

SCHOOL OF DENTAL MEDICINE

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CASE WESTERN RESERVE  
UNIVERSITY

**Office of Student Services**  
**PRE-DOCTORAL**  
**STUDENT HANDBOOK**

2019-2020

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.

This handbook will serve to advise you of the services and programs available to you through the Office of Student Services and Case Western Reserve University. 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. The Office of Student Services will make every effort to assist you using the resources of the School of Dental Medicine and across the University.

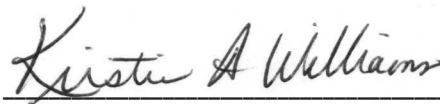
We have a long tradition of excellence in dental education. We have a network of distinguished alumni that provided support to both student and to recent graduates. Our students are presented with a rigorous and comprehensive educational experience that features strong clinical experiences, an evolving and dynamic Relevant Experiential Active Learning (REAL) Curriculum, state-of-the-art dental simulation clinics, extensive community service components, and opportunities to specialize in various post-doctoral programs, all delivered by highly skilled faculty and staff.

Finally this 2019 academic year will mark the start of a new era in a new Health Education Campus (Samson Pavilion) and the new dental clinic. The HEC will be shared with our colleagues at the Francis Payne Bolton School of Nursing, the School of Medicine, and the Lerner College of Medicine.



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Kenneth B. Chance, Sr., DDS Dean



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



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Marcos A. Rivera, MA  
Director of Student Services

# INTRODUCTION

This Handbook is for information purposes only and is not a contract between the School of Dental Medicine (SoDM), an academic unit within the School, and any student. SoDM may change the Handbook, which functions as the current class of students guidelines, at any time if deemed necessary.

The rules, regulations, policies, procedures, or other information shall be interpreted and applied by the school to promote mission of the School of Dental Medicine at CWRU.

The SoDM reserve the right to change any provisions, rules, regulations, policies or procedures, offerings, fees, tuition, or requirements, at any time within the student's duration in the school. This Handbook is to be read in its entirety and in particular, the rules, regulations, guidelines, policies and procedures of the SoDM and University.

DMD Students are responsible for being familiar with the contents of the Handbook. The online Handbook will always represent the current version and can be located at <https://case.edu/dental/resources/current-student-resources/student-services>.

All new students are expected to sign and date the Acknowledgement and Verification Agreement Form provided to confirm the handbook has been read and the form collected by Student Services. The signed form will be added to the physical files of each student.

## 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.

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## SCHOOL OF DENTAL MEDICINE OFFICE OF STUDENT SERVICES

The Office of Student Services provides services to the pre-doctoral students in the School of Dental Medicine (SoDM). The office is focused on helping the student be successful while in dental school. The office assists pre-doctoral dental students by providing services listed below. The Office of Student Services provides students with an environment that supports the school's strategic goals within a welcoming, diverse and supportive community.

- **First-Year ORIENTATION** 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.
- **WHITE COAT CEREMONY** occurs during the week of orientation for all first-year DMD students reciting the Professional Oath pledging of service to humanity, patient, community and profession.
- **MEET THE FACULTY LUNCHEON** 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 students early contact with the faculty, contact which often evolves into an informal mentor role.
- **STUDENT SHADOWING** Students in undergraduate, graduate programs at CWRU, pre-dental student clubs or attending college elsewhere and interested in pursuing the dental profession can arrange to shadow a current DMD student. Guests seeking to shadow must complete an *Acceptance of Risk, Waiver and Release* form in Student Services as required by the Environmental Health and Safety department along with successful completion of an online safety training on biohazards, etc.
- **FINANCIAL AID COUNSELING**
- **EDUCATIONAL RECORDS & TRACKING** Each student's academic progress is monitored by the Office of the Associate Dean for Education and by the Office of Student Services through a formal committee, Student Standing and Promotion. This committee comprises of faculty and administration and meets every semester in an effort to identify individual strengths and weaknesses. The goal of the committee is to assist students in enhancing their strengths and overcoming deficiencies.
- **RESOURCES FOR ACADEMIC, CAREER AND PERSONAL COUNSELING** Various counseling services are available at CWRU and the School's Director of Student Services is the point person for identifying academic or personal support. The Director of Student Services is available on a walk-in or appointment basis.
  - The University Counseling Services, provides individual and group counseling. Services include test anxiety management, stress reduction, couples enrichment, and other behavioral disorders (216 368-5872).
  - The Office of Accommodated Testing & Services (OATS) is for all students who have testing accommodations requiring extended time for examinations and might need a quiet room with limited to no distractions (216 368-0399).
  - The Office of Disability Resources offers academic counseling and diagnostic testing for learning disabilities and can work with students to improve their time management and study skills (216 368-5230).
- **TUTORING** Free tutoring is available to all DMD 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. *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. Signing up for tutoring begins with the Office of Student Services*
- **GRADUATION** Verification of eligibility to participate in commencement ceremony

## SCHOOL OF DENTAL MEDICINE STUDENT ORGANIZATIONS

**PREFACE:** DMD Students interested in running for an officer position with any of the established organizations/clubs must be on Good Academic Standing with the university. Please refer to page # 12 for an explanation of Good Standing. **Any student with an Incomplete for a course is not in Good Standing. Any executive officer for a student organization who finds themselves in this situation might be asked to defer responsibilities to the next elected officer until the grade dispute has been resolved.** Or the officer impacted might be asked to resign by the Director of Student Services.

### NATIONAL DENTAL 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.

**Academy of General Dentistry:**

The Academy of General Dentistry (AGD) is a professional organization composed of general dentists and dental students in North America and currently it has more than 40,000 members, which makes it the second-largest dental association in the US after the American Dental Association. AGD's mission is to "advance general dentistry and oral health through quality continuing education and advocacy." I strongly believe that AGD can provide great opportunities and knowledge that can enable us to build our careers and develop as responsible clinicians.

**American Student Dental Association:** (ASDA) 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.

**Academy of Later Day Saints (ALDS) Dentists:** A non-profit organization of dental professionals who are dedicated to serving mankind. It's a three-fold mission of education, services and fellowship.

**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. The fraternities are:

- Alpha Omega
- Delta Sigma Delta
- Psi Omega
- Tau Sigma Military Dentistry

**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.

**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.

### ***NICHE CLUBS***

- **Business in Dentistry**
- **Case Alliance Dental Association**
- **Cleveland Association of Women Dentist**
- **Case Review**
- **Desi Dental Students Club**
- **Hispanic Dental Student Association**
- **Korean American Dental Association**
- **Military Dentistry Club**
- **Oral Health Across Nations**
- **Persian Dental Student Club**
- **Special Needs in Dentistry**
- **Sports Dentistry**

### ***DENTAL SPECIALTY CLUBS***

- **Craniofacial**
- **Endodontics**
- **Oral Surgery**
- **Orthodontics**
- **Pediatrics**
- **Periodontics**
- **Prothodontics**



## UNIVERSITY-WIDE SERVICES

### COUNSELING SERVICES

Location: 220 Sears (216) 368-5872

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

Website: <https://students.case.edu/departments/wellness/>

Individual counseling is offered on a short-term basis with a counselor to discuss a personal concern related to academic difficulties, stress, relationship problems, anxiety, depression or other personal matters. When 'specialized care' is needed the staff will help students consider options in the community. Scheduled counseling or Walk-in visits available.

### DISABILITY RESOURCES OFFICE

Location: Sears Building, Room 402 Phone: (216)368-5230

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

Website: <https://students.case.edu/academic/disability/>

**Requesting Disability Accommodations:** Students are not obligated to self-disclose their disability to 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 Disability Resources.

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 Disability Resources webpage. Under separate cover, students must submit documentation of their disability to the office of 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 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, 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 Disability Resources for assistance.

**OFFICE OF ACCOMMODATED TESTING AND SERVICES (OATS)** Location: 402 Sears Building Phone: (216) 368-0399 Email: [testing@case.edu](mailto:testing@case.edu)

Website: <https://students.case.edu/academic/disability/policies/testing.html>

The Office of Accommodated Testing & Services (OATS) facilitates the accommodated testing process for all students registered with Disability Resources requiring extended time for examinations and might need a quiet room with limited to no distractions.

**INTERNATIONAL STUDENT SERVICES** Location: Tomlinson Hall, 1<sup>st</sup> Floor, Room 143 Phone: (216) 368-2517  
Email: [international@case.edu](mailto:international@case.edu) Website: <https://case.edu/international/international-student-services>

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.

**UNIVERSITY HEALTH SERVICES** Location: 2145 Adelbert Rd Phone: (216) 368-2450  
Email: [healthservice@case.edu](mailto:healthservice@case.edu) Website: <https://students.case.edu/wellness/>

University Health Service provides a range of services including primary care, women's health, allergy injections, travel care and nutrition. If you are a student enrolled in at least one credit hour, there is no cost to see a provider, regardless of what health insurance you have.

The University Health Service is staffed by health care professionals whose special interest is in collegiate 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. While you are a student at Case Western Reserve University, we want to ensure that the Student Medical Plan and Services are a positive experience for you. The university has contracted with Aetna Student Health in order to offer enhanced services that are easy to use, affordable, and adaptable to your health care needs. One of the highlights of the Plan is an extensive nationwide health care network with access to doctors and specialists. The Student Medical Plan is offered as a supplement to the excellent care available to all Case Western Reserve students from University Health Services and University Counseling Services.

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.

## TUITION AND FINANCIAL AID

### TUITION PAYMENTS:

Send to: Cashier's Office - Yost Hall

Due dates:

First Semester: First half due 7/03/2019

Second half due 9/06/2019

Second Semester: 1/24/2020

Summer Clinic: Due Date: 7/15/2020

**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 a student anticipates 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. Any student interested must contact them directly to enroll. Students' will receive all tuition bills via email.

**Student are not permitted to enroll if they have a balance due from the previous semester. CWRU will withhold diplomas for any outstanding tuition balances.**

### 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.

### 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.

## IMPORTANT REMINDERS

### **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.

### **FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) contains several provisions that are important to students. First, the university may not release personally identifiable student records to a third party, with certain specific exceptions, unless the third party has requested the information in writing and the student has consented, again in writing, to its release. The university may release directory information about a student, however, unless the student submits a written request that any or all such information not be released. Second, a student may request, in writing, an opportunity to inspect and review the student's official files and records maintained by the university and may, if appropriate, challenge the accuracy of those records. The university is permitted a reasonable time, not to exceed 45 days, to respond to such a request. Third, a student may file with the Family Policy and Regulations Office of the U.S. Department of Education a complaint concerning what he or she believes to be the university's failure to comply with FERPA. Finally, a student may obtain from the University Registrar a copy of this policy, which the university has adopted to meet the requirements of FERPA. This information is in compliance with the provisions of FERPA, which require the university to notify students annually of their rights and the university's policies and procedures. Specific procedures may vary slightly among the schools and colleges of the university, and each student is encouraged to inquire at his or her own dean's office if any question arises.

### **DENTAL TOOLS/INSTRUMENT EXPECTATIONS**

The dental tools purchased by all students is an expensive investment. Consequently it is imperative that these tools are kept in a safe and locked storage space provided to all DMD students by the Office of Student Services. At no time should a student leave their tools unattended. The school is not responsible for any misplaced or stolen equipment and when a student is no longer enrolled, i.e. graduation, leave of absence, etc. it is the student's responsibility to remove ALL of their tools and personal belongings from storage and the school's premises. Once a student is re-enrolled storage space will be provided.

After 30 days from the last official date of enrollment any equipment left behind that is not claimed may result in the tools being repurposed as loaner equipment for use in the school or discarded. Notifications are sent from the Office of Student Services directly to those individuals concerning these matters.

### **SOCIAL MEDIA**

Social media comes with great responsibility, and irresponsible social media conduct could potentially ruin your education and negatively impact your career. Every post, tweet, and pin leaves an impression that can potentially reach thousands of people outside of your immediate social sphere. Some of those people could be future employers, collaborators, teachers, or students. What is the impression you are leaving? Your personal posts reflect on all of your associations – your university, your workplace, your family, and friends. Future employers or other colleges often review these network sites when considering potential candidates for employment or admission. Aim to use good taste, common sense and a professional tone to present yourself in a mature,

responsible, and professional manner, particularly when you are participating in an online discussion regarding the university.

While constructive criticism adds to a healthy dialog, the Office of Student Services suggest you consider refraining from engaging in online dialog that disparages colleagues, competing institutions or critics. The Office of Student Services also suggests that you consider discourse that is civil and respectful and avoid vulgar and disrespectful language or images that might be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Should you choose to associate your personal social-media account with official CWRU vehicles, your profile, tone and content should be consistent with the way you wish to present yourself to colleagues, administration and other members of the university community. Students should never present themselves as official representatives (employee) or spokespersons for the university or the department. Avoid setting up social media accounts using your CWRU email addresses as the primary means of identification.

### **VISITOR POLICY**

A visitor is defined as any person without an employment relationship with the School of Dental Medicine or is not an official student with the SoDM. Visitors, patients and guests are welcome within the DMD Clinic unaccompanied in the public access areas such as patient reception areas and restrooms, and those areas designated as public areas in the Clinic. Accompanied Visitors must be accompanied at all times, by DMD students, faculty and staff, where patients are receiving care (clinics), where classes are being taught – Simulation Clinic, and Clinic Laboratories, where classes are in session, and where research is conducted. Requests by escorts to accompany visitors must be approved by a Department Chair, Program Director, Associate/Assistant Deans, or the Director of Student Services. Escorts must assure student, patient, employee and visitor safety; must protect patient and student privacy and prevent education and/or patient care disruptions. Escorts must accompany guests at all times in patient care areas, teaching sites and research areas. By being sensitive to safety and privacy while being courteous and informative, every visitor will be able to gain some insight into our missions of teaching, research, and service.

### **COMMUNICABLE DISEASE POLICY**

In accordance with the Ohio State Dental Board (Ohio Administrative Code 4715-20-01) and the Ohio State Department of Health, all advanced specialty education students must:

1. Present evidence of natural immunity to hepatitis-B or evidence of immunization with a protective antibody response level to the Office of Associate Dean for Graduate Studies prior to participation in clinical activities at the School of Dental Medicine. The cost of immunization, testing or retesting are the responsibility of the student.
2. Participate in a no-cost annual tuberculin testing program conducted by the University Health Services (or provide results from another program of the individual's choice) if negative or undetermined for reactivity to tuberculin, or present a recent statement from a physician if tuberculin positive or BCG immunized of non-infectivity to the Office of the Associate Dean for Graduate Studies. Those who are not in compliance with the above will not be permitted to assist in, or provide care to, patients in the clinics of the School of Dental Medicine. Failure to comply with these policies in a timely manner is sufficient reason to separate the student from their program of study.

### **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 first-year 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.

**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. Considering the rigorous academic nature of the School, and the demands on students both academically and professionally, attentive and engaged attendance for lectures, laboratories, and seminars is expected.

Course directors have the purview and encouragement to include, as part of the semester's grades, marks for the quality and quantity of the student's attendance and participation in any given course. Course directors have the discretion to mark a student absent should they be tardy to a course session.

The student should realize that lack of regular attendance is extremely disruptive of academic progress and will be closely monitored by the Office of Academic Affairs and the Committee on Student Standing and Promotion. The student should be fully aware that absences from courses and examinations will be used in any deliberations by the Committee on Student Standing and Promotions.

If a student has been deemed to be on "Academic Probation" or has an academic standing of "Pending," then that student is required to attend all courses as scheduled. Failure to attend a course when on "Probation" or "Pending" will be considered in the deliberations of the Committee on Student Standing and Promotions. Failure to attend a course, and subsequent failure of a course (70% or lower grade), will also be considered in the deliberations of the Committee on Student Standing and Promotions and will put the student at high risk for dismissal from the School of Dental Medicine.

Should a student miss a course session, or know in advance that a course session may be missed, they must notify BOTH [DMDAttendance@case.edu](mailto:DMDAttendance@case.edu) and the course director. The office Academic Affairs will then track all missed courses, excused or unexcused, as determined by the faculty. An approved absence requires the approval and signature of the Curriculum and Assessment Manager AND the course director.

In accordance with school policy, absences are:

1. Excused – in case of illness documentation from the treating physician must be presented.
2. Unexcused – when a student fails to give notification of an absence which can be predicted to be absolutely unavoidable, or fails to present an appropriate excuse. In most cases, an unexcused absence would result in a zero score if related to a missed examination.

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

### **ABSENCES FOR RELIGIOUS REASONS**

Any student who needs request an absence due to a religious reason from a class, clinic, examinations, or other expected requirement on a particular should contact the Curriculum and Assessment Manager's Office in Academic Affairs.

### **ABSENCE FROM EXAMINATIONS**

The student is expected to be present at all examinations. A student who is absent from an examination is not entitled, as a matter of right, to make-up the missed examination. Approval for the missed examination must be provided by the faculty to the Office of Academic Affairs in order to allow the student to take the examination at a secondary time. Should approval for a make-up examination be granted, the student must schedule at the convenience of the Office of Academic Affairs within a timely fashion and in the understanding that any delay in taking the examination can result in a delay of their final grade for the course.



The process for requesting approval of a make-up examination time is as follows:

1. In advance of the examination, email [DMDAttendance@case.edu](mailto:DMDAttendance@case.edu) AND the faculty member for the examination.
2. If the faculty member approves an alternate examination time, they must respond to [DMDAttendance@case.edu](mailto:DMDAttendance@case.edu) with the final required submission date for the examination.
  - a. Relays of approval from faculty through the student will not be accepted. Approval must be directly from the faculty member, including the required final submission date of the examination.

If a student is absent from an examination 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 Curriculum and Assessment Manager 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 either to the Chairman of the Student Standings and Promotion Committee, the Director of Student Services, or 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. The recipient of the letter will forward the request to the Committee on Student Standing and Promotion. The letter must state the reason for the request, the length of leave requested and the date of return. The Committee may 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.

Dental students who are on a Leave of Absence must communicate with the Director of Student Services and/or the Assistant Dean of Admissions/Student Affairs at least 60 days before the term of their intended return of enrollment.

The School of Dental Medicine will adhere to the policy that exist for Graduate Students of CWRU. However, the DMD curriculum and program structure necessitates that the Committee on Student Standing and Promotion assess and recommend a suitable plan of action associated with circumstances of the student and offering of didactic, lab coursework and clinicals . For reference the CWRU Leave of Absence from Graduate Study can be found at the following website:

<http://bulletin.case.edu/schoolofgraduatestudies/academicpolicies/>

### **GRADING POLICY**

The DMD program of the School of Dental Medicine uses the following grading system A, B, C, I (Incomplete), and F. Additionally for some courses, the grades of Pass (P), and 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 a test was not taken, or assignments not finished, 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. Any student organization officer or representative on a committee with an "I" (incomplete) jeopardizes their Good Standing status and is ineligible to serve until a grade is actually assigned.

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:**

**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**

## ACADEMIC STANDING AND PROMOTION

The Student Standing and Promotions Committee is responsible for monitoring the academic progress of pre-doctoral dental students. The Committee accomplishes this through application of this protocol and enforcement of this Handbook. Each student's academic performance is reviewed by the Committee after the conclusion of each semester and summer clinic session. Additional review may occur after each eight week period when grade reports are submitted or when reasonably necessary. The Committee sets standards of academic performance for promotion and standing, probationary requirements and remedial actions, and recommends candidates for graduation. The Committee 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.**

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 within 30 days as set by the course director or Committee on Student Standing and Promotion.

There are three categories of academic performance. These categories are defined below.

**Academic Good Standing:** The student has met all academic requirements. To maintain a student organization officer position Academic Good Standing is required. Any student officer whose academic status changes to "Standing Pending" or "Probation" will be asked to relinquish their seat until the matter is addressed and official academic record is Good Standing. Failure to have the matter rectified after the thirty (30) days may necessitate an emergency election by the organization to vote in a replacement.

**Academic Standing Pending:** The student has **one or more "Incomplete" grades**. The student will have thirty (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". The student should see the course director and consult with the Offices of Student Services and/or Academic Affairs to determine the requirements for resolution of the "Incomplete" grade.

**Academic Probation:** The student has **one or more grades of "Failure" or "No Pass"**. The student must see the course director immediately to review the remediation plan. The student will have thirty (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. The student will have one semester in which to improve the student's academic status to Good Standing.

**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 to resolve.**

**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 (but not limited to): Grades of F or NP in preclinical laboratory courses, multiple F's or NP's in didactic and clinic courses, or an academic record that illustrates an inability to succeed towards graduation. 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 (SSPC). The appeal must be in writing, stating the basis of the appeal including new information not previously presented to

the SSPC, and be given to the Chairman of the Committee within thirty-one (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.

## REMEDIATION

### Policy on the 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 course director 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 or the academic year, or requiring withdrawal or dismissal. Remediation may not proceed until the committee 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.*

- a. Remediation is additional work that is assigned to a student after failing a course.
- b. A student not satisfactorily completing all course requirements may be permitted to remediate the course, be required to repeat an entire academic year of study as remediation, or be dismissed from the school.
- c. A student who has received a final "F" grade in any required course while repeating the academic will not be eligible for remediation and will be immediately dismissed from School.
- d. After completion of a remedial program, the highest grade that can be given for the original course is a "C" grade.

**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,

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

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  
Mr. Marcos Rivera, Director of Student Services  
Mrs. Wendy Scott-Kemp, Curriculum and Assessment Manager

## 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 business 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 non-exhaustive list of reasons a student may be denied permission:

- 1) Failure to submit an application or documents more than ten business days in advance.
- 2) Externship Program has not been subjected to Faculty review, or the program was 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.
- 7) Other factors indicate an Externship Program opportunity would be inappropriate for the student at this time.

**Appeal of an Unfavorable Decision:** The student may appeal an unfavorable decision **within ten business 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 or organization. The School of Dental Medicine expects that the institution offering an externship opportunity acknowledges obligations and responsibilities towards the student. 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.

## 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, clinic experiences and student group activities.

Only students registered in the School of Dental Medicine are permitted to attend classes and student group activities.

Administration 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 student is not officially registered by the sixth day of the term, the Dean should be notified immediately by the registrar who will notify the program director and the student that he/she will not be allowed to continue any student activity until appropriate financial arrangements are made and official registration documented. The Associate Dean for Clinical Affairs will simultaneously be notified and work with the student to arrange a smooth transfer of patient care responsibilities.

If the non-registered status of a student is discovered after the term has already begun, the dean shall be notified immediately by the appropriate program director who will also notify the student through the Assistant Dean of Student Services or Director of Student Services to cease participation in any classes, lab, or clinic activities immediately.

### **Registration**

The DMD program is a full-time program. Additionally, those students entering or being placed in the decelerated or five-year program are also considered full time. Students in a five-year program may 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 their financial obligations and educational requirements to the university.

### **Withdrawal and Refunds**

To withdraw from the School of Dental Medicine, a written notice must be submitted to the Dean's Office for approval. Failure to attend class or merely giving notice to an instructor will not be regarded as a notice of withdrawal. A student who withdraws after the start of a semester will be 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.

## COMMITTEE REPRESENTATION

### STUDENT REPRESENTATION ON STANDING COMMITTEES

Students serve on the following committees and are appointed each year by Student Council. Students must contact their class representative if interested in serving on one of these committees. Students identified must be in good academic standing to serve on the committee.

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**: There is one student representative 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's Office in the SoDM for disposition.
3. **Clinical Affairs**: This committee has a student representative from the Senior Student Council Class. Membership includes administration and faculty who examine policies and procedures associated with the Clinic and delivery of patient care.

## 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 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 regular basis and the appropriate use of deodorants and antiperspirants 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.

**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 chosen scrubs and color are to be plain with 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 business attire is required.
- **As required by Infection Control Policies, when treating patients, OSHA compliant clinic gowns must be worn. There are no exceptions.**
- **As required by Infection Control Policies, 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.
- Hats may not be worn indoors unless required by religious observances, etc.

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.

**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 and other criteria to select its student representatives to the national meetings of the American Dental Association and the American Association of Dental Research. All students are expected to participate in this event. Various activities are scheduled throughout the day to participate in.

**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.

## OFF-CAMPUS LIVING

### **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.

## UNIVERSITY EMAIL

### **CWRU 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 Aid 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**).

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

## GRADUATION POLICIES AND PROGRAM REQUIREMENTS

### **Passing the Integrated National Board Dental Examination**

The faculty of the School of Dental Medicine believes that all students must pass the Integrated National Board Dental Examination (INBDE) as a requirement for graduation. **However CWRU'S School of Dental Medicine is in the process of setting policies specific to this new national examination for dental licensure and will develop specific information for all DMD students taking the Integrated National Board Dental Examination (INBDE). All DMD students will be informed when the new policies are established and posted on the school's website.** The Joint Commission on National Examinations (JCNDE) has provided the following to help understand the new examination process (updated October 2018).

**INBDE Information for Test Takers** The Integrated National Board Dental Examination (INBDE) is a new written cognitive examination for dental licensure scheduled to replace the current National Board Dental Examination (NBDE) Part I and Part II examinations on August 1, 2020. The purpose of the INBDE is the same as that of the NBDE Part I and Part II: to assist state boards of dentistry in making decisions about candidates for dental licensure. By integrating content covering the basic, behavioral, and clinical sciences, the INBDE simulates decision-making processes is expected to be more relevant than the current NBDE Part I and Part II examinations.

**INBDE Implementation** The JCNDE has issued a formal notification that the INBDE will be available for administration beginning on August 1, 2020. The NBDE Part I will be discontinued on July 31, 2020, and the NBDE Part II will be discontinued on August 1, 2022.

**About the INBDE** The JCNDE is developing the INBDE because of changes in educational curricula and new accreditation standards that took effect in 2013, requiring the integration of basic sciences with behavioral and clinical science instruction. In reviewing content, the Joint Commission considered the state boards' perspective. For a detailed chronological overview of activities since the inception of the new examination in 2009, please see the [INBDE Timeline](#).

**The INBDE's purpose** The purpose of an examination is foundational, and drives all aspects of its development. The INBDE is a cognitive examination intended to help state boards determine whether an individual has the entry-level knowledge and cognitive skills necessary to safely practice dentistry. The INBDE does not include a demonstration of clinical skills.

**How INBDE differs from NBDE Part I and Part II** The new test relies less on rote knowledge and information recall than the current NBDE examinations do, and instead it emphasizes the decision-making process relevant to the safe practice of dentistry through the integration of the basic sciences and dental and clinical science. The JCNDE expects the INBDE will include 500 items, compared with a total of 900 questions on the NBDE Part I and Part II.

**Opportunities for Current and Future Dental Students** Current students who enrolled in dental school in 2017 or later could be eligible to take the INBDE instead of the NBDE Part II in 2020. Students who expect to enroll in dental school in 2019 or later could be eligible to take the INBDE instead of the NBDE Part I. The NBDE Part II will not be available after July 31, 2022, so these students might be required to take the INBDE for certification. After students take the INBDE, they will no longer be allowed to take the NBDE Part I or Part II.

The CWRU School of Dental Medicine's Dental Education Committee will provide updates on policies in the near future associated with:

- Timeliness of Passing the INBDE
- Certification for the INBDE
- Exemption for Canadian Students from School of Dental Medicine program requirement to pass the INBDE

**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.

**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

The Commission on Dental Accreditation (CODA) is the national programmatic accrediting agency for dental and dental-related education programs at the post-secondary level. CODA employs a rigorous, collaborative peer review accreditation process to evaluate the quality of more than 1,400 dental and dental-related education programs. These programs include pre-doctoral (DDS/DMD) dental education programs, advanced dental education programs, and allied dental education programs.

**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 2-23 a)
- 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 & per radicular 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)

## 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 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.

### **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.

## CWRU PURPOSE OF STUDENT CODE OF CONDUCT

*The mission of Case Western Reserve University is to improve and enrich people's lives through research that capitalizes on the power of collaboration, and education that dramatically engages students. This goal is realized through: scholarship and creative endeavors that draw on all forms of inquiry; learning that is active, creative and continuous; and promotion of an inclusive culture of global citizenship.*

It is the position of the Case Western Reserve University School of Dental Medicine that all dental students are expected to maintain the highest standards of moral and ethical behavior and to conduct themselves in a professional manner at all times. The moral and ethical obligations are characterized by, but not limited to, honesty, fairness, and integrity in all circumstances. Students are expected to show respect for the rights, differences, and property of others. A high degree of ethical and professional behavior is to be practiced in the classroom as well as in treating patients. Standards of care are to include concern for the welfare of patients, competence in the delivery of dental care, conscientious patient communication including education, proper referrals when indicated, and the preservation of confidentiality in all situations, including but not limited to conversations with peers or instructors, phone calls, voicemails, e-mail, social media, and electronic patient records. Each student is responsible for upholding the ethical standards of the School of Dental Medicine. Therefore, it is also the responsibility of each student to confront or report any behavior that does not comply with these standards. Violations of the Code of Ethics should first be reported to and addressed by the student body through the appropriate mediation channels. If efforts for cessation and reparation are unsuccessful, violations will be reported to the administration. Behavior believed to be unacceptable includes, but is not limited to, forgery, intentionally deceptive alteration of documents, unauthorized possession of another's property, plagiarism, and cheating by either seeking, giving, or receiving aid. Students should consider using respectful language when communicating with others. All students should refrain from abusive acts, sexual harassment, discriminatory behavior or the infliction or threat of harm to others.

The University Student Code of Conduct serves to support the overall mission and core values of Case Western Reserve University. This includes civility and the free exchange of ideas, civic and international engagement, appreciation for the distinct perspectives and talents of each individual, academic freedom and responsibility, and ethical behavior.

The scope of the University Code of Conduct is behavioral expectations of all undergraduate, graduate and **professional students**. This code is not applicable to sexual misconduct or academic integrity violations; both of which are covered under different policies. This code may be used in conjunction with other policies including but not limited to academic program policies, student organization policies, athletic and recreation policies. No policy will automatically pre-empt any other policy and more than one policy may be applied to the same incident in a parallel manner. Any internal behavioral conduct policies for student organizations must be consistent with the University Student Code of Conduct. Students are expected to be members of the university community who respect others and are committed to personal and academic excellence. The goals of the university conduct process are:

1. to promote a campus environment that supports the overall educational mission of the university;
2. to protect the university community from disruption and harm;
3. to encourage appropriate standards of individual behavior and citizenship;
4. to foster ethical standards;
5. to provide fair and consistent due process for students and organizations alleged to have violated the code of conduct.

## **School of Dental Medicine CODE OF CONDUCT**

*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**

1. 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>**

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
  - i. 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.

4. 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.

### **1. 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:

- a) Stealing or defacing the project or personal effects of another student, person, Dental School or the University.
- b) 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:

- a) 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/advisor appear at the hearing**. The advocate (advisor) 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. Sanctions**

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.

1. **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.
2. **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.
3. **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.
4. **Dismissal:** The student may be expelled with a recommendation placed in the permanent record that the student not be considered for re-admission.

**Additional Sanctions:** In addition to the penalties stated above, one or in combination with others, 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 MISCONDUCT POLICY and TITLE IX**

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 Sexual Misconduct policy is available from the Office of the Provost in Adelbert Hall and via

<https://case.edu/title-ix/sites/case.edu.title-ix/files/2018-10/Sexual%20Misconduct%20Policy.pdf>

**What is Title IX?** Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment (which includes sexual violence and assault) is a form of sex discrimination and therefore a violation of Title IX. Specific behaviors that are prohibited by Title IX include rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity; stalking; and relationship violence that is gender-based. Many behaviors that violate Title IX also constitute crimes. Title IX also prohibits discrimination of pregnant and parenting students.

### **Your Rights as a Complainant/Respondent**

The rights of the complainant and respondent related to the process include:

- Confidentiality. The university will attempt to keep complaints private to the extent possible and consistent with legal requirements and/or the university's requirement to investigate allegations and take appropriate action;
- Available options for resolving the complaint through the informal process or formal process depending on the nature of the complaint;
- The right to the presence of an advisor of choice at meetings during the initial inquiry, investigation and during the **Informal process and/or Administrative/Formal Hearing**;
- The right to not be questioned or have information presented about past sexual conduct, or history with anyone other than with the complainant or respondent, unless related to a pattern of prior violations or behavior by the respondent that was substantially similar to the present complaint;
- To have the allegations investigated in a thorough and timely manner;
- To refrain from making statements. However, the university will make a determination of whether a violation of the sexual misconduct policy occurred based on the information presented;
- To be informed of the outcome of the sexual misconduct process in a timely manner; and
- Access to confidential and non-confidential support resources on and off-campus.

## 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; failure to comply will be referred to the Faculty-Student Relations Committee for further action:

1. **Seating Charts:** A seating chart may be provided for each exam. If so 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.
  - 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 during an exam:** In cases where you must sign in to indicate that you were in attendance for an exam, 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).
12. Following clinic protocols. Documentation of patient treatment plan must be accurate and complete. Failure to do so puts the school at risk. Intentional misrepresentation of treatment/failure to document treatment will lead to suspension from the clinic.



Case Western Reserve University  
School of Dental Medicine  
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 Name: \_\_\_\_\_

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

Student #: \_\_\_\_\_

Date: \_\_\_\_\_

## 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. Timeliness and Attendance: You must attend and be on time for all exams. If an attendance sheet or sign-out sheet is used, you may only sign it for yourself. Signing in a fellow student is considered academic dishonesty. If you miss an exam, you may be granted a make-up exam at the course director's discretion or you may receive a 0 for that exam. You must notify the school of your absence by sending an email to both [dmdattendance@case.edu](mailto:dmdattendance@case.edu) and the course director. The faculty must contact the Academic Affairs Office to approve a make-up exam.
2. Seating Charts: A seating chart will be provided. You must sit in your assigned seat or risk automatic failure of the exam.
3. Academic Integrity Certification: You must review and agree to the academic integrity certification statement at the beginning of each exam.
4. Dividers: You must use dividers at your desk when available.
5. Electronic Devices: No cell phones, smart watches, or other electronic devices of any kind are permitted on your person or at your desk. 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.
6. Permitted Items: Aside from your computer, you may not have 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. Scratch paper is at the discretion of the instructor. If taken, it must be returned before leaving the exam.
7. 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 must be emptied prior to exam week and other drawers locked.
8. Questions During Examinations: Questions during an exam should be entered into the notes/question feedback area of Exemplify for instructor review after the exam.
9. Exiting the Exam: When you exit the exam, you must show your upload screen to the proctor and quietly leave the area. Discussions outside the door of the exam room are prohibited. If you leave the room during an exam, you must sign out and sign back in upon your return.
10. Review of exams: Your category report and score will be distributed through the portal as soon as scores are finalized by the instructor. Review of exam contents is at the instructor's discretion.

**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.