommodations are not retroactive.

While the School of Dental Medicine works in conjunction with ESS Disability Resources to determine and coordinate reasonable accommodations, disability documentation and students individual diagnoses remain confidential.

### **Temporary Disabilities (Illness & Injury)**

Students should be aware that the University is not obligated to provide accommodations for students with temporary disabilities, illnesses, or injuries, but will attempt to do so when feasible.

As a courtesy, ESS Disability Resources will attempt to provide services to students who experience acute illness or injury that will allow them to access the physical campus as well as the academic curriculum.

If the injury or illness necessitates handicapped parking accessibility, and/or campus transportation services, the student should contact ESS Disability Resources for assistance.

### **Ability to Meet the School of Dental Medicine's Technical Standards**

All candidates for the School of Dental Medicine will be required to complete a Technical Standards Attestation form on a yearly basis. If at any point an enrolled candidate ceases to

meet the technical standards of the School of Dental Medicine, they must notify ESS Disability Resources, who will determine what accommodations are reasonable.

If, after all reasonable accommodations are made, there is concern that the student remains unable to meet the technical standards; the student will be referred to the Committee on Student Standing and Promotion, who will review the student's performance. It is the responsibility of the Committee to determine whether a student can or cannot meet the described standards after reasonable accommodations have been made. The Committee on Student Standing and Promotion will determine any necessary actions on a case-by-case basis.

## **REMEDIATION**

### **Policy on Remediation of Courses**

The Committee on Student Standing and Promotion reviews student progress at the end of each semester and as required throughout the academic year. The Committee reviews remediation or completion plans that are submitted by the faculty for each student who at the end of each term has a grade of "F" (failure), "NP (no pass), or "I" (incomplete). It is the Committee's responsibility to determine if remediation is appropriate for any individual student who has received a failing grade in a course. The Committee will review a student's semester record overall and within the context of the academic year. The Committee determines if a student may proceed with remediation or if another action is appropriate. This may include requiring repetition of the term, the academic year or requiring withdrawal or dismissal. Remediation may not proceed until the committee or its designee has determined if it is appropriate in a given case.

Students with failures in 2 or more courses would in most cases be required to repeat the term or year, be asked to withdraw or be dismissed unless extenuating circumstances warrant special consideration. Those cases will be handled on an individual basis.

\*Students may be required to pay for supplies, materials or books, and for costs in undertaking course work at another institution.

## **ACADEMIC STANDING AND PROMOTION**

Each student's academic performance is reviewed by the Committee on Student Standing and Promotion after the conclusion of each semester and summer clinic session. Additional review may occur after each eight week period or when grade reports are submitted. The Committee sets standards of academic performance for promotion and standing, probationary requirements and remedial actions, and recommends candidates for graduation. The Committee, at its option, may place a student on academic probation, require repetition of an academic course, or require a student to withdraw (dismissal from school).

The Committee on Student Standing and Promotion will notify each student in writing of their status at least twice each academic year following the end of each semester and more frequently if necessary. The Committee takes reasonable care to accurately evaluate each student and inform them of their status in a timely manner. The Committee reserves the right to reissue letters of standing or promotion at any time it deems necessary.

**It is the responsibility of the student to fulfill all academic requirements. Admission to the program is not assurance that a degree will be granted at the end of four years, or at all.**

The general guidelines used by the Committee are that each student, in order to be in good academic standing, must attain a passing grade in each course with no grades of F, NP, or I. Students cannot graduate with any failures or incomplete grades.

Students will not be promoted with one or more failures or incomplete grades unless they have entered a remediation program to remove those grades by a deadline set by the course director or Committee on Student Standing and Promotion.

The Committee has identified three categories of academic performance. These categories are defined below.

**Academic Good Standing:** You have met all academic requirements noted above.

**Academic Standing Pending:** You have **one or more “Incomplete” grades**. You will have 30 days after the end of the semester or term in order to resolve the “incomplete” grade(s). If the Incomplete grade is not resolved within the 30 day time frame, it will revert to the grade of “Failure” unless the course director has approved an alternate time frame for the completion of the course. Please see the course director and consult with the Offices of Student Affairs and/or Academic Affairs to determine the requirements for resolution of the “Incomplete” grade.

**Academic Probation:** You have **one or more grades of “Failure” or “No Pass”**. Please see the course director immediately to review the remediation plan. You will have 30 days after the end of the semester or term in order to resolve the grade(s) unless an alternative remediation plan time frame has been approved by the course director. You will have one semester in which to improve your academic status to Good Standing. The usual response to failure to improve from Probation will be dismissal from the School of Dental Medicine.

<p><b>For any course where the grade is “F”, “NP”, or “I”, it is the student’s responsibility to contact the course director in a timely manner.</b></p>
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**Dismissal or Repetition:** In a small number of cases, academic performance may be so poor that it is not feasible for a student to move forward in the curriculum. Examples of this might be grades of F or NP in preclinical laboratory courses or multiple F’s or NP’s in didactic courses. In these cases, the Committee on Student Standing and Promotion may vote to dismiss the student from the School of Dental Medicine.

**Appeals:** A student may appeal an action of the Committee on Student Standing and Promotion. The appeal must be in writing, state the basis of the appeal including new information not previously presented at the first hearing, and be filed within 31 days of the issuance of the notification letter sent to the student informing them of Committee action. The written appeal should be directed to the Chairman of the Committee.

The student may request or be invited to appear before the Committee at the hearing of the appeal. The Committee will inform the student in writing of the results of the hearing of the appeal. The student is advised to consult with the Chairman of the Committee, the Director of Student Services, and the Associate Dean for Education for further information prior to filing the appeal so that the process can be fully explained and the student’s rights protected.



**SAMPLE LETTER FROM COMMITTEE ON STUDENT STANDING AND PROMOTION**

DATE

Student Name  
Class of 20XX

Dear \_\_\_\_\_,

The Committee on Student Standing and Promotion (SS&P) met on May 15<sup>th</sup>, 20XX, to consider your academic progress in the spring semester of the first year. This letter represents your standing as of May 15<sup>th</sup>, 20XX.

For the **ACADEMIC** review, the Committee considered all of your grades during this term.

**In your case, the Committee has noted the following academic status as defined by the criteria listed below:**

*Academic Good Standing:* You have received **Passing Grades** for all courses.

*Academic Standing Pending:* You have **one or more grades of “Incomplete”**. You will have 30 days after the end of the semester or term in order to resolve the “incomplete” grade(s) at which time the grade will revert to the grade of “Failure” unless the Committee has approved an alternate time frame for completion of the course. Please see the course director and consult with the Offices of Student Affairs and/or Academic Affairs to determine the requirements for resolution of the “Incomplete” grade.

*Academic Probation:* You have **one or more grades of “Failure”**. Please see the course director immediately to review the remediation plan. You will have 30 days after the end of the semester or term in order to resolve the grades of “Failure” unless an alternative remediation plan time has been approved by the course director. You will have one semester in which to improve your academic status to Good Standing. The usual response to failure to improve from Probation will be dismissal from the School of Dental Medicine.

**Specific Comments:**

Sincerely,

cc: Dr. Kenneth B. Chance, Sr., Dean  
Dr. Anita Aminoshariae, Chairman, SS & P Committee  
Dr. Fady Faddoul, Chairman, Dept. of Comprehensive Care  
Dr. Manish Valiathan, Assistant Dean for Clinical Affairs

Kristin A. Williams, D.D.S., M.P.H.  
Assistant Dean for Admissions &  
Student Services

## **SCHOOL OF DENTAL MEDICINE POLICIES AND PROGRAM REQUIREMENTS RELATED TO GRADUATION**

### **Policy on Passing National Board Dental Examinations Part I & Part II**

The faculty of the School of Dental Medicine believes that all students must pass the National Board Dental Examinations (NBDE) Parts I and II as a requirement for graduation. It is, therefore, a policy of the School that students will not be certified for graduation at the end of their course of study at the School until they have passed NBDE Parts I and II. This is in addition to other requirements for certification for graduation. The School of Dental Medicine has the right to require students to take additional study aimed at test preparation, at their cost.

### **Policy on Timeliness of Passing the NBDE Part I:**

All students must pass NBDE Part I prior to entering the clinic for the summer session following second year. Students are strongly advised to take the NBDE Part I no later than February 1 of their second year to allow for the possibility of the 90-day interim wait period for NBDE retakes in cases of failure.

In the case where a student has not passed NBDE Part I prior to the first day of summer clinic session following second year, the student typically will be required to attend the clinic orientation week, the clinic preparation week, and summer session didactic courses, but will not be permitted to participate in clinical courses until the School receives confirmation that the student has passed NBDE Part I.

### **Policy on Certification to Take NBDE Part I & II**

The faculty of the School of Dental Medicine believes that our students' performance on NBDE Part I & II should be an accurate reflection of their true abilities. Students should adequately and comprehensively prepare in advance of taking NBDE Part I & II in order to assure the best result possible. Since the JCNDE places a limit on the number of exam attempts permitted, it is disadvantageous to a student to make an exam attempt without the proper preparation. Students will be required to demonstrate their readiness to take the exam prior to being certified by the School to take NBDE Part I and/or II. The process and standard for demonstration of readiness will be determined by the Office of Academic Affairs based on analysis and review of the performance data of prior classes.

### **Policy on Exemption for Canadian Students from School of Dental Medicine program requirement to pass the NBDE Part II:**

The faculty of the School of Dental Medicine has a policy that all students must pass the NBDE I and II as a requirement for consideration for graduation.

Because the NBDE II is not required for licensure in Canada, the faculty of the School of Dental Medicine has approved the following exemption:

Canadian students of the School of Dental Medicine who will return to Canada after completion of the program may be approved for exemption from the School's program requirement of successful completion of the NBDE II prior to consideration for graduation.

In lieu of the NBDE II, Canadian students must substitute successful completion of the National Dental Examining Board of Canada's Examination.

If a Canadian student who has informed the School of his/her intention to substitute this requirement by taking the Canadian Examination AND should also elect to take the NBDE II and fail, the exemption would not be permitted. In that case, successful completion of the NBDE II would remain a program requirement for graduation. Likewise, consideration for graduation would be delayed if a Canadian student had a failure on the Canadian Dental Examining Board Tests until the student was successful on that examination.

The student will still be required to pass U.S. NBDE Part I prior to entering the third year.

### **Policy on Passing the D4 Objective Structured Clinical Examination (OSCE) as a Program Requirement for Graduation**

The D4 Objective Structured Clinical Examination (OSCE) is administered during the spring semester of the fourth year of the DMD program. All students must pass the D4 OSCE as a requirement for graduation. No student will be certified for graduation until s/he has achieved a passing result on the D4 OSCE. In order to pass the D4 OSCE, a student must pass all OSCE stations. Any station not passed must be remediated.

### **On-line: Financial Literacy Modules**

The school believes that it is in the best interest of all students to receive financial literacy information. Therefore, all students are required to complete on-line financial literacy modules at various points in year 1 and 2 of the curriculum. Specific instructions and dates for completion of the modules will be communicated to students by the registrar. Students must complete the modules by the specified date or their registration for the following semester will be delayed until the modules have been completed.

## EXTERNSHIP PROGRAMS

An externship may be a valuable enrichment of a basic dental school education. It represents an opportunity for a student to grow personally and professionally. By its very nature, it has potential for educational diversity outside of a closely structured pre-doctoral dental education. It can be an important augmentation of basic study and may be a valuable self-assessment tool to the student contemplating postdoctoral study.

### General Guidelines

The School of Dental Medicine has an obligation to direct its students to those activities that allow the student to acquire the knowledge and skill necessary to enter the practice of dental medicine. The School will extend its permission for an externship program when, in the judgment of the Faculty and Administration, it appears that the student has attained a level of performance that is beyond the minimum necessary to meet the requirements for timely graduation. A student enrolled as a full-time pre-doctoral student of Case Western Reserve University School of Dental Medicine, in general, will be granted permission to participate in an externship program if:

- 1) the student has been judged to have demonstrated satisfactory progress towards graduation in the didactic and clinical components of the dental curriculum beyond the minimum expected,
- 2) the externship program has met with the approval of appropriate faculty and administrators who evaluate the impact of the externship on the student's basic educational program.
- 3) per the Student Clinical Attendance policy, externships must be scheduled during breaks. Requests for exceptions should be submitted to the Associate Dean for Clinical Operations.

### Procedure for Obtaining Permission

A student that wishes to participate in an externship program must submit an application for approval to the Office of Academic Affairs at least ten days in advance of the first day that the externship is scheduled to begin. Applications are available from the Office of Academic Affairs. A letter from the supervising person of the externship program, offering the opportunity to the student to participate, must accompany the application. The Associate Dean for Education will inform the student of the decision to grant or deny permission to participate within five days. If permission is denied, the reason for the denial will be given to the student. The decision may be appealed as per the section Appeal of an Unfavorable Decision.

## **Reasons for Denial of Permission**

The following is a list of reasons to deny permission:

- 1) Failure to submit an application or documents more than ten days in advance.
- 2) Externship Program has not been subjected to Faculty review, or reviewed and not approved.
- 3) Student is on Academic Standing Pending, Academic Probation or Disciplinary Probation.
- 4) Student has not corrected deficiencies in performance from a previous semester (incomplete or failure).
- 5) Quality or quantity of clinical accomplishment is below expectation and/or is incomplete in clinical qualifying or competency examinations.
- 6) Student is delinquent in their financial obligations to the School of Dental Medicine.

## **Appeal of an Unfavorable Decision**

The student may appeal an unfavorable decision **within three days** to the Chairperson of the Committee on Student Standing and Promotion for a hearing of the appeal. The student should request the assistance of the Director of Student Services in submitting an appeal. If the student does not appeal or the appeal is denied, the externship program supervisor will be informed by the Associate Dean for Education that permission has been denied.

## **Approval of Externship Program**

The purpose of an approval process by the Faculty of the School of Dental Medicine is to ensure that a student participating in an externship program will be engaged in a meaningful activity at a credible institution. The Faculty of the School of Dental Medicine does so to serve and protect the interests of the student. The School of Dental Medicine expects that the institution offering an externship opportunity acknowledges these obligations as well, and will also serve and protect the student's interests while the student is in the externship program. The following criteria shall be applied prior to granting or denying of approval of an externship program:

- 1) The program has acceptable stated goals and objectives.
- 2) The program has guidelines or criteria for acceptance into the externship program.
- 3) An outline of anticipated student activities is provided and appears appropriate. Provision has been made for appropriate supervision of the activities outlined.
- 4) The student will be given feedback as to their performance and progress while in the program. A written evaluation of the student's performance will be furnished to the school at the completion of the externship program.
- 5) The program supervisor possesses credentials that are suitable and/or equivalent to those of similar position at accredited institutions in North America.

## GRADING POLICY

The DMD program of the School of Dental Medicine uses the following grading system A, B, C, I (Incomplete), F. For some courses, the grades of Pass (P), No Pass (NP) are used. The faculty specifies the level of mastery in each course that is consistent with each grade category. Students must pass each course. At the end of the spring semester of the first year and the end of the fall semester of the second year, students are required to complete comprehensive assessment examinations, in addition to course final examinations. In courses involving small group learning, students are evaluated on knowledge of content as well as small group learning processes. Students must pass both the content and process evaluations in order to achieve a passing course grade. Class rank (year and cumulative) is calculated annually after the spring semester and appears on the transcript. GPA appears on the transcript. For calculation of grade point average (GPA), the following conversion scale is used: A=4.0, B=3.0, C=2.0, F=0.0.

A grade of Incomplete (I) maybe assigned by the course director in the following circumstances: student illness, hospitalizations, or other extenuating circumstances. Incompletes because laboratory projects are not complete, or because a student did not take a test, or incomplete assignments at the end of the course will be deemed a "Failure". If the grade of "Incomplete" is assigned, it must be accompanied by an explanation and further documentation may be requested by the Committee on Student Standing and Promotion.

If more than 20% of the class has work that has not been completed at the end of a course, the Committee on Student Standing and Promotion may request the Office of Academic Affairs to review with the course director possible course organizational issues or student issues contributing to the inability to complete course requirements on time.

### **Student On-line Access to Academic Information:**

**All students can access their academic information (registration, grades, etc.) at the end of each semester at the following web address: <https://sis.case.edu>**

**You will need your CWRUNET ID and Password.**

## TUITION AND FINANCIAL AID

**TUITION PAYMENTS:** Send to: Cashier's Office - Yost Hall

Due dates:

First Semester:	First half due	7/07/2017
	Second half due	9/07/2018
Second Semester:		1/25/2019

Summer Clinic:	Due Date:	7/16/2019
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**NOTE:** If first due date is missed, your enrollment will be canceled. If second due date is missed, a late payment charge of 1.5% per month of the outstanding balance will be added to your account. If spring due date is missed, a late payment charge of 1.5% per month of the outstanding balance will be added to your account.

If you anticipate having difficulty meeting the due dates, contact the Bursar's Office to work out an acceptable arrangement. The Bursar's Office offers several payment plans. If you are interested please contact them directly to enroll.

You will receive all tuition bills via email

### FINANCIAL AID

Financial Aid instructions may be obtained from the Dental School Registrar.

Completed financial aid applications should be completed on line by May 15.

Students who receive federal student loans are expected to maintain Satisfactory Academic Progress (SAP). Students placed on Academic Probation by the Committee on Student Standing on Promotion are automatically on Financial Aid Warning for the next semester. Financial aid will be paid for that semester.

If a student remains on Academic Probation for the next semester, they will be placed on Financial Aid Probation and ineligible for financial aid for that semester. However, the student has a right to appeal that decision in writing to the Financial Aid Appeals Committee of the School of Dental Medicine. The appeal must include "information regarding why the students failed to make (SAP) and what has changed in the student's situation that would allow the student to demonstrate (SAP) at the next evaluation" (FR, Vol.75, No117, p34821). An approved appeal places the student on financial aid warning.

Members of that committee consist of the Associate Dean for Education, the Director of Student Services and the Financial Aid Officer of the School of Dental Medicine. If the appeal is successful, financial aid eligibility is restored.

## **CODE OF CONDUCT**

CWRU School of Dental Medicine

*The principles set forth below are applicable to all advanced specialty education students, in addition to dental students.*

The students and faculty of CWRU School of Dental Medicine are concerned with academic performance which includes academic honesty and professional conduct and behavior. Therefore, the Student Code of Professional Conduct is adopted by the Student Council and by the faculty of the CWRU School of Dental Medicine. This Code embodies the concept of personal honor and integrity in the framework of the academic community.

### **Part I. Codes of Conduct**

- I. Principles of Ethics and Code of Professional Conduct: To the extent it is applicable, all advanced specialty education students and dental students must abide by the Principles and Code adopted by the American Dental Association. The Principles of Ethics and Code of Professional Conduct are available online at:

<http://www.ada.org/prof/prac/law/code/index.html>

2. University Standards of Conduct: All members of the University Community, including dental students, are subject to the following Standards of Conduct:

<http://students.case.edu/handbook/policy/conduct.html>

#### Standards of Conduct

Conduct that is subject to University disciplinary action includes the following:

- i. Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching, research, administration, or other functions on University property
- ii. Any actual or threatened physical harm or mental abuse of any person on University premises or at functions sponsored or supervised by the University
- iii. Failure to comply with the directions of University officials, instructional or administrative, acting in performance of their duties
- iv. Theft or vandalism of University property or that of a member of the University community or campus visitor
- v. All forms of dishonesty, including cheating; plagiarism; knowingly furnishing false information to the University; forgery; and the alteration or misuse of University documents, records, or instruments of identification
- vi. Falsification, distortion, or misinterpretation of information before a hearing body
- vii. Unauthorized carrying or possession on University premises of firearms or of any weapon with which injury, death, or destruction may be inflicted



- viii. Violations of law on University premises or in connection with University functions
- ix. Violation of published University rules and regulations

This is a general code designed to reaffirm the civil, personal and property rights of the University and its members.

- 3. School of Dental Medicine Student Code of Professional Conduct: All advanced specialty education students and dental students are subject to the Basic Standards set forth below.

## **Part II. Basic Standards of the Dental School Student Code of Professional Conduct**

The students of CWRU School of Dental Medicine are committed to the study of dental medicine and the development and maintenance of a high sense of integrity, responsibility, self-discipline and ethics which befits the dental profession. The following statements are intended to illustrate some basic standards and values of the School of Dental Medicine:

### I. Performance on Exams Should Reflect the Student's Ability:

Violations of this standard include:

- a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage.
- b) Giving, receiving, or using unauthorized aid during an examination, quiz, or competency.
- c) Disclosing the contents of an exam to a student who has yet to take the exam.
- d) Making an unauthorized copy of an exam or portion thereof, or retaining possession of any exam, which the instructor has no intention of releasing.

### 2. Work Submitted for Credit Should Reflect the Student's Performance:

Violations of this standard include:

- a) Submitting lab projects for evaluations which were not produced by the student. This includes receiving aid beyond a reasonable extent from other students or instructors while preparing projects for evaluation.
- b) Claiming credit for clinical treatment which was not completed by the student with the exception of reasonable aid from faculty, and/or illegally altering patient clinic records for any reason.
- c) Neglecting to adhere strictly to all conditions set for exams.

3. Respect Should be Shown for the Property of Others:

Violations of the standard include stealing or defacing the project or personal effects of another student, person, Dental School or the University. The taking or concealing of Property with or without the intent of depriving permanently is unacceptable behavior.

4. Representation of Self and Others Should be Fair:

Violations of this standard include intentional misrepresentation of one's own or any other student's grades, class rank, personal references, activities, or any other material facts regarding academic and personal achievements.

**Part III. Addressing Violations of the Codes of Conduct:**

The decision of other School(s) and/or the University as to whether to pursue formal judicial action under their own processes does not divest the School of Dental Medicine from following its own process and imposing its own discipline. In the event that two separate bodies impose different disciplinary measures, the more severe measures shall control.

1. Reporting Suspected Violations: Students or faculty who suspect there has been a violation of the Codes are expected to report the incident to either the appropriate faculty member (course director or course instructor), the Director of Student Services or the Chair of the Faculty-Student Relations Committee. A failure to report an incident may be deemed to be a violation of the Standards of Conduct regarding complying with University Policies and directives.

2. Informal Process: Where appropriate under the circumstances a student suspected of violating the Codes will be confronted by the faculty member or Chairman of the Department with a statement of the actions considered improper. The student will be given the opportunity to account for the action. Attempt will be made to resolve the problem through discussion. If the informal process is unsuccessful, then the formal process may be initiated.

3. Formal Process: The Faculty-Student Relations Committee may convene a hearing to address a student's academic performance whenever it suspects that a student has violated a Code of Conduct or deems it appropriate under the circumstances. Prior to the hearing, the student shall be provided with a written statement outlining the academic issues to be addressed by the Committee. The Committee will give the student an opportunity to respond in writing within five business days unless at the Committee's discretion, a shorter period of time is appropriate.

Under most circumstances, the student will be given the opportunity to appear at the hearing. The committee, however, has the discretion to exclude the student from the hearing when deemed appropriate.

If the student is given the opportunity to appear at the hearing, the student will also be allowed to have an advocate appear at the hearing. The advocate can be any person from the faculty, staff or administration of the University. The advocate shall be entitled to advise the student during the hearing, but shall not be permitted to directly address

the Committee unless answering a specific question asked by the Committee of the advocate.

If the student appears at the hearing, the student will be given a reasonable opportunity to address the academic issues, and will also be required to answer any questions asked to him/her by the Committee. At the direction of the Committee Chair, the Committee also shall be entitled to gather any other relevant documentation relating to the academic violations or issues. The Committee further shall be entitled to hear from any other witness that the Committee deems to have relevant information. Under most circumstances, the student shall have the right to reasonably review any documentation gathered by the committee before the hearing, and shall also be reasonably permitted to indirectly question, through the Chair, any witness presenting testimony at the hearing.

When necessary, the Committee has the discretion to prohibit the review of any documentation or prohibit the student's confronting or indirectly questioning of a witness. Except as provided herein, this process shall be kept confidential. The Committee shall issue a written decision to the Dean within a reasonable period of time. A copy of this written decision shall be provided to the student. The decision shall specify the sanction, if any, to be imposed.

4. Appeal: Within seven days of the student's receipt of the decision, or shorter period of time if deemed appropriate by the Committee, the student may appeal the decision of the Faculty Student Relations Committee directly to the Dean of the dental school.

When the Dean is a material party to the deliberations, the appeal shall be directly to the Vice President of Student Affairs or his/her designee. The Dean or Vice President shall issue a written decision affirming and/or modifying the Committee's decision, which shall be final. As part of the appeal, the Dean or Vice President may interview the student or other witnesses, and review documents, to the extent the Dean or Vice President believes such information is relevant to the appeal. As part of the appeal, the Dean or Vice President shall also consult with the Committee about his decision.

In cases involving the overall welfare, safety or operations of the School, the Dean at any time may modify and/or reverse the decision of the Committee, regardless of whether there has been an appeal of that decision.

#### **Part IV. Penalties**

The following are examples, either singularly or in combination, of penalties that may be imposed upon a student for violation of the codes of conduct. In determining the penalty, the Committee or Dean/Vice President may consider the nature of the offense, the record of the student involved, and any possible mitigating circumstances.

a) Informal Private Reprimand by the Course Director or by the Dean: The student may be given a private verbal reprimand stating that one of the codes of conduct has been violated, and that if additional violations should occur a more severe penalty may be imposed.

b) Disciplinary Probation: Disciplinary probation is a formal reprimand which is imposed upon the student for a specified period of time up to one year. The student will be informed that Code violations occurring during disciplinary probation may result in

suspension or dismissal. A copy of the reprimand shall be placed in the student's permanent record.

c) Suspension: The student may be suspended beginning immediately or at the end of the current semester. Suspension excludes the student from all classes, exams, laboratory, clinic, and Dental School activities. Re-admission following suspension shall be considered by the Student-Faculty Relations Committee which will forward a recommendation to the Dean for disposition. The suspension will be permanently entered in the student's record.

d) Dismissal: The student may be expelled with a recommendation placed in the permanent record that the student not be considered for re-admission.

**Additional Penalties**: In addition to the penalties stated above, the following penalties may be imposed in appropriate cases:

a) Restitution: If found responsible for a violation involving property, the student may be ordered to repair or replace the property or reimburse the party whose property was damaged/or stolen. This financial obligation must be met in a reasonable time.

b) Grade Reduction: Where misconduct is committed in connection with the student's earned grade in a specified course, it may be recommended to the faculty member involved that the grade for that course be reduced up to and including a failing grade .

## **Part V. Grievance Procedure**

Case Western Reserve University has established a mechanism whereby students of the University may express a grievance against the action of other students or members of the faculty. Details of the grievance procedure are included in the CWRU Student Services Guide, an annual publication of the University Office of Student Affairs. Students who wish to have a specific problem reviewed should contact the Dental School Office of Student Services. This procedure, however, is not intended to substitute for the jurisdiction or procedures set forth for other Committees.

Promptness in settling a grievance is desirable for the grievant, for the institution, and for those involved in the procedures themselves. Promptness is therefore itself an element of equity and the absence of promptness may legitimately be the source of an additional grievance.

Every attempt shall be made to resolve grievances at the lowest authority level using informal procedures.

If the informal is unsuccessful or inappropriate, then the formal steps in the grievance procedures shall be taken as soon as possible and no later than seven days after the events leading to a complaint occurred or were discovered and a formal complaint shall be filed within ten days after failure of the informal procedures.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Case Western Reserve University to provide a positive, discrimination-free educational and working environment. Sexual harassment is unacceptable conduct which will not be tolerated. All members of the University community share responsibility for avoiding, discouraging, and reporting any form of sexual harassment.

Members of the University community found in violation of this policy may be disciplined, up to and including being discharged for cause or being expelled from the University. Retaliation against persons raising concerns about sexual harassment is prohibited and will constitute separate grounds for disciplinary action, up to and including discharge or expulsion from the University.

The complete policy is available from the Director of Student Services, from the Office of the Provost in Adelbert Hall and via <https://students.case.edu/handbook/policy/sexual.html>.

## **POLICY ON SEXUAL ASSAULT**

Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty and staff. Sexual assault is a violation of that trust and respect. It will not be tolerated.

Sexual assault is a serious crime. Any non-consensual physical contact of a sexual nature is a sexual assault. Rape, statutory rape, incest, sodomy, sexual assault with an object, and fondling are examples of sexual assault.

Lack of consent is the crucial factor in any sexual assault. Persons forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Persons acting under the influence of alcohol or other substances may be incapable of consent. Age or mental capacity may render consent impossible.

The University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community.

**COMMISSION ON DENTAL ACCREDITATION (CODA)  
COMPLAINTS POLICY**

**NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION**

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program or a program which has an application for initial accreditation pending, 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 appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission on Dental Accreditation at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

## CWRU SCHOOL OF DENTAL MEDICINE COMPETENCIES FOR GRADUATES

### Background

Competence refers to an accumulation of knowledge, skills, experiences, and values in dental education that together help to define the necessary foundation for the development of individuals who wish to join the profession of dentistry.

The competencies in this document have been defined by the faculty of the School of Dental Medicine to include the knowledge base, clinical skills and values that are requisite for the beginning practitioner to start their professional career. The notion of personal continuous improvement and life-long learning are philosophies that must be integrated into professional life. These qualities will provide a template for the new practitioner as he/she joins the community of professionals committed to improving oral health.

Case Western Reserve University School of Dental Medicine

**Definition of Competency:**

That level of foundation knowledge, clinical skills, experiences, and values that are necessary for students of dentistry to have acquired as they make the transition from a supervised educational program to the independent practice of general dentistry.

American Dental Education Association (ADEA)

**Definition of Competency:**

A complex behavior or ability essential for the general dentist to begin independent, unsupervised dental practice; it assumes that all behaviors and skills are performed with a degree of quality consistent with patient well-being and that the general dentist can self-evaluate treatment effectiveness.

## **Domains**

1. Human Body in Health and Disease
2. Patient Care: Assessment, Diagnosis and Treatment Planning
3. Patient Care: Restoration and Maintenance of Health
4. Leadership: Ethics, Professionalism & Practice Management
5. Inquiry
6. Communication and Collaboration

### **Graduates must be competent to:**

#### **Human Body in Health and Disease**

- 1.1 Demonstrate knowledge of normal morphologic, developmental, physiologic and biochemical processes in systemic and oral health (CODA 2-11)
- 1.2 Demonstrate knowledge of etiologic and pathologic processes that define systemic and oral diseases (CODA 2-13)

#### **Patient Care: Assessment, Diagnosis and Treatment Planning**

- 2.1 Obtain and interpret patient/medical data, including intra/extra oral examination, and use these findings to accurately assess patients. (CODA 2-23a)
- 2.2 Apply biomedical sciences knowledge in the *evaluation of health and* delivery of patient care. (CODA 2-14)
- 2.3 Perform screening and *assess risk factors* for head and neck cancer. (CODA 2-23b)
- 2.4 Diagnose oral disease and develop comprehensive treatment plans based upon assessment of collected data. (CODA 2-23a)
- 2.5 Demonstrate appropriate informed consent in the delivery of patient care. (CODA 2-23a)
- 2.6 Assess the treatment needs of patients with special needs. (CODA 2-24)
- 2.7 Recognize the complexity of patient treatment and identify when referral is indicated. (CODA 2-23c)



### **Patient Care: Restoration and Maintenance of Health**

- 3.1 Manage the oral health care of patients across the stages of life. (CODA 2-22)
- 3.2 Demonstrate skills in patient education, health promotion and disease prevention. (CODA 2-23d)
- 3.3 Diagnose and manage and/or treat periodontal disease. (CODA 2-23i)
- 3.4 Diagnose and manage and/or treat caries.
- 3.5 Restore/replace teeth based on requirements for form, function and esthetics. (CODA 2-23f, 2-23h, 2-23.g)
- 3.6 Prescribe and evaluate laboratory fabrications. (CODA 2-23g)
- 3.7 Diagnose and manage and/or treat malocclusions and space management issues. (CODA 2-23n)
- 3.8 Diagnose and manage and/or treat oral mucosal and osseous disorders. (CODA 2-23k)
- 3.9 Diagnose and manage and/or treat pulpal & periradicular disease. (CODA 2-23j)
- 3.10 Perform oral hard and soft tissue surgery and/or refer as appropriate. (CODA 2-23l)
- 3.11 Demonstrate skills in the management of pain/anxiety and the delivery of local anesthesia. (CODA 2-23e)
- 3.12 Diagnose and manage and/or treat dental emergencies. (CODA 2-23m)
- 3.13 Evaluate the outcomes of treatment, recall strategies and prognosis. (CODA 2-23o)
- 3.14 Recognize, and manage on a short-term basis, medical emergencies in the dental office. (CODA 5-6)

### **Leadership: Ethics, Professionalism & Practice Management**

- 4.1 Apply principles of ethical decision-making and professional responsibility. (CODA 2-20)
- 4.2 Apply legal and regulatory standards in the provision of oral health care. (CODA 2-17)
- 4.3 Apply the basic principles of practice management, evaluate different models of oral health care delivery, and function successfully as the leader of the health care team. (CODA 2-18)

### **Inquiry**

- 5.1 Use critical thinking and problem-solving skills. (CODA 2-9)
- 5.2 Access, critically appraise, apply, and communicate scientific and lay literature as it relates to providing evidence-based patient care. (CODA 2-21)
- 5.3 Demonstrate the ability to self-assess. (CODA 2-10)

## **Communication and Collaboration**

- 6.1 Apply the fundamental principles of behavioral sciences in the delivery of patient-centered health care. (CODA 2-15)
- 6.2 Manage a diverse patient population and display the interpersonal skills to communicate and function in a multi-cultural work environment. (CODA 2-16)
- 6.3 Demonstrate skills to communicate and collaborate with other health care professionals to facilitate the provision of health care. (CODA 2-19)

**STUDENT CODE OF CONDUCT  
CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF DENTAL MEDICINE**

*I, \_\_\_\_\_ have received a copy of the Student Code of Conduct and agree to abide by the terms and conditions set forth. I further acknowledge receipt of a copy of the Student Code of Conduct.*

**Signature**

\_\_\_\_\_  
**July 31, 2018**