

SCHOOL OF DENTAL MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

PRE-DOCTORAL STUDENT HANDBOOK

2020-2021

Welcome to the Case Western Reserve University School of Dental Medicine. The student has chosen to attend a school of dental medicine that has been a leader in its field since 1892.

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

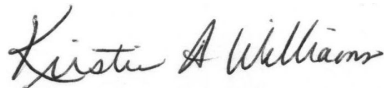
The student is encouraged to contact the Office of Academic Affairs and/or the Office of Student Services whenever a problem arises, whether it is of a personal, academic or clinical nature. These two administrative offices will make every effort to assist the student in using the resources of the School 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 provides support to both students 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 2020 academic year will mark our second year in the Health Education Campus (Samson Pavilion) and the dental clinic. The HEC is 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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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 guidelines for all currently enrolled dental students, at any time, if deemed necessary.

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

The SODM reserves 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>

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.

Accreditation

The Doctor of Dental Medicine (DMD) program is fully accredited by the Commission on Dental Accreditation (CODA). Graduation from the DMD program establishes eligibility to sit for licensing exams.

Office of Student Services

The Office of Student Services provides services to the pre-doctoral (DMD) 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.

Orientation

First-Year orientation is held at the beginning of the fall semester for all new pre-doctoral students. The orientation provides an introduction to the dental education program, the faculty and staff of the School as well as a summary of the services provided to our students. Various social functions are integrated within the orientation program to encourage the collegial interaction necessary within a professional school.

White Coat Ceremony

The 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. However due to the circumstances associated with COVID-19 the ceremony for August 2020 has been postponed.

Meet the Faculty Luncheon

During the Orientation week for the new class of first year dental students, there is an 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. Due to the circumstances associated with COVID-19 the faculty luncheon did not occur.

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.

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 with un-excused reasons for missing 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

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 (Phone: 216 368-5872).

The Office of Accommodated Testing and 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 (Phone: 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 (Phone: 216 368-5230).

Student Organizations

Preface

DMD Students interested in running for an officer position with any of the established organizations/clubs must be in Good Academic Standing with the SODM and the University. Please refer to page #49 for an explanation of Good Standing. Any student with an Incomplete and/or Failure 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 for the remainder of the semester 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

The 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.

Dental Fraternities

All four 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.

Executive Student Council

All dental students are members of the Executive Student Council. Each class elects two members to the Executive Student Council (class representatives), 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 administration. The student activity fee each student is assessed with tuition is given to the Executive Student Council for disbursement. Listed are the various student organizations to participate in.

Specialty Clubs

- *Craniofacial*
- *Endodontics/Orthodontics*
- *Oral Surgery*
- *Pediatrics*
- *Periodontics*
- *Prosthodontics*

Nationally Recognized Organizations

- *Academy of General Dentistry (CWRU AGD)*
- *Academy of Latter Day Saints Dentists (ALDS)*
- *American Association of Public Health Dentistry*
- *American Student Dental Association (ASDA)*
- *Case Alliance Dental Association (CADA)*
- *Hispanic Dental Student Association (HDSA)*
- *Korean American Dental Association Ohio*
- *Student National Dental Association (SNDA)*

Internationally Recognized Fraternities

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

Niche Clubs

- *Business in Dentistry*
- *Case Review*
- *Chinese Student Dental Association*
- *Christian Medical Dental Association*
- *Desi Dental Students*
- *Middle Eastern North African Student Dental Association (MENA)*
- *Oral Health Across Nations*

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

The student's CASEnet email address is the official mechanism for all university communication. It is the student's responsibility to activate the student's account. Even if the student fail to so this, the student will still be held responsible for all information transmitted to the student's CASEnet account.

With the student's Case Network ID the student can:

- Access the student's academic information (registration, grades, etc.) change the student's address, pay the student's tuition:
 - <https://sis.case.edu/psp/P90SCWR/?cmd=loginandlanguageCd=ENGand>
- Apply for Financial Aid; check the student's Financial Aid Status;
 - <http://www.case.edu/financialaid/gradprof/apply/>

To activate the student's CWRU network ID:

- Visit <https://www.case.edu/its/new/>
- Input last name and a PIN

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 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.

Graduation Policies and Program Requirements

Length of Program

The Doctor of Dental Medicine degree must be completed within six years of matriculation.

Graduation

In order to graduate, all students must complete all graduation requirements prior to the degree conferral date. Completion of the degree requirements after one conferral date will result in the conferral on the next date. Degrees are conferred by Case Western Reserve University in May,

August and January.

Degree Requirements

- Passing the National Board Dental Examination Parts I & II OR Passing the Integrated National Board Dental Examination (INBDE) (Classes of 2021, 2022)
- Passing the Integrated National Board Dental Examination (INBDE) (Classes of 2023 and beyond)
- Passing the D4 Objective Structured Clinical Examination (OSCE)
- Successful completion of all courses, clinical requirements and clinical competencies.

Passing the National Board Dental Examination, Parts I & II

For the Classes of 2021 and 2022, all students must pass the National Board Dental Examination Parts I and II as a requirement for graduation OR pass the Integrated National Board Dental Examination (INBDE). The School of Dental Medicine strongly advises students in the Classes of 2021 and 2022 who have passed NBDE Part I to take and pass the NBDE Part II prior to the NBDE Part II being discontinued on August 1, 2022. Those students that elect to and take the INBDE instead of NBDE Part II will no longer be allowed to take NBDE Part II.

Passing the Integrated National Board Dental Examination (INBDE)

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 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 (JCDNE) 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

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

D4 Objective Structured Clinical Examination (OSCE) Policy

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 the student 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.

Academic Integrity

Exam Administration Rules

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:

- Timeliness and Attendance
 - The student must attend and be on time for all exams. If an attendance sheet or sign-out sheet is used, the student may only sign it for themselves. Signing in a fellow student is considered academic dishonesty and will result in failure of the exam. If the student misses an exam, the student may be granted a make-up exam ONLY at the course director's discretion OR if the absence is considered excused by the attendance policy (see page 37). If a make-up is not granted, the result will be a failure for that exam. The student must notify the school of the student's absence by sending an email to both dmdattendance@case.edu and the course director. The faculty must contact the Academic Affairs Office to approve a make-up exam.
- Seating Charts

- A seating chart may be provided for each exam. If so, the student must sit in the student's assigned seat or risk automatic failure of the exam.
- Electronic Devices
 - No cell phones, watches, or other electronic devices of any kind are permitted on the student's person or at the student's desk. Cell phones and other devices must be left in lockers or turned off and left in the student's bag at the front/side of the room. If the student is expecting an urgent call then they should leave their phone with the proctor. If the student is found to have a cell phone on the student's person or at the student's desk in the testing area, the student will automatically fail the exam.
- Dividers
 - If available, the student must use dividers at their desk.
- Academic Integrity Certification
 - The student must review and agree to the Academic Integrity Certification statement at the beginning of each exam.
- Permitted Items
 - The student will be permitted #2 pencils, an eraser, and scratch paper at the discretion of the faculty.
 - The student may not place additional items (extra clothing, papers, etc.) on their desk during an exam.
 - No food or drink is permitted at the student's 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.
- 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.
- Questions During Examinations
 - Questions during an exam should be entered into the notes/question feedback area of Exemplify for instructor review after the exam.
- Exiting the Exam
 - When the student exits the exam, they must leave the area. Discussions outside the

Student Academic Integrity Certification

The following is an example of the Student Academic Integrity Certification, which is included and required at the start of every SODM examination.

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:

- Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants.
- Giving, receiving, or using unauthorized aid during an examination, quiz, or competency.
- Disclosing the contents of an exam to a student who has yet to take the exam.
- 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.

I, _____, Student ID: _____, School of Dental Medicine, Case Western Reserve University,

do hereby 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.

Signed,

_____,

_____,

_____,

