Policies printed in this handbook should be cross-referenced with the electronic version on the School’s website. Any changes to policies will become effective immediately after they are forwarded to students’ University email accounts. The most current policies are published on the School’s website.
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Mission Statements of the University of Minnesota and the School of Dentistry

UNIVERSITY MISSION STATEMENT

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

- **Research and Discovery**
  To generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

- **Teaching and Learning**
  To share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

- **Outreach and Public Service**
  To extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that: embodies the values of academic freedom, responsibility, integrity, and cooperation; provides an atmosphere of mutual respect, free from racism, sexism, and other
forms of prejudice and intolerance; assists individuals, institutions, and communities in responding to a continuously changing world; is conscious of and responsive to the needs of the many communities it is committed to serving; creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and inspires, sets high expectations for, and empowers the individuals within its community.

http://twin-cities.umn.edu/about-us

SCHOOL OF DENTISTRY MISSION STATEMENT

The University of Minnesota School of Dentistry advances health through scientific discovery, innovative education, and the highest-quality care for all communities.

Vision

The University of Minnesota School of Dentistry leads the profession into the future of comprehensive healthcare.

Core Values

- Diversity
- Excellence
- Integrity
- Leadership
- Pursuit of Knowledge
- Respect
- Service to All Communities

Objectives

- The School of Dentistry recruits, matriculates and retains quality, diverse students to all educational programs.
- The School of Dentistry presents quality educational programs incorporating new and appropriate knowledge, technology and skills. These programs ensure student learning resulting in
graduates competent in their respective fields. The goal of the predoctoral dental program is to prepare graduates who possess the knowledge, skills and values to begin the practice of general dentistry.

- The School of Dentistry devotes time and resources to the discovery and dissemination of new knowledge.
- The School of Dentistry serves as a source of continuing education to the dental profession and a resource to the local and global communities.
- The School of Dentistry reviews its strategic direction, consistent with those of the University of Minnesota, on a systematic and ongoing basis including regular assessment of its strategic progress.
- The School of Dentistry provides quality, patient centered, oral health care within its clinics and its community.
- The School of Dentistry supports faculty, staff and students with a congenial, well-functioning and pleasant working environment.
- The School of Dentistry is fiscally responsible.
- The School of Dentistry provides for faculty development through mentoring in teaching, research and service.

http://dentistry.umn.edu/about/our-leadership/index.htm

**ADDITIONAL RESOURCES**

Further direction within the profession, the School of Dentistry, and the University of Minnesota is provided in the most recent versions of these publications:

- ADA Principles of Ethics and Code of Professional Conduct
- Minnesota Dental Practice Act
- ADHA Code of Ethics
- University of Minnesota Board of Regents Student Conduct Code
- School of Dentistry Code of Conduct
- School of Dentistry Standards of Professional Conduct
Commission on Dental Accreditation

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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

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

Updated 07/15

School of Dentistry Student Affairs

The School of Dentistry provides a student support program that enhances the success of its students. Students' performance is monitored and additional academic assistance given through tutoring, seminars, and consultation for those in need. This program also encourages and promotes student study groups, a student mentorship program, and consultation and resource development with faculty.

For academic assistance and referral to support programs consult with:

Sara N. Johnson, MA
Director, Student Affairs
15-106 Moos Tower
612-624-6960
john6461@umn.edu

Stephen Shuman, DDS, MS
Director of Graduate Education
15-136 Moos Tower,
612-626-6096
shuma001@umn.edu

Christine Blue, BSDH, MS
Director, Division of Dental Hygiene
9-372 Moos Tower
612-625-5954
bluex005@umn.edu

Karl Self, DDS, MBA
Director, Division of Dental Therapy
9-436 Moos Tower
612-625-2161
selfx001@umn.edu
Policy Regarding Email

Email is the University's and the School of Dentistry’s official means of communication with students. Students are responsible for all information sent via their University email account. Students who forward their University email accounts to another email account are still responsible for all information, including attachments, sent to the account. Students are required to check their University email account daily. Communication from School of Dentistry’s officials cannot be sent to any email address other than the official University email address.

Policy Changes

Due to the specific nature of the dental (DDS), dental hygiene (DH) and dental therapy (DT) programs, School of Dentistry policies are developed and published in the Student Handbook to support our curriculum. These policies may be the same as or similar to University policies, but in many cases will be distinct from or more specific than University policies. When School of Dentistry policies are similar to University policies, School of Dentistry policies take precedence.

In addition, School of Dentistry policies are monitored and modified to ensure that they reflect and support the School’s mission. Policies printed in hard copy format should be cross-referenced with the electronic version on the School’s website. Any changes to policies will become effective immediately after they are forwarded to students’ University email accounts. The most current policies are published on the School’s website.

Mental Health Resources

Students may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduced ability to participate in daily activities. University of Minnesota services are available to assist with addressing these and other concerns. Students can learn more about the broad range of confidential mental health services available on campus via www.mentalhealth.umn.edu

DDS, graduate and advanced education students and their families are also eligible for the Minnesota Dental Association sponsored Dentist Wellness
Program, a professional and confidential problem-solving resource provided at no cost to the participant. The Dentist Wellness Program can be accessed by calling the Sand Creek Group, Ltd. at 1-800-632-7643, 24 hours a day, seven days a week. Sand Creek Group also offers a comprehensive web-based information resource that provides dentists and their families with interactive tools and current information about child care, adoption, education, eldercare, wellness and everyday life issues. This information is accessible through the members section of the MDA website.

In addition, DDS, graduate and advanced education students concerned about their relationship with alcohol or other drugs can contact Dentist Concerned for Dentists (DCD), a confidential support group made up of dentists from around the state who have experienced substance abuse/dependency problems in their own lives and who now serve others as confidential supporters and resources for recovery. DCD can be reached by calling (651) 275-0313.

Residents and fellows and their families may also contact the Resident and Fellow Assistance Program (RAP) at 651-430-3383 or 1-800-632-7643. This program is coordinated through the Sand Creek Group.

Professional Attire and Guide for Personal Appearance

The personal appearance and demeanor of every person affects, either directly or indirectly, the care and management of patients. The image communicated to patients through personal attire and appearance, behaviors and interactions will influence their perceptions of the quality of care they will receive at the University of Minnesota School of Dentistry and their confidence in the person providing that care. A presentation of professionalism is essential to uphold the standards of excellence set by the University of Minnesota, the School of Dentistry, and the dental profession.

Dentists, in their own practices, will decide for themselves what appearance promotes a demeanor of professionalism. Throughout the School of Dentistry this is best accomplished by a reasonable degree of conformity in attire and grooming. All faculty, staff and students are responsible for maintaining a clean, neat and well-fitting wardrobe.
The following guidelines apply for all DDS, DH and DT students:
Personal hygiene and grooming habits are essential components of professional appearance and presentation.

- **Hair:** (including beards and mustaches) should be clean, neatly trimmed, and well maintained. Those who shave must be clean-shaven. Long hair should be pinned or held back so that it does not interfere with the field of vision or require handling during treatment procedures.

- **Makeup and perfume/after-shave:** Strong perfumes and cologne may be offensive to others or may cause allergic reactions; therefore avoid excessive use. Heavy application of make-up should also be avoided.

- **Personal hygiene:** Body hygiene is required so that offensive body odor is avoided. Fingernails should be trimmed, clean and well groomed. Artificial nails are not allowed as they may harbor microorganisms.

- **Jewelry:** Rings that may compromise clinical protective barriers should not be worn in clinics. All watches, necklaces, etc. must be covered by protective barriers such as the blue clinic gown. No facial piercing should be evident during the school/clinic day (i.e. no rings or studs may be worn on the face or in the mouth). Tattoos must be covered in clinic.

All students will wear the School of Dentistry matching scrub shirt, pants, and/or skirt in the color designated for their program (navy blue for DDS students, burgundy for DH students, black for DT students). Scrub pants and skirts should not touch or drag the ground when standing or seated. Scrubs must be maintained in a clean, neat, and professional manner. Any head coverings such as hijabs, yamakas, etc. and/or face veils must be changed or washed daily. In addition, clean, predominately white, black or color matching shoes (closed-toed and fluid resistant) and white socks (crew length or longer) are required. We suggest these shoes be worn only in Moos Tower so they remain clean and professional in their appearance. Skirts must be at or below the knee. Legs must be cover with nude, black, or color matching hoses, tights, or scrub pants. Students may wear white, black, or color matching tee shirts underneath their scrub tops, if desired. Nametags must be visible.  

Updated 6/12
Attendance Policy

Please see the School of Dentistry Current Students website (http://dentistry.umn.edu/current-students/absences/index.htm) for DDS, DT and DH attendance policies and procedures. This includes information about excused absences, family leave, vacation, personal sessions, and student selectives.
Codes of Conduct, Standards of Professional Conduct, Chemical Abuse and Dependency Policies
Student Conduct Code

SECTION I. GUIDING PRINCIPLES.

(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

(d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.

(e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION II. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University), whether or not the University is in session.
SECTION III. DEFINITIONS.

Subd. 1. Academic Environment. Academic environment shall mean any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to online courses, learning abroad, and field trips.

Subd. 2. Campus. Campus shall mean all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.

Subd. 3. Plagiarism. Plagiarism shall mean representing the words, creative work, or ideas of another person as one’s own without providing proper documentation of source. Examples include, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one’s own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author’s; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one’s own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.¹
Subd. 4. Student. Student shall mean any person taking courses at the University or enrolled in a University program; any person participating as a student in University activities prior to the start of classes; any student who is not enrolled or registered for a particular term but has a continuing relationship with the University; any student who withdraws, transfers, or graduates after an alleged violation of the Student Conduct Code; and any already graduated student when the conduct at issue implicates the student’s University degree.

Subd. 5. Student Organization. Student organization shall mean any organization of students that is or has been registered as a University student organization under applicable University policies or procedures.

Subd. 6. University-Sponsored Activities. University-sponsored activities shall mean any program or event sponsored by the University, including but not limited to those sponsored by student organizations, or athletics.

SECTION IV. JURISDICTION.

Subd. 1. The Student Conduct Code shall apply to student conduct that occurs on campus or at University-sponsored activities.

Subd. 2. The Student Conduct Code shall apply to student conduct that directly relates to the University’s education, services, programs, or rules, including but not limited to scholastic dishonesty, hazing, violation of University rules, and falsification, whether the conduct occurs on campus or off campus.

Subd. 3. At the discretion of the president or delegate, the Student Conduct Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by local, state, or federal law or ordinance, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.
SECTION V. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and of the state. Students are responsible to the community of which they are a part, and they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION VI. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed, attempted to commit, assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruption of the Academic Environment. Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach and/or a student’s ability to learn.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University
records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one’s self or willfully failing to comply with a proper order or summons when requested by an authorized University official, by law enforcement personnel, or by emergency medical staff responding to an emergency.

Subd. 5. Attempt to Injure or Defraud. Attempt to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Harm to Person. Harm to person means engaging in conduct that endangers or threatens to endanger the physical and/or mental health, safety, or welfare of another person, including, but not limited to, threatening, stalking, harassing, intimidating, or assaulting behavior.

Subd. 7. Bullying. Bullying means aggressive behavior directed at another person, either in person or through electronic means, that causes stress or harm and that is repeated over time, including but not limited to, assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.

Subd. 8. Sexual Assault. Sexual assault means actual, attempted or threatened sexual contact with another person without that person’s consent. Sexual assault is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Conduct Code and employee discipline procedures.

Subd. 9. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.
Subd. 10. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 11. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 12. Providing Alcohol to Minors. Providing alcohol to minors means directly or indirectly providing alcohol to anyone under the legal drinking age.

Subd. 13. Unauthorized Use of University Facilities or Services. Unauthorized use of University facilities or services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently—through deceit, unauthorized procedures, bad checks, or misrepresentation—goods, quarters, services, or funds from University departments or student organizations or individuals acting on their behalf.

Subd. 14. Theft, Property Damage, or Vandalism. Theft, property damage, or vandalism means theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 15. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 16. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional
obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

**Subd. 17. Hazing.** Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the physical and/or mental health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

**Subd. 18. Rioting.** Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

**Subd. 19. Violation of University Rules.** Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

**Subd. 20. Violation of Local, State, or Federal Laws or Ordinances.** Violation of local, state, or federal laws or ordinances means engaging in conduct that violates a local, state, or federal law, or ordinance, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

**Subd. 21. Persistent Violations.** Persistent violations means engaging in repeated conduct or action in violation of this Code.
SECTION VII. SANCTIONS.

Student and student organizations found responsible for disciplinary offenses under the Student Conduct Code are subject to sanctions. Factors to consider in determining appropriate sanctions include: the nature of the offense, the severity of the offense, the culpability of the student or student organization, the impact on other students or members of the University community, and the opportunity for student development. Separation from the University through suspension or expulsion is a serious sanction that may be appropriate for: repeated violations of the Code, for serious scholastic dishonesty, and for misconduct that constitutes a threat to community safety or well-being (including, but not limited to harm to person and sexual assault), or significantly disrupts the rights of others or the operations of the University. The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Academic Sanction. An academic sanction means a sanction affecting the course or academic work of the student for violation of Section VI, Disciplinary Offenses, Subdivision 1, Scholastic Dishonesty.

Subd. 2. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 3. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 4. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 5. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 6. Restitution. Restitution means making compensation for loss, injury, or damage.
Subd. 7. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 8. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 9. University Housing Expulsion. University housing expulsion means permanent separation of the student from University Housing.

Subd. 10. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 11. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 12. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 13. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student’s admission to the University or revoking a degree already awarded by the University.

SECTION. VIII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student’s own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including
access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION IX. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

(a) grounds for an appeal;

(b) procedures for filing an appeal; and

(c) the nature of an appellate review.

SECTION X. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

1 Portions used with permission from New York Institute of Technology and University of Texas, San Antonio. SUPERSEDES: EXISTING DISCIPLINARY APPEALS POLICIES IN CONTRACTION AND SPECIFICALLY REPEALS THE APPEALS POLICIES DATED FEBRUARY 9, 1979.

School of Dentistry Code of Conduct

The School of Dentistry code of conduct is currently under revision. Please see the School of Dentistry Office of Academic Affairs website http://dentistry.umn.edu/current-students/AcademicAffairs/index.htm for the most recent version of the code.

School of Dentistry Standards of Professional Conduct

The University of Minnesota and the School of Dentistry are committed to the highest standards of professional conduct and integrity. The values we hold among ourselves to be essential to responsible professional behavior include honesty, trustworthiness, respect and fairness in dealing with other people, a sense of responsibility toward others and loyalty toward the ethical principles espoused by the University and the School of Dentistry. It is important that these values and the tradition of ethical behavior be consistently demonstrated and carefully maintained.

Members of the University community and the School of Dentistry have the obligation to respect and to be fair to faculty, staff, students, and patients, and to foster their intellectual and professional growth and well-being. Members must not engage in, nor permit, harassment, offensive behavior, or illegal discrimination. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment.

Workplace, patient care and educational experiences must impart ethical standards of professional conduct through example, instruction and clinical practice. Members of the University community and the School of Dentistry are expected to conscientiously fulfill their obligations in the performance of their duties and as part of the University community.

RESPECTFUL WORKPLACE

The School of Dentistry is proud of the respectful workplace we have
developed for faculty, staff, students and patients. We believe our goal is to maintain an academic, work and patient care environment that is positive and respectful of others. Respect is provided to every person regardless of gender, race or color, religious or spiritual beliefs or creed, nationality, sexual preferences or affection, disability, credit or financial situation, public assistance, veteran status, or physical condition. We believe in providing a respectful and positive learning and working environment that maximizes the potential of all individuals.

With these values as the foundation for the School of Dentistry, we have established guidelines, based on University policy, for the behavior of our faculty, staff and students.

We will engage in legal and ethical conduct and will not tolerate offensive behavior. Offensive behavior is defined as action or conduct that has the purpose or effect of unreasonably interfering with an individual’s work, academic or professional performance or creating an intimidating or hostile work environment. Employment and academic experiences will be based on respect and performance.

Explicit or implicit harassment, unwelcome advances, requests for sexual favors, or unwelcome physical conduct of a sexual nature will be promptly addressed. In addition, a hostile workplace, including abusive language, discriminatory or offensive remarks or humor, offensive visual displays, pornography, or aggressive physical contact will be addressed.

EQUAL OPPORTUNITY, DIVERSITY AND AFFIRMATIVE ACTION

The University of Minnesota and the School of Dentistry are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. The University and the School of Dentistry shall seek to:

1. Provide equal access to its programs, facilities, including patient care clinics.
2. Advocate and practice affirmative action in employment including the use of recruiting and search processes to enhance participation of racial minorities, women, persons with a disability, and military veterans.
3. Establish and nurture an environment that actively
acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment, for all faculty, staff and students.

4. Provide equal educational access to members of under-represented groups, and develop affirmative action admission programs where appropriate to achieve this goal.

DISABILITY SERVICES

The Board of Regents of the University of Minnesota is committed to provide for the needs of faculty, staff and enrolled or admitted students with disabilities under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended. The School of Dentistry will make services available for any faculty member, staff, or student who, through a recent assessment, can document a disability. The University of Minnesota Disability Resource Center, with support from the School of Dentistry, will provide appropriate and confidential services, including: (1) exploration of options and services which could include referral for academic/employment support, counseling, and/or campus resource information; (2) communications with medical provider; and (3) assistance with reasonable accommodations.

DRUG-FREE WORKPLACE

Having a respectful workplace also includes providing faculty, staff and students with a healthy and productive environment. We believe that drug and alcohol abuse affects the health, safety and wellbeing of all employees and students and restricts their ability to perform. This is particularly critical for those who work with and practice dentistry with patients. Therefore, the School of Dentistry supports and follows the University of Minnesota's Drug-Free Campus and Workplace policy (http://www.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html).

SEXUAL HARASSMENT

Sexual harassment by or toward faculty, staff, students, patients, or members of the University community is prohibited. Prompt and appropriate action will be taken when sexual harassment is discovered. Persons who suspect sexual harassment should report it to an appropriate authority, such as the Dental School’s EOAA
Officer, Dr. Carol Meyer, or Chief Administrative Officer, Mr. Jeff Ogden, or the University’s Equal Opportunity and Affirmative Action Office (612-624-9547, https://diversity.umn.edu/eooa). A violation of the sexual harassment policy may lead to disciplinary action, up to and including termination of employment or academic dismissal.

RECOERC AND REPORTING

It is not necessary for any faculty, staff, or student who feels he or she is the subject of offensive, harassing or discriminatory behavior to handle the matter alone. We encourage you to directly object to any behavior you believe to be offensive. However, if you feel offended by faculty, staff, your boss, peers, or others whom you encounter in the course of your employment or academic studies and do not feel you are able to deal directly with the problem, go immediately to your supervisor, or, you may report the behavior to the School of Dentistry’s Equal Opportunity Liaison, Dr. Carol Meyer (626-2332); the Director of Student Affairs, Ms. Sara Johnson (612-624-6960); the Student Conflict Resolution Center (612-624-7272); or the University of Minnesota’s Office of Equal Opportunity and Affirmative Action (612-624-9547).

All allegations of offensive, discriminatory, or other inappropriate behavior will be responded to immediately. The facts shall determine the response to each complaint and each situation will be handled discreetly. Retaliation and intimidation directed toward anyone who makes a complaint is prohibited. This practice applies to each and every full- or part-time faculty, staff, student and patient in the School of Dentistry.
Policy for Dealing with Students Suspected of Chemical Use or Abuse

The University of Minnesota and the School of Dentistry strongly support a drug-free University. For more information on this policy, go to http://www.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html

Within the School of Dentistry, violations of this policy will be dealt with as follows:

**First Offense**

1. Immediately upon detection or suspicion of impairment, or potential for impairment, the student will immediately be dismissed from class or lab. If a student in the clinic is suspected of impairment or potential for impairment, he or she will be removed from the clinic and any appointed patients for the remainder of the day will be canceled or reassigned.

2. Faculty or staff involved in the incident will without delay file a professional behavior report form with the Office of Academic Affairs.

**Subsequent Offense**

1. Upon detection or suspicion of impairment, or potential for impairment, the student will be immediately dismissed from class, lab, or clinic and a professional behavior report form will be filed with the Office of Academic Affairs.

2. The student will be escorted to Boynton for urinalysis/blood test and for assessment for chemical dependency.

3. If the student is determined to be chemically dependent, the Policy for Students with Chemical Dependency Problems will be enforced.

4. If the student is determined not to be chemically dependent, the matter will be referred to the appropriate committee for disposition.
Policy for Students with Chemical Dependency Problems

The University of Minnesota School of Dentistry is supportive of the efforts of chemically dependent students to become free of their dependency problems. In dealing with chemically dependent students, the School's procedure involves intervention and requiring students to join treatment and rehabilitation programs. This procedure was established to insure the safety of patients that students may come in contact with and to protect the interests of the patients, students, faculty, and School.

The following steps will be followed as soon as a student has been identified as having chemical dependency problems:

1. The student will be granted a medical leave of absence from the educational program by the Council of Chairs. The request for a leave may be initiated by the student or the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of the Dental Therapy.

2. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will arrange with the student a program for the treatment of chemical dependency. Usually, the student will be counseled to enroll in an inpatient chemical dependency treatment program and provide the Office of Academic Affairs/Division of Dental Hygiene/Division of Dental Therapy with evidence of successful completion of the program. However, the student may select a different treatment modality contingent on the approval of the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy.

3. If a student and the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy do not reach an agreement on a treatment and rehabilitation program, either may request a hearing by the Council of Chairs.

4. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will counsel the student to join a sobriety support group, e.g., Dentists Concerned for Dentists, after completion of the treatment program.
5. The student will be asked to give the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy permission to solicit letters of reference from counselors, employers, or members of the sobriety support group to monitor the progress of the student's rehabilitation program.

6. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will make recommendations to the Associate Dean for Academic Affairs to terminate the student's medical leave of absence and allow the student to resume the program after obtaining evidence with the student's consent that the student has completed the treatment program, is participating in a rehabilitation program, and is also being monitored for continued progress through the Health Professionals Service Program.

7. The Associate Dean for Academic Affairs will determine whether to permit the student to resume the program after obtaining evidence regarding the student’s progress in the rehabilitation and monitoring programs that show the student has been chemically free for at least ten weeks.

Updated 07/09
Grading and Academic Policies, Retention and Promotion
Grading Policies and Practices

1. There are two grading systems at the University of Minnesota, School of Dentistry; A-B-C-F and S-N. Some courses in the DT program may use the “D” grade, but these grades are not considered as passing grades. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. S grades do not affect the GPA. The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

2. The School of Dentistry shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy.

3. Listed below are the permanent grades that shall be acceptable for the completion of a single course and will be entered on a student's official transcript.

4. These definitions apply to grades awarded to students:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 Represents achievement that is outstanding relative to the level necessary to meet course requirements</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67 (Used in dental hygiene program and some DT courses only)</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33 (Used in dental hygiene program and some DT courses only)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00 Represents achievement that is significantly above the level necessary to meet course requirements</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67 (Used in dental hygiene program and some DT courses only)</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33 (Used in dental hygiene program and some DT courses only)</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00 Represents achievement that meets the course requirements in every respect</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67 (Used in dental hygiene program and some DT courses only)</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>0.0 Represents achievement that is satisfactory, i.e., is equivalent to a 2.00 and meets or exceeds the course requirements in every respect.</td>
<td></td>
</tr>
</tbody>
</table>
5. There are two permanent grades given for a single course for which no credit shall be awarded but will be entered on a student’s official transcript.

F (or) N Represents failure (or) no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see item 6).

Academic dishonesty in any portion of the academic work for a course may be grounds for awarding a grade of F or N for the entire course. *Neither the F nor the N shall carry any grade points.*

6. Other Transcript Symbols
   a. There shall be a temporary grade “I” - an incomplete awarded to indicate that the work of the course has not been completed.

   The “I” shall be assigned at the discretion of the instructor when, due to *extraordinary* circumstances, the student was prevented from completing the work of the course on time or the student has not completed the required course and faculty evaluations.

   An incomplete will be changed to an “F” if not remedied in six months of the end of the course in which it was earned. A student does not need to be registered at the University in order to complete the work necessary to convert an “I” to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

   b. There shall be a symbol V - visitor, indicating registration as an auditor or visitor, which shall carry no credit and no grade. This designation is used only in the DDS curriculum.

   c. There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each “X” when the student has completed the sequence.
7. Every student shall have calculated, both at the end of each grading period (term) and cumulatively, a GPA, which shall be the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses for DH and for some DT courses only). Both the periodic and cumulative GPA will appear on each student's record.

8. Class rank, by grade point average, will be compiled at the end of each grading period. The final class rank of the graduating senior class will be compiled at the end of the fall semester for senior awards. Awarding of distinction will be determined by cumulative GPA at the time of graduation.

9. Refer to the DH Only policies section of this handbook for additional policies related grading practices.

1988 Approved EPC 10/8/93 Revised by EPC 7/21/97 Revised by EPC 8/25/04 Revised by EPC 8/1/05 Revised by EPC Updated 07/11, Updated 07/12

**DDS, DH and DT Standards for Honors Policy**

The dean's list notation will be posted at the conclusion of each term on the student's transcript designating students who have achieved a semester GPA of 3.667 or higher.

2/25/13 Approved by the EPC

The standards for graduation honors are:

With Distinction = 3.75-3.899 cumulative GPA

With High Distinction = ≥ 3.9 cumulative GPA

Determination of the graduation honors will be based on the cumulative GPA at the date of graduation.

4/20/98 Approved by the EPC, 6/15/98 Amended by the EPC, 7/14/04 Amended by the EPC, 8/2/06 Amended, 6/25/12 Amended

Awards for graduating seniors will be distributed based on cumulative grade point average at the end of the fall semester of the senior year.

Graduates found guilty of code of conduct violations are not eligible for senior awards.
Schedule and Notification of Examinations During a Scheduled Term Policy

Examinations will be given by a faculty member on the date assigned by the course director in the course syllabus.

Every attempt will be made to ensure there is only one examination per day for DDS students; permitting ample opportunity to prepare. However, DH and DT students may take courses in a variety of disciplines outside of the School of Dentistry and the Academic Health Center, and therefore may have more than one exam on a given day. Students in the DDS, DH and DT programs must be notified of such examinations on their syllabi (as noted above).

For the date and/or time of an examination to be changed, whether initiated by the course director or students, approval must be obtained from 80% of the class, the course director and the Office of Academic Affairs. Any proposed changes must be submitted by the course director using the designated request form and given to the Director of Academic Services at least 30 days prior to proposed time/date change.

For the purpose of this policy, an examination may be defined as (but is not limited to) written or oral and will comprise 20% or more of the course grade and/or scheduled for 30 minutes or more in time. The term most often describing such an examination is "mid term."

Exceptions to this policy are practical/competency examinations in the preclinics, clinics or take-home examinations whether paper or electronic. Final examinations are specifically excluded from consideration under this policy.

Courses with multiple student bodies (DDS & MD, DDS & DH, DDS, DH, DT, etc.) shall have priority in setting their examination dates during a scheduled term. It is suggested that examination dates shall be available on a first-come-first-served basis (as received by the Office for Academic Affairs) while schedules are being finalized.

1/4/99 Approved EPC, 8/25/04 Revised by EPC, Updated 07/09, Updated 07/12, Updated 09/13
1. All final examinations in the School of Dentistry will be given on the assigned date. Persons failing to take examinations at the appointed time and place because of an excused absence will be examined at a time determined by the course director. The course director reserves the right to change the format of the rescheduled examination as long as the basic material covered in the exam and level of difficulty remain the same. The rescheduled exam format may be stipulated in the course syllabus.

2. For the date and/or time of a final examination to be changed, whether initiated by the course director or students, approval must be obtained from 80% of the class, the course director and the Office of Academic Affairs. Any proposed changes must be submitted by the course director using the designated request form and given to the Director of Academic Services at least 30 days prior to proposed time/date change. Final examinations must be given no less than 48 hours or no more than two weeks following the last formal class meeting, deviations from this must be approved by the Associate Dean for Academic Affairs.

3. Decisions of the Scholastic Standing Committees will be communicated by the Office of Academic Affairs.

4. Students in the School of Dentistry may withdraw at any time prior to the final examination if they have earned a passing grade up to that point or if no grade is available, with appropriate permission.

5. A leave of absence from the School of Dentistry will not usually exceed one year, and may be granted to a student with appropriate approval. DDS students must request approval from the Associate Dean for Academic Affairs; DT students must request approval from both the Associate Dean for Academic Affairs and the Program Director; DH students must request approval from the Program Director.
**DH Make-Up Exam Policy for Missed Exams Due to Outreach Clinical Experiences**

Students at clinical outreach sites in the Metro area or in Hibbing or Willmar must take the exam on or one day after the examination date. The student must notify the course director that he/she will miss an exam due to a SOD clinical rotation. The time and place of the make-up exam must be coordinated with the course director and/or Tina Jalivay in the dental hygiene office. This policy applies to students who study abroad.

**DDS, DH and DT Remediation Exams Policy**

The Scholastic Standing Committee will decide the availability of re-examinations for failed courses after reviewing the student’s academic record. If a student fails a course, the maximum grade attainable after successful re-examination is a C. If the student does not successfully complete re-examination, the Scholastic Standing Committee will determine the student’s options.

2/3/86 Approved EPC 6/1/98 Amended by the EPC 8/25/04 Amended by the EPC 8/1/05 Amended by the EPC

**Academic Due Process Policy**

**Informal Resolution**

Student and/or class complaints about course organization, procedures, or grades should be first brought to the course director for informal resolution. If the student is not satisfied with the proposed resolution, then the student may next appeal to the Division Director. If the complaint cannot be satisfactorily resolved with the Division Director, then the student may next appeal to the Department Chairperson. If a mutually agreeable solution cannot be reached, the student may appeal to the Associate Dean for Academic Affairs. This is however the final level for appeal. Grievances involving an instructor's judgment in assigning a grade based on academic performance may be resolved only through the informal resolution described above.
Student appeals, in writing, about adverse promotion decisions (such as suspension, repeat of a year or the dismissal from the School of Dentistry for academic reasons) shall be made to the Core Student Scholastic Standing Committee. The student has ten (10) working days in which to file an appeal. The Core Student Scholastic Standing Committee shall then meet and begin its review of the student appeal preferably within ten (10) working days from the time it was filed. The student may request in writing that the appeal hearing be delayed in order for the student to adequately prepare. Please see “Specific Procedures for Appealing Adverse Decisions” section later in this handbook.

**Formal Process**

The student has a right to file an academic grievance either before or after complaints described earlier in this academic due process policy. Academic grievances are complaints brought by students regarding the provision of educational and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University's right to change rules, policies, or practices. Academic grievances are described by the Conflict Resolution Process for Student Academic Complaints.

A formal process of resolution is available for academic grievances. The student must submit a formal complaint in writing to the Academic Complaint Officer of the School, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Additional steps of the formal process of academic grievance are described fully in the Conflict Resolution Process for Student Academic Complaints.

11/12/90 Approved EPC, 7/19/93 Amended EPC 10/02/95 Amended EPC 6/1/98 Amended by the EPC 8/1/05 Amended by the EPC Updated 07/09
Policy on the Use of Class Notes for Commercial Purposes

1. Students may not distribute via the internet or other means any type of course content including lecture notes or instructor-provided materials for commercial purposes, for compensation, or for any reason other than personal study among classmates enrolled in the course, without the express written consent of the instructor.

2. The provisions of this policy are enforceable as University rules under the University of Minnesota Student Conduct Code, and violations may result in warning, required compliance, confiscation, probation, suspension, or expulsion.

3. If the faculty of a department or collegiate unit, as a group, or individual faculty members in a particular course, have assented to or authorized the distribution of lecture notes or instructor-provided materials, such a practice does not violate this policy.

Evaluation of Teaching in the School of Dentistry

1. Each DDS, DH and DT course (didactic, laboratory, and clinic) is evaluated by its academic department annually. Each annual evaluation addresses learning outcomes based on achieving course objectives.

2. Each DDS, DH and DT course (didactic, laboratory, and clinical) will be evaluated by each student on course organization, content, instructional methods, etc.

3. DDS and DT students will be required to evaluate all courses and faculty participating in courses as part of the requirements for each course. Course grades will not be released until the course and associated faculty are evaluated by the student.

4. The Education Policy Committee (EPC) and/or the DH Curriculum Committee will continually evaluate all courses in a formal and systematic way. Input from faculty, students, administration and other appropriate sources will be part of this review.

5. Based on their review, the EPC may recommend motions of
commendation for courses that are exemplary. The committee may also recommend any specific action to the department to improve courses and bring teaching or course structure into consistency with educational policies.

Evaluation of Student Performance

Student progress and achievement are evaluated through a variety of means including written and oral examinations, practical examinations, evaluation of clinical competencies, and course assignments. Students must attain a minimum GPA of 2.00 before graduation and they also must complete many experiential requirements in a variety of disciplines. The University's grading systems of A-B-C-F and S-N are used. Refer to the section “Grading and Academic Policies, Retention, and Promotion” in this handbook.

Scholastic Standing Committees and Competency Review Boards review grades and course progress and make evaluations at the conclusion of each academic term (or more often if determined by the committee/board) of each student's achievement and personal conduct. Recommendations on a student's status and promotion are made by these committees and are given to the Associate Dean for Academic Affairs. In general, a 2.00 GPA is required for promotion between academic years and required prerequisite coursework and specified competencies must be successfully completed. Under no circumstances will students be allowed to begin patient care if they have not completed all prior course work successfully.

Patient care as used in this sense is defined as the point when the student is assigned a group of comprehensive care patients.

Students are expected to learn professional behaviors in addition to achieving academically, and a student conduct code stipulates guidelines for this. Students can be dismissed from school for ethical, disciplinary and/or scholastic reasons.

Students must exercise their clinical responsibilities with discretion and must display concern for the dignity and importance of patients.
Retention and Promotion in the Curriculum Policy

1. For purposes of retention and promotion in the School of Dentistry, the grades A, B, C and S are passing grades. The grades F, N, and I are not passing grades. Students who receive I grades are expected to meet with the faculty immediately and make arrangements to complete the incomplete coursework. I grades that remain unresolved for more than six months will be changed to an F grade.

2. In order to be promoted from year to year, or to graduate, (unless they get permission from the Scholastic Standing Committee) a student must have:
   
   a. received passing grades in all required courses for the year.
   b. earned a cumulative grade point average of at least 2.0.

3. DH Only: Students must also show satisfactory progress of clinical skills.

4. DDS and DT Only: A student who has failed multiple courses or has had a term grade point average of less than 2.0 for more than one session may be dismissed from the School of Dentistry.

5. DDS and DT Only: Students with grades of F or N or grade point averages below 2.0 are placed on academic probation as designated by the Scholastic Standing Committee.

6. The Scholastic Standing Committee will set the schedule for opportunities for remediation to resolve I, F, or N grades for DDS and DT students.

7. The Student Scholastic Standing Committee is charged with the responsibility for making decisions regarding retention and promotion of students. The Associate Dean for Academic Affairs and the Director of Student Affairs will be aware of all decisions made by the Scholastic Standing Committee.

2/14/92 Approved EPC, 2/6/93 Amended EPC, 7/21/97 Amended EPC, 6/1/98 Amended EPC 8/1/05 Amended EPC, Updated 07/09
DDS and DT Process for Review of Student Performance and Progress

Course directors will contact either the Office of Academic Affairs or the Office of Student Affairs if they identify a student who is having significant difficulty with a course. The Office of Student Affairs arranges for tutors for these students to give them the best opportunity to successfully complete the course.

The responsibility for reviewing each student’s overall performance, including final grades and clinical progression of students rests with the Core Scholastic Standing Committee (CSSC) and its subcommittees. The CSSC committee is made up of at least 5 full time faculty members and with the Associate Dean for Academic Affairs as chairperson. At least one of the members is from the basic science/behavioral science areas. The CSSC or one of the subcommittees described below are responsible for making recommendations for promotion to the next year, remediation for failed courses, repeat of coursework including complete years, academic probation, and if appropriate, dismissal from the School of Dentistry.

For the first and second year classes, distinct class committees are formed. They consist of at least three of the 5 faculty members of the Core Committee, (CSSC) and three course directors from courses taught in the respective year who will have a vote on the class committees. Although only three course directors may vote on this committee, all course directors who teach in that respective year are invited to the meeting. These class committees are referred to as SSC1, Scholastic Standing Class committee to review the performance of students in year 1 of the curriculum, and SSC2, Scholastic Standing Class committee to review the performance of students during the year 2 of the curriculum.

The format for the third and fourth years is different from the first two years. A subcommittee reporting to the CSSC is made up of all clinical directors of each discipline in the respective years (either third year or fourth year) and the group leaders. These subcommittees are termed “Competency Review Committees (CRC)” and meet three times a year to assess clinical progress of each student in the third and fourth year. All students receive feedback from the CRC subcommittees stating whether they are (1) progressing according to expectations, (2) below expectations in one or two areas or (3) considerably below
expectations and some intervention is needed. Feedback is given to all students by the Assistant or Associate Dean of Academic Affairs after each meeting.

For students who have been asked to repeat the year or who have been recommended for dismissal, information on the School of Dentistry’s due process policies is included with the letter notifying the student of these decisions. The Office of Student Affairs acts as a student advocate and advises the students of the many University resources available to students.

**Specific Procedures for Appealing Adverse Decisions**

The Office of Academic Affairs offers the following specific information on the process of appeal for adverse decisions (suspension, repeat of a year or dismissal) of the scholastic standing committee.

- A student has 10 business days to submit in writing a letter stating the intent to appeal a decision of the Core Scholastic Standing Committee after receipt of a letter communicating an adverse decision by the Core Scholastic Standing Committee. An adverse decision could be one requesting the student to repeat a year, to be suspended or to be dismissed.

- Once notice for the intent to appeal has been received by the Office of Academic Affairs, the Director of Academic Services will arrange an appeal hearing with the Core Scholastic Standing Committee as soon as possible but in no case longer than 30 days after notice.

- Once the notice for the intent to appeal has been received by the Office of Academic Affairs, the student may attend classes with their originally assigned class.

- Once the date of the appeal hearing has been set, the student will be notified at least three days in advance and they will confirm their attendance at least 24 hours in advance. If the student cannot attend the appeal hearing, the Core Scholastic Standing Committee has the option to hold the meeting without the student present.

- The student should submit a written detailed alternate solution to the decision of the Core Scholastic Standing Committee for
which the student is appealing to the Office of Academic Affairs no later than 24 hours before the appeal hearing. The Office of Academic Affairs and/or the Office of Student Affairs can help with the formulation of this solution.

- The student can bring a support person to the meeting with them such as the Director of Student Affairs, a parent, a faculty member, a fellow student, etc.
- The student will be advised as to the decision of the Core Scholastic Standing Committee as soon as possible.
- The decision of the Core Scholastic Standing Committee on the student’s appeal is final. Further review within the University is available only through an academic grievance files under the procedures of the Conflict Resolution Process for Student Academic Complaints.

### DDS and DT Definitions for Probation, Suspension, Dismissal and Readmission

#### Probation

Students are expected to maintain satisfactory academic progress. Any student not making satisfactory academic progress may be placed on academic probation upon recommendation of the Scholastic Standing Committee. The committee seeks to maintain the spirit of the program's regulations fairly and is empowered to make exceptions in cases in which regulations work to a student's educational disadvantage.

1. A minimum cumulative GPA of 2.0 (C) must be maintained throughout the program and for graduation from the program.

2. If a GPA below 2.0 minimum is achieved, or if the student earns an “F” grade in a course, the student is placed on probation with specific requirements to be fulfilled. The student remains on probation until the course with the “F” grade is remediated or longer at the discretion of the Scholastic Standing Committee.

3. A student will be placed on probation if either the term or the cumulative GPA is below 2.0. A student remains on probation until both the term and the cumulative GPA are 2.0 or above. A student
remains on probation if the term GPA is below 2.0, irrespective of whether the cumulative GPA is above 2.0. A student is suspended or dismissed as determined by the Scholastic Standing Committees if, while on probation, the cumulative GPA is (or goes) below 2.0, the student receives a failing grade or the term GPA is below 2.0 for two consecutive semesters.

4. A student on probation must complete a contract for academic performance, developed by the Scholastic Standing Committee. If the student meets the terms of the contract, and the term and cumulative GPA are at least 2.0, the student may be removed from probation. If the contract goals are met but the cumulative GPA is still less than 2.0, the student will remain on probation. If goals are not met, the student may be suspended or dismissed as determined by the Scholastic Standing Committees.

5. A student on probation for any reason, or who has a GPA < 2.5 at the end of the academic year may not serve in leadership positions (i.e., as class officers, ASDA or ADEA officers/chairs, etc.) and may not be excused from school to attend functions related to organizational involvement (i.e., ASDA/MDA meetings or conferences, giving oral health demonstrations at schools/day care centers/community centers, state or national lobby day, etc.)

**Probationary Procedures**

1. It is the student's responsibility to be aware s/he is on probation. The Scholastic Standing Committee Chairperson will contact the student regarding the probationary status and requirements for the student to be removed from probation.

2. A student will normally have one probationary semester to raise her/his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.

3. If the student's term, or cumulative GPAs are between 1.5-1.99 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the Scholastic Standing Committee will review the student's grades and decide, in consultation with the Associate Dean for Academic Affairs, whether
to place the student on probation for a second semester or to dismiss the student from the program.

**Suspension**

1. When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. Following the suspension period, a student must petition the School of Dentistry to return. If the petition is granted, the student will be provided with a specific contract for performance. Students who are out for a longer period of time (i.e. three or more semesters) must reapply for admission.

2. Upon return to the unit after petitioning to reenter, the student’s progress will be monitored. If the student does not successfully complete the contract, he/she shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

3. Students may appeal suspension decisions to the college's Core Scholastic Standing Committee (CSSC).

4. Re-admission after a year's suspension is not automatic. To be readmitted, a student must petition the Core Scholastic Standing Committee in writing and show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

**Dismissal**

1. A student with multiple course failures may be dismissed.

2. Students achieving a GPA below a 1.5 in any semester may be dismissed from the program.

3. Students may be dismissed/suspended from the program for scholastic and/or professional misconduct (refer also to the section of this handbook on Codes of Conduct), regardless of their grade point average.
Readmission

1. If a student is dismissed from the dental school, she/he may be readmitted only upon approval of the Core Scholastic Standing Committee and/or the Admissions Committee.

2. Dependable assurance that the factors that led to the suspension have been corrected, together with convincing prospects that improved work will follow, must be advanced to obtain readmission approval.

3. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.
Introduction

Federal law, state law, and regents' policy govern access to student records. University policy regulates sharing of information within the University. Below is a summary of the Regents Policy on Access to Student Records. This document may be viewed at http://regents.umn.edu/sites/default/files/policies/Student_Education_Records.pdf

Directory Information

The following information is public information, unless the student has requested non-disclosure (suppression): Name, mailing address, phone number, University assigned email address, dates or registration and registration status, college(s), major(s), adviser(s), class (freshman, sophomore, junior, senior), academic awards and honors received, and degree(s) received.

If you are a currently enrolled student, you have the right to suppress this information. To suppress your directory information, update your personal information on Onestop. Please contact one of the One Stop Student Services centers (612-624-1111) with additional questions.

For further information, contact Tina Falker, Academic Support Resources at 612-625-1064, view the FERPA tutorial at http://onestop.umn.edu/staff/index.html, or go to http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html

Updated 07/13
Confidentially of Student Grades Policy

Under provisions of federal and state legislation, examination scores, course grades, and similar indicators of student academic progress are not "public information." Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University.

Posting lists of examination scores or course grades, or returning test materials to students in ways which make it possible for students to obtain information about other students' scores or grades is inappropriate.

It is permissible to post grades or return graded materials using an identification number (not social security, student identification number, or clinic identification number) that cannot be associated with an individual student by others who view the materials. It is not permissible to leave graded examination materials with students' names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

Disability Accommodations Statement and Process

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known to instructors.

One of the first places to seek assistance is the Disability Resource Center. This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., mental health, attentional, learning, systemic, sensory, or physical) and assisting the University in meeting its obligations under federal and state statutes.
The Disability Resource Center has Academic Health Center liaisons. The DRC Academic Health Center Liaisons provide direct assistance such as securing documentation of disability conditions, determining and implementing reasonable accommodations and, referral, and consultation for enrolled and prospective students. The Academic Health Center liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free. For more information or to arrange reasonable accommodations, contact the Disability Resource Center in the McNamara Alumni Center, Suite 180, (612) 626-1333 (voice or TTY), https://diversity.umn.edu/disability/)

07/14
Pre-Clinic and Clinic Policies and Training Requirements
Academic Health Center
Immunization Policy

All students in the University of Minnesota Academic Health Center (AHC) schools and programs are required to have immunizations and/or tests as a condition of enrollment. Expectations for health professions students are consistent with those of the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Minnesota state law for health care workers. Students cannot be in patient care settings without the required immunizations. First year students are expected to have this requirement completed prior to entering AHC programs. Additional information can be accessed through Boynton Health Service:
http://www.bhs.umn.edu/immunization-requirements.htm#ahc-student

Required Documented Tests and Immunizations

1. **Hepatitis B.** Document three doses of the vaccine or antibody titre (blood test) results documenting immunity. Note: The Hepatitis B series takes four to six months to complete; therefore, if you have not had this series, you should begin this process as soon as possible to comply with this requirement.

2. **Varicella (Chicken Pox).** Document two doses of the vaccine, laboratory evidence of immunity or laboratory confirmation of disease, diagnosis or verification of a history of varicella disease by a licensed health-care provider. If acceptable documentation of immunity cannot be provided and a titre does not indicate immunity, the vaccine will need to be administered again.

3. **Measles (Rubeola).** Document two doses after age 12 months or antibody titre results documenting immunity.

4. **Mumps.** Document two doses after age 12 months or antibody titre results documenting immunity.

5. **Rubella (German Measles).** Document two doses after age 12 months or antibody titre results documenting immunity.

6. **Tetanus/Diphtheria.** Document most current dose within the last five years.

7. **Tuberculosis.**
   a. **Initial Screening** – Document either (i) or (ii):
      i. **Two-step baseline** Tuberculin Skin Test (TST) –
(2-step required once): This test involves placement of a purified protein derivative (PPD) to test for tuberculosis. It must be read 48-72 hours after placement, and the area of indurations recorded. The AHC requires a second PPD test to be performed two weeks after the first test. This two-step baseline TST needs to be done once; a standard TST can be performed afterward for the annual screening requirement.

ii. An Interferon Gamma Release Assay (IGRA) test: An IGRA may be Quantiferon TB Gold (QFT-G), Quantiferon TB Gold in test tube (QFT-GIT), or T-Spot TV Test (T-SPOT).

b. Annual Screening – Document either (i) or (ii):

i. Standard TST: Once you have an initial baseline two-step TST, an annual standard TST can be performed. It consists of an application day and a read day that occurs two days later.

ii. Annual IGRA.

c. Chest x-ray if you have had a positive TST or IGRA: If you have had a positive TST or a positive IGRA, your documentation must include the results of your follow-up chest x-ray. Once this documentation is submitted, yearly TST or IGRA is not required. Bacille Calmette-Guerin (BCG) vaccinated individuals who test positive by TST and negative by an IGRA are not required to have a follow-up chest x-ray.

8. Influenza. Document an annual flu shot. This is required by the program and is not listed on the AHC Student Immunization Form; compliance is monitored by the Office of Student Affairs through an annual process.

Students are required to keep all immunizations and screenings up to date. If a student has not completed all requirements, a hold is placed on the student’s record, and he or she may be removed from participation in all clinical patient-contact activities, including clinical rotations.
**Process required to obtain documentation**

Newly admitted students must submit the AHC Student Immunization Form in order to register for classes: [http://www.bhs.umn.edu/download/AHC_IMMNIZATION%20FORM_06112015.pdf](http://www.bhs.umn.edu/download/AHC_IMMNIZATION%20FORM_06112015.pdf). A personalized immunization form may be downloaded at myu.umn.edu

Students should print and take this form to a health care provider to complete. A health care provider is defined as a physician (MD or DO), nurse practitioner, physician’s assistant, pharmacist, or registered nurse. Often the information may be required from multiple providers. In these cases, a separate Immunization Form for each provider is the preferred way to complete the documentation. It is highly recommended that students keep a copy of all documentation.

When the form is completed, it must be turned in to Boynton Health Service (BHS) or faxed to 612-626-9768. Do not send the form to the School of Dentistry. When the BHS staff receives a student’s information, they will review the form and verify whether immunizations and documentation on the form meet the University standards. Immunization information will become part of a student’s confidential BHS medical record.

**Review and verification of immunizations and forms may take BHS staff 7-10 days to process. Turning in the form does not confirm that students are in compliance with these requirements. The forms must be processed and verified by BHS before compliance is confirmed.**

Students can log-in to monitor their immunization record at [https://eresearch.umn.edu/medgatePortal/](https://eresearch.umn.edu/medgatePortal/). It is the student’s responsibility to ensure that he or she is in compliance with this policy and that records are updated with BHS.

Contact Boynton Health Service at 612-626-5571 or immunizations@bhs.umn.edu with questions about immunizations.

*Updated 07/15*
Policy for Dental, Dental Hygiene, Dental Therapy Students and Dental Residents with Blood-Borne Diseases

Hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV) are the three most common blood-borne pathogens. All three can be transmitted either parenterally or by mucous membrane exposure. Experts agree that the risk for transmission of these viruses from infected health care personnel (HCP) to a patient during the provision of routine health care that does not involve invasive procedures is negligible. In instances in which invasive procedures and exposure-prone noninvasive procedures are being conducted, these risks are still quite small, but are clearly elevated when compared with other routine patient-care activities that do not involve invasive procedures (Henderson, et al, 2010).

This policy relates to dental, dental hygiene, dental therapy students and dental residents who are infected with one or more of the following blood-borne diseases: Hepatitis C Virus and who are antibody positive, (HCV); Hepatitis B Virus and who are surface antigen positive, (HBV); or Human Immunodeficiency Virus (HIV). It is premised on the understanding that the medical, scientific and legal principles of blood-borne infections are still evolving, and that the University of Minnesota School of Dentistry will respond to the challenges presented by these infections with sensitivity, flexibility, and the best current medical, scientific, and legal information available.

Status, Accommodations and Testing

No student or resident shall be denied acceptance into the School of Dentistry or residency programs on the basis of HIV, HBV, or HCV serostatus. Evaluation for admission and continuation in the programs will focus on whether the individual in his or her current state of health, with reasonable accommodations will be able to successfully complete the essential elements of the educational program.

The School of Dentistry will work with the infected student or resident and the University's Disability Resource Center (DRC) to provide reasonable accommodations where needed. An accommodation is not considered reasonable if it alters the fundamental nature or requirements of the educational program, imposes an undue hardship,
or fails to eliminate or substantially reduce a direct threat to the health or safety of others.

No student or resident will be required to undergo HIV testing. **It is the responsibility of the individual dental, dental hygiene, dental therapy student or dental resident who suspects that he or she may be at risk for HIV, HBV, or HCV infection to ascertain his or her serostatus.** Depending on the requirements of clinical sites, dental, dental hygiene, dental therapy students and dental residents may be required to be immunized against HBV.

**Reporting and Confidentiality**

**Students or residents infected with HCV, HBV, or HIV have a professional responsibility to report their serostatus to a member of the Blood-Borne Infectious Disease Review Panel ("Review Panel") in the School of Dentistry.** Consistent with the self-reporting requirements imposed on physicians and other regulated healthcare workers under Minnesota law, Minn. Stat. § 214, this reporting obligation shall be mandatory for students and residents infected with HIV or HBV. Failure to self-report is basis for disciplinary action by the School of Dentistry.

The clinical sites where students and residents train also may have reporting requirements depending on the procedures and activities to be performed by the student or resident.

Students and residents who wish to perform exposure-prone invasive procedures at a clinical site as part of their education and training must comply with all review, disclosure and infection control requirements at that site. Another potential option that may preserve greater confidentiality for the student or resident is to restructure the clinical experience to avoid participation in any exposure-prone procedures. As outlined below, the School of Dentistry Review Panel will work with the affected student or resident and the clinical site(s) to help shape the appropriate educational experience.

Confidentiality of all information about HIV, HBV, or HCV status will be maintained pursuant to state and federal laws. The individuals who will be informed of the student's or resident's serostatus are members of the Review Panel, designated representative(s) of the clinical site to the extent required by the site's policies, and the DRC if the student or resident requests accommodations. **Faculty who are providing**
modifications in the student's or resident's educational program will be informed that the individual has a blood-borne infectious disease, but will not be notified of the particular disease.

Review Panel

The members and the chair of the Review Panel will be appointed by the Dean of the School of Dentistry for staggered terms of three years. There is no limit on the number of terms that may be served. The Review Panel will include a full-time University faculty member with expertise in infectious disease and the Associate Dean for Academic Affairs.

Each individual case will be managed by this panel and the Director of Student Affairs in cases affecting dental students or the appropriate Program Director in cases involving dental hygiene, dental therapy students or residents. The ongoing responsibilities of the panel are to:

1. Support the student or resident in receiving satisfactory medical and emotional care and in following treatment recommendations.
2. Ensure that the student or resident is aware of any necessary precautions to be taken in patient care activities to avoid the transmission of the infection to any other person and recommend any modifications in the educational program needed for this purpose.
3. Serve as a liaison with the clinical site(s) to help shape the student's or resident's educational experience.
4. Offer career counseling and specialty selection assistance.
5. Inform the student or resident of possible signs of progress of the disease that might interfere with his or her physical or emotional ability to fulfill patient care or other educational requirements of the School of Dentistry or residency program.
6. Discuss with the student or resident whether he or she may have participated in patient care activities in which an injury to that student or resident would have led to contamination of a patient with the student's or resident's blood.

All modifications must be approved by the Review Panel as a whole.

The School of Dentistry recognizes that it is possible for an individual infected with HCV, HBV, and/or HIV to practice dentistry, and to practice many dental specialties unimpeded by disease specific restrictions. Therefore the school will provide assistance to any student or resident
infected with these diseases to complete their School of Dentistry or residency program requirements subject to considerations that it deems in its best judgment are appropriate to the circumstances of each individual case.

References

CDC. Updated U.S. Public Health Service guidelines for the management of occupational exposures to HBV, HCV, and HIV and recommendations for postexposure prophylaxis. MMWR 2001;50(RR11);1-42.

CDC. Revised recommendations for HIV testing of adults, adolescents, and pregnant women in health-care settings. MMWR 2006;55(RR14);1-17.


CDC. Updated Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students. MMWR 2012:61(RR-12):1-12

Basic Life Support Training Requirements

The American Dental Association Commission on Dental Accreditation requires that all of our students, clinical faculty, and appropriate support staff be certified to perform basic life support procedures, including cardiopulmonary resuscitation, and manage other medical emergencies.

Utilizing an American Heart Association accredited instructor, the SOD provides opportunities for faculty, staff, and students to participate in Basic Life Support Certification courses. All students are trained in CPR and Basic Life Support prior to the beginning of their clinical training and at appropriate intervals as needed to ensure continued certification.

The course teaches the following skills for all age groups: Cardio Pulmonary Resuscitation (CPR), ventilation techniques using a bag valve mask device, oxygen as well as other appropriate airway
devices, use of an automated external defibrillator (AED), relief of a foreign-body airway obstructions (FBAO), risk factors for cardiovascular disease, signs and symptoms of a heart attack and stroke and actions to be taken for these emergencies, the chain of survival, and the importance of early access to the EMS system.

For more information related to CPR and Basic Life Support training, refer to the School of Dentistry Clinic Manual or the Dental Hygiene Clinic Manual, as appropriate. Questions related to documentation of CPR certification should be directed to the School of Dentistry’s, Office of Clinical Affairs, Room 8-440 Moos Tower.

*Updated 07/15*

**DDS and DT Pre-Clinical Policies**

This facility, including each simulator station, is shared. Therefore, each student has the responsibility for removing debris and cleaning any work area that he/she has occupied. This includes the support lab and simulator stations. The simulator will be cleaned, water bottles emptied and returned to its stowed position under the bench. Waste water bottles should *always* be emptied in the blue barrels. Do not alter the names or pictures that are present at each station. If there is an error in your name please report it.

In accordance with OSHA Guidelines no food or drink consumption is permitted in this facility at any time. In the interest of cleanliness and appearance, food may only be consumed in the locker rooms (not in hallways).

Students are expected to follow the student dress code at all times (includes after-hours). Protective eyewear and masks must be worn. All personal belongings are to be kept out of the lab area, i.e. coats, bikes, backpacks, etc.

The equipment at the instructor station is not to be used at any time. Audible radios and music players are not allowed at any time. Radios and music players with earphones are not permitted during scheduled classes.
Dental procedures such as impressions, face-bow transfer, inter-occlusal records, etc. are not permitted on anyone. Performing laboratory procedures for private practitioners or another student is forbidden.

ACCESS

Laboratories will be unlocked 7:00 a.m. - 5:00 p.m. Monday-Friday. Access by UCard permitted at all other times. Exceptions to access during these hours will include scheduled continuing education courses and other School of Dentistry activities including the August break for cleaning and updating. These dates will be posted in advance. Entrance and exit lab is through door adjacent to dispensing window.

There are security cameras and recordings may be reviewed for non-compliance with these policies. Non-compliance may result in a loss of access to the simulation clinic during evenings and weekends.

Doors to the laboratory are to be kept closed (no propping doors open) evenings and weekends. Non-dental students are prohibited from entering the laboratory at any time. Do not enter lab during a scheduled class including CE courses. You may not use this facility when you are scheduled for class elsewhere.

Updated 07/13

Video Viewing Policy

Central Security Video Recordings
The Retromolar Pad and 2nd floor hallways and entries in Moos Tower are monitored by University of Minnesota Central Security. Activities in these areas are video recorded. University Police review requests to access recordings. The Dean, Associate Dean(s) or School of Dentistry Chief Administrative Officer may submit requests in coordination with the Director of Engineering Services to University Police to view videos. Students may not view these recordings.

Fourth Floor Video Recordings
The fourth floor Advanced Simulation Clinic and 3M Pre-clinical Lab are also monitored by security cameras. Activities in these areas are recorded.
Video recordings are archived for thirty days after the date of the recording and are purged from the archives thirty-one days after the initial recording.

The Dean, Associate Dean(s), or School of Dentistry Chief Administrative Officer may view these recordings at any time to ensure a safe and effective learning environment for students. Other faculty and staff may request access to the tapes, through the Pre-clinic Program Director, to investigate potential cases of Student Code of Conduct violations or theft or vandalism to SOD property. They should not be used to locate items students may have misplaced. Students may not view these recordings.
Requirements for Participation in Clinical Activities
Required Annual Background Studies

Minnesota law requires that any person who provides services that involve direct contact with patients in health care facilities licensed by the Minnesota Department of Health has a background study conducted by the state. The background study covers a wide range of criminal offenses, and agency findings related to maltreatments of children or vulnerable adults. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside, will not be permitted to participate in a clinical placement in licensed care facilities. Failure to participate in a clinical placement required by the academic program will result in ineligibility to qualify for a degree in School of Dentistry programs.

Background studies are required annually for all School of Dentistry students, graduate students, and residents.

Required Training for Compliance with HIPAA Regulations

All students enrolled or participating in any of the University of Minnesota Academic Health Center programs are required to complete appropriate training associated with the Health Insurance Portability and Accountability Act. All training must be completed before any participation in clinic. Training modules can be accessed at www1.umn.edu/ohr/training/IMS under the Leadership & Talent Development tab. All students must complete the training by signing into ULearn using their UofM internet ID and password. Students involved in research must also complete the following module:

- Privacy and Confidentiality in Research Training Module (55-70 minutes)

Failure to complete the necessary modules will result in an interruption in clinical or research activities. Please direct any questions or concerns to Bonita Falkingham, falki001@umn.edu or 612-625-4994.

Updated 07/15
Policy Regarding Student Participation in Patient Care/Clinical Activities

1. Successful completion of your dental educational program requires all students to participate (often as patients) in exercises involving diagnostic, therapeutic, and non-therapeutic oral health care services. This may require that each student complete a School of Dentistry dental chart, including a health history and a clinical exam. Students will receive training, as a part of their education, dealing with confidentiality of medical records as described in the federal law entitled Health Insurance Portability and Accountability Act (HIPAA).

2. DH Only: All dental hygiene students will be asked to complete the Student Training/Education Consent Form. This form states that you will both practice dental hygiene skills and procedures on fellow students and allow them to practice such skills/procedures on you under the direction of division faculty. Signing this consent form will also acknowledge that the student has been informed of the known medical risks associated with the procedures and that the student has been given the option not to participate as a subject if such participation would be contraindicated based on a personal health or medical condition.

3. DT Only: Dental Therapy students must successfully complete all prior coursework before beginning restorative care to patients within their assigned groups.

4. DDS Only: For a third year student to be assigned a family of patients, all first and second year courses must be satisfactorily completed, and at a minimum combined 2.0 GPA. No student can enter the third year without completing these requirements. No student will be approved for direct patient care in the third year until these requirements are satisfied. (See “Policy on Retention and Promotion” for a complete discussion of this.)

5. Any student away from school in excess of one term, without any "hands on" technical experience, will participate in a series of exercises and evaluations to ensure that their technical skills are current. These exercises and evaluations should occur prior to the student’s re-enrollment and may involve an additional charge to the student.
6. Students who have not completed the requirements for graduation must register for and attend classes (clinical or otherwise) until such requirements have been completed. This includes the summer sessions. It may be possible to utilize summer sessions without registering upon approval of the Associate Dean for Clinical Affairs and Associate Dean for Academic Affairs.

7. A violation of clinical procedures, which are outlined in the Clinic Manual, may result in a suspension of clinical privileges. Examples include but are not limited to: beginning patient care without a starting check, taking patient records out of the building, patient manipulation with our appointing system, operator failure.

8/25/04 Revised by EPC  Updated 07/09, Updated 07/12

**DDS, DH and DT Outreach Clinic Experiences Policy**

The University of Minnesota School of Dentistry recognizes its responsibility to provide students a variety of educational experiences with diverse patient populations as well as to help alleviate access to care issues.

Thus, students will participate in both on-site and off-site clinical and community-based education experiences. Such experiences involve day-long and week-long off-campus and out-of-town experiences. Students are exempt only for documented medical reasons.

Students are expected to provide their own transportation between the outreach clinic sites, unless scheduled on the Mobile Dental Clinic. To offset travel expenses, students may be eligible to receive a stipend(s) if they are schedule at one of the following sites: Hibbing Community College Dental Clinic, Rice Regional Dental Clinic, Scenic Rivers Dental Clinic, IHS/Travel Externships sites, and the Mobile Dental Clinic Road Trip sites. (For more information, please contact the Outreach Division office.)

Community sites currently include:

- Hibbing Community College, Hibbing, MN
- Willmar Dental Clinic, Willmar, MN
- Mobile Dental Clinic (MN)
- Community University Health Care Clinic, Minneapolis, MN
- Native American Community Clinic (NACC), Minneapolis, MN
- Rice Regional Dental Clinic, Willmar, MN
- Prairie Winds Dental Clinic, Howard, SD
- De Smet Dental Service, De Smet, SD
- Bennett County Dental Clinic, Martin, SD
- Scenic Rivers Dental Clinic, Cook, MN
- Cass Lake Hospital, Cass Lake, MN
- Chief Redstone Health Clinic, Wolf Point, MT
- Min-No-Aya-Win Health Center, Cloquet, MN
- Quentin N. Burdick Memorial Health Care Facility, Belcourt, ND
- Red Lake Hospital, Red Lake, MN
- White Earth Health Center, Ogema, MN

Updated 07/15

Outreach Division: Student Travel Policy

Our first priority is the safety of our students. If a student feels it is unsafe to travel due to inclement weather conditions, he/she may wait until she feels comfortable traveling to the outreach site.

In the event of illness, family emergency, or unsafe travel conditions, students must:

- Contact the outreach clinic as soon as the situation arises.
- Submit a same day absence request through mydentapps.

Updated 07/15

Non-School Sanctioned Volunteer Experiences

The School of Dentistry provides opportunities to fulfill students’ outreach requirements and enhance their experience in clinical dentistry and community service. Students are blocked into outreach settings where an affiliation agreement exists between the School of Dentistry and the host clinic. Supervision at these clinics is provided

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by dentists who hold adjunct faculty appointments in the School of Dentistry.

The Union Gospel Mission and certain externship opportunities, although considered “voluntary outreach experiences,” have the necessary affiliation agreements established and required supervision by adjunct faculty that is coordinated by the School of Dentistry, thus making them sanctioned endeavors.

Any volunteer or service opportunity (for example, joining a mission group to another country) lacking the required affiliation agreement and supervision by an adjunct University of Minnesota School of Dentistry faculty member is not sanctioned by the School of Dentistry. It is in direct violation of school policy for a student to give any impression contrary to what is stated in this policy to any group, organizations or individuals.

In addition, students who participate in any non-school sanctioned activities do so at their own risk. Students are covered by malpractice insurance only when participating in school sanctioned activities. Per Academic Health Center counsel, students should consider the following risks in regard to participation in non-school sanctioned volunteer opportunities:

1. Liability: These volunteer activities are not part of any regular rotation or educational assignment of the dental school, and therefore students are not covered in any respect by the University’s liability insurance.

2. Licensure: Dental students are unlicensed under Minnesota law and may see patients only under the direct supervision of faculty within the curriculum of the dental school. Students should not assume volunteer opportunities are within the curriculum when a faculty member or person associated with the school is a part of the volunteer program. Only programs recognized by the School of Dentistry Office of Academic Affairs are considered part of the curriculum. If practice within a service mission were challenged, such an action could affect future licensure of the student in Minnesota or another state.

3. Immigration: People traveling on service missions often travel as tourists, for regulatory purposes, without any special visa authorizing work. This could be problematic in some countries where immigration restrictions may be very technical, and may be, at least on occasion, strictly enforced.
4. Experience/Supervision: Dental students are trainees, not yet fully qualified to practice as dentists, and not eligible for licensure. It raises a profession/ethical concern if students are performing procedures, or generally practicing beyond the scope of their training, particularly in situations where there are not adequate back-up services available. Experiences abroad are not acceptable substitutes for training in the School of Dentistry, and per the School’s Office of Academic Affairs, will not be considered excused absences.

5. Health Insurance: The health insurance students have purchased may not extend to non-University-related travel.

Please see Dr. Paul Schulz, Outreach Director (9-426 Moos Tower), Dr. Karin Quick, Director of the Division of Dental Public Health (15-136f Moos Tower) or Sara Johnson in the Office of Student Affairs (15-106 Moos Tower) for additional information regarding risks related to volunteer activities cited by Academic Health Center counsel.

**DDS Competencies for the General Dentist**

**Domain 1 Patient Care**

**Part A. Assessment, Diagnosis, and Treatment Planning**

Graduates must be competent in:

1.1 Selecting, obtaining, and interpreting patient/medical data, information and diagnostic images to be able to use these findings to accurately assess and treat patients.

1.2 Formulating a comprehensive diagnosis and treatment and/or referral plan for the management of patients.

1.3 Preventing, assessing, and managing medical and dental emergencies.

1.4 Recognizing the manifestations of systemic disease and how the disease and its management may affect the delivery of oral health care.

1.5 Recognizing and finding referrals for all forms of abuse.
Part B. Establishment and Maintenance of Oral Health

Graduates must be competent in:

1.6 Preventing, diagnosing, and managing odontogenic and non-odontogenic oral diseases and disorders in pediatric, adolescent, and adult patients, geriatric and special needs patients. (Note: Data will be collected during the next two years on the parts of our curriculum that address the unique needs of women. At that point, consideration will be made to include the unique needs of women specifically as part of this competency.)

1.7 Assessing outcomes of comprehensive oral health care.

1.8 Preventing and managing pain and anxiety in the dental patient.

1.9 Preventing, diagnosing and managing periodontal disorders.

1.10 Preventing, diagnosing and managing of pulpal and periradicular diseases.

1.11 Performing minor oral surgical procedures.

1.12 Applying universal infection control guidelines for all clinical procedures.

1.13 Managing the replacement of teeth for the partially or completely edentulous patient.

1.14 Recognizing and managing limited developmental or acquired occlusal abnormalities.

1.15 Implementing strategies for the clinical assessment and management of caries.

1.16 Performing preventive and restorative procedures that preserve tooth structure, replace missing or defective tooth structure, are esthetic and functional, prevent hard tissue disease, and promote soft tissue health.

1.17 Preventing, diagnosing, and managing trauma, oral diseases, and other oral disorders.

1.18 Diagnosing and managing temporomandibular disorders.
Domain 2. Communication and Interpersonal Skills

Graduates must be competent in:

2.1 Applying appropriate interpersonal and communication skills in providing patient-centered oral health care to a diverse population.

2.2 Communicating and collaborating with other members of the health care team to facilitate the provision of health care and health promotion.

Domain 3. Professionalism

Graduates must be competent in:

3.1 Applying appropriate ethical and legal standards in providing patient centered oral health care.

3.2 Practicing within the individual’s scope of competence and consulting with or referring to professional colleagues when indicated.

3.3 Recognizing the importance of maintaining professional growth and life-long learning.

Domain 4. Practice Management

Graduates must be competent in:

4.1 Applying and demonstrating practice management skills, including quality assurance, assessment, and improvement concepts.

4.2 Applying principles of risk management; including informed consent, appropriate record keeping, and compliance with local, state and federal regulation including OSHA and HIPAA.

4.3 Applying the basic principles and philosophies of models of oral health care delivery and how to function successfully as the leader of the oral health care team.

4.4 Developing and implementing a catastrophe preparedness plan for the dental practice.
Domain 5. Informatics and Critical Thinking

Graduates must be competent in:

5.1 Integrating best research outcomes with clinical expertise and patient values for optimum evidence-based care.

5.2 Using critical thinking and problem-solving, including their use in the comprehensive care of patients, scientific inquiry and research methodology (Evidence-based Dentistry)

Domain 6. Health Promotion

Graduates must be competent in:

6.1 Understanding the opportunities for improving oral health beyond his/her practice through participation and outreach in community based clinical and health promotion educational activities.

6.2 Providing appropriate prevention, intervention, and educational strategies for all patients at risk for disease.

Approved EPC, January 24th, 2011
Competencies for the Advanced Dental Therapist

Domain 1. Patient Care

The advanced dental therapist is a member of the oral health care team who provides educational, preventive, restorative, and minor surgical services under the direction and supervision of a dentist.

Part A. Assessment and evaluation of patients

Graduates must be competent in:

1.1 Systematically collecting, assessing and recording patient data.

1.2 Identifying the need for radiographs and radiographically distinguishing normal from abnormal findings.

1.3 Understanding and being able to accurately follow a comprehensive treatment plan.

1.4 Formulating an individualized treatment and/or referral plan for the management of patients.

1.5 Identifying the patient at risk for a medical emergency and preventing, assessing, and managing a medical emergency should it occur in the health care setting.

Part B. Establishment and Maintenance of Oral Health

Graduates must be competent in:

1.6 Performing prevention, interventions and the limited treatment of odontogenic and non-odontogenic oral diseases and disorders in assigned pediatric, adolescent, adult, and geriatric patients.

1.7 Providing appropriate treatment to the medically, physically and/or mentally compromised dental patient.

1.8 Preventing and managing pain and anxiety during the treatment of a dental patient through the use of accepted clinical and behavioral management techniques to include local anesthesia and nitrous oxide.

1.9 Preventing and assessing limited periodontal disorders.
1.10 Preventing, identifying and performing prescribed treatment of pulpal disorders in the pediatric patient.

1.11 Performing limited exodontia.

1.12 Applying universal infection control guidelines for all clinical procedures.

1.13 Implementing prescribed strategies for the clinical management of caries.

1.14 Performing preventive and restorative procedures using direct restorative materials that preserve tooth structure, are esthetic and functional, prevent hard tissue disease, and promoting soft tissue health.

**Domain 2. Communication and Interpersonal Skills**

**Graduates must be competent in:**

2.1 Applying appropriate communication skills in providing patient-centered oral health care to a diverse population.

2.2 Effectively communicating with all members of the health care team as they participate in providing comprehensive care.

**Domain 3. Professionalism**

**Graduates must be competent in:**

3.1 Applying appropriate ethical and legal standards in providing patient-centered oral health care.

3.2 Practicing within one’s scope of competence and consulting with or referring to professional colleagues when indicated.

3.3 Recognizing the importance of maintaining professional growth and life-long learning.
Domain 4. Practice Management

Graduates must be competent in:

4.1 Evaluating the clinical outcome of dental therapy interventions using quality assurance principles to improve patients’ oral health.

4.2 Maintaining and utilizing accurate and complete dental records.

4.3 Understanding different models of oral health care delivery.

4.4 Applying principles of risk management, including informed consent and compliance with state and federal regulations.

4.5 Understanding the scope of practice for all members of the dental team as well as the appropriate level of supervision required for their performance of allowable procedures.

Domain 5. Informatics and Critical Thinking

Graduates must be competent in:

5.1 Utilizing critical thinking and problem-solving skills in the provision of patient care.

5.2 Assessing the evidence published in refereed professional journals and the application of it to dental therapy.

Domain 6. Health Promotion

Graduates must be competent in:

6.1 Providing appropriate prevention, intervention, and educational strategies for all patients at risk for disease.

6.2 Recognizing the need and contributing to the improvement of oral health beyond those served in traditional practice settings.

6.3 Participating with oral health team members and other health care professionals through community based clinical and health promotion educational activities.

Approved 4/9/2014
DDS and DT Graduation Requirements

Candidates must have:

1. Complied with the rules and regulations of the School of Dentistry and of the University of Minnesota;
2. Demonstrated sound moral character;
3. Received a passing grade in all required courses;
4. Completed all department clinical and competency requirements;
5. Completed treatment of all clinical patients;
6. Completed full-time clinic attendance for a minimum of six academic sessions for DDS and four academic sessions for DT;
7. Returned all equipment and supplies assigned for their use;
8. Earned a minimum GPA of 2.00 (C);
9. Discharged all financial obligations to the University;
10. Recommended by the School of Dentistry faculty for the degree.

10/6/97 Revised by the EPC, effective 9/1/99, Updated 07/09

DDS National Board Dental Examinations

Please see the School of Dentistry Office of Academic Affairs website http://dentistry.umn.edu/current-students/AcademicAffairs/index.htm for the School of Dentistry DDS National Boards Policy.
DH Division Goals

Goal I: To prepare dental hygiene healthcare professionals who promote the values of optimal oral health as related to general health and wellness.

Goal II: To provide a competency-based educational program.

Goal III: To provide patient-centered, comprehensive, evidence-based dental hygiene care.

Goal IV: To provide advanced education opportunities for graduate dental hygienists.

Goal V: To provide continuing education experiences/courses for graduate dental hygienists.

Goal VI: To conduct/participate in research that contributes to the dental hygiene body of knowledge.

Goal VII: To prepare graduates who provide culturally competent care.

Goal VIII: To provide students with opportunities for academic service learning and oral health promotion in the community.

Goal IX: To prepare graduates for roles as leaders, organizers and advocates in the dental hygiene profession.

DH Competencies for Dental Hygiene Graduates

I. PROFESSIONALISM AND ETHICS

The contemporary dental hygienist interacts with the healthcare team, the community and patients using evidenced-based knowledge, professional judgment and skills. The dental hygienist is a licensed professional who must be capable of discerning and effectively managing ethical issues and problems in the workplace. The dental hygienist increases the knowledge base of the profession and therefore must be able to understand and apply rapidly changing, evidence-based information to a variety of roles in the health care environment. Therefore, critical thinking and problem-solving skills are critical to possess.
Professional behavior encompasses components including a team approach, interpersonal skills, attention to feedback, protocol adherence, thorough and complete documentation, and adherence to ethical principles. Knowledge of the scientific method ensures that actions taken by the dental hygienist are based on scientific evidence, and not merely tradition, intuition or personal preference. It is the professional responsibility of the dental hygienist to acquire, synthesize, use and evaluate information in a critical and scientific manner in order to promote the values of oral health related to overall health and wellness.

**Competencies**

*Specifically the dental hygiene graduate must be able to:*

1.1 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as accepted standard of care.

1.2 Provide accurate, consistent, and complete documentation for assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene care.

1.3 Adhere to the Minnesota Dental Hygiene Practice Act as well as other state and federal laws governing the practice of dental hygiene.

1.4 Continually perform self-assessment for professional growth through lifelong learning.

1.5 Advance dental hygiene and the dental profession through service activities and affiliations with professional organizations.

1.6 Communicate professional knowledge orally and in writing (using principles of scientific writing) with health care professionals and lay persons.

1.7 Critically analyze published reports of oral health research, oral health products and treatments and apply this information to the practice of dental hygiene.

1.8 Serve all patients without discrimination, appreciating cultural diversity.
II. DENTAL HYGIENE PROCESS OF CARE

The dental hygienist is a licensed preventive oral health professional who provides educational, preventive, and therapeutic services in the support of optimal oral health. The dental hygiene process of care requires assessment, dental hygiene diagnosis, treatment planning, implementation and evaluation in the promotion of oral and systemic health using evidence-based principles.

Competencies

Specifically, the dental hygiene graduate must be able to:

2.1 Systematically collect, analyze and record data on the general, oral and psychosocial health status of the patient using methods consistent with medico-legal principles.

2.2 Identify the oral health needs of patients to promote healthy lifestyles appropriate health management and preventive strategies.

2.3 Demonstrate critical decision-making using all patient assessment data to determine oral health needs.

2.4 Collaborate with the patient and or other health professionals to formulate a comprehensive dental hygiene care plan that is patient-centered and based on current scientific evidence.

2.5 Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health.

2.6 Evaluate the outcomes of the implemented clinical, preventive, and educational services and modify as needed.

III. HEALTH PROMOTION

The dental hygienist promotes the value of optimal oral health as related to general health and wellness of all patients. The dental hygienist is an integral provider within the health care system to assess, plan, implement, and evaluate oral health care programs to ensure population health.
Competencies

The Individual

3.1  Provide educational services using appropriate communication skills and educational strategies.

3.2  Identify risk factors and develop strategies to promote health related quality of life.

3.3  Use behavior change models to meet patient’s preferences and priorities for health management.

The Community

3.4  Identify population risk factors and identify interventions that promote oral health while preventing disease.

3.5  Provide screening, referral and education services that facilitate public access to the health care system.

3.6  Assess, plan, implement and evaluate community based oral health programs.

3.7  Develop a perspective of the relationship between the dental hygiene profession and the U.S. health care system.

3.8  Recognize the importance of public policy processes to move community groups, businesses and government agencies to support legislation enacting health care policy.

IV. PROFESSIONAL COMMITMENT AND ADVANCEMENT

Complex issues of health policy, politics and professionalization require the dental hygienist to be critical thinkers in preparation for roles as leaders, organizers, and advocates in a changing health care environment. The dental hygienist must make a commitment to professional development and lifelong learning. Understanding leadership principles allows the dental hygienist to advance the goals of the profession both as an individual and via groups.
Competencies

Specifically the dental hygienist must be able to:

4.1 Examine and understand professional issues that influence the practice of dental hygiene such as workforce needs, delivery models, professional regulation and the legislative process in order to advance the profession of dental hygiene.

4.2 Value the dental hygiene profession through career growth and development and commitment to lifelong learning.

4.3 Apply business and management skills in the practice environment and within health care organizations.

4.4 Assume leadership roles within intra- and interprofessional teams.

4.5 Support research initiatives to advance the profession of dental hygiene.

Updated 7/21/15

DH Graduation Requirements

Candidates for the degree of Bachelor of Science in Dental Hygiene (BSDH) must have:

1. Complied with the policies, rules and regulations of the Division of Dental Hygiene, School of Dentistry, and the University of Minnesota.

2. Completed all required courses: high school preparation, preprofessional, professional, and liberal education requirements.

3. Completed all division academic, clinical, and competency requirements.

4. Completed a minimum of 120 semester credits.

5. Earned a minimum passing grade (C-) in all required dental hygiene designated courses.

6. Earned a minimum passing grade in all non-dental hygiene designated courses.

7. Earned a minimum 2.0 cumulative and dental hygiene grade point average.
8. Successfully completed all course, laboratory and clinical requirements.
9. Returned all assigned equipment and supplies.
10. Discharged all financial obligations to the University of Minnesota.
11. Been recommended by the faculty of the Division of Dental Hygiene for the degree.

DH Additional Grading Policies

Grade Point Average

1. The cumulative GPA required for graduation is 2.00 and includes all, and only, University coursework.
2. The grade point average in the Program in Dental Hygiene is based on six semesters. No courses taken prior to the program are considered in the Dental Hygiene GPA for purposes of determining the Dean's List and graduation with honors.
3. All courses required for completion of the six semesters of the Program in Dental Hygiene are calculated in the GPA.
4. All courses taken for completion of the dental hygiene program will be included in calculating a transfer student's GPA; including those courses completed while enrolled previously in a dental hygiene program.

Grade Reports

1. Grade reports can be accessed by computer at the end of each semester.
2. Grades can also be accessed by accessing the University’s “one-stop” site for students.
3. Grades will not be given out by the Office of Dental Hygiene.
4. Clinical progress reports can be accessed at: sod.ahc.umn.edu

Academic Progress

1. Each student is responsible for maintaining knowledge of her/his
own academic standing and progress in each course throughout each semester.

2. Each student is responsible for obtaining information about grades earned on examinations, papers, etc., as per the instructor's directions.

3. Each student is responsible for initiating a meeting(s) with a course instructor(s) when there are questions about fulfillment of course requirements, grades, and/or progress in the course(s).

4. Class attendance is required for all sessions of all courses/clinics/labs. See School of Dentistry attendance policy on the School of Dentistry website for additional information.

5. Each student is responsible for maintaining knowledge of his/her own progress toward completion of University of Minnesota liberal education requirements.

Probation

University Senate policy requires that students must achieve a minimum "C-" grade in each course in their major. Students are expected to maintain satisfactory academic progress in the dental hygiene program. The responsibility for reviewing each student’s overall performance each semester including final grades and clinical progression of students rests with the Dental Hygiene Scholastic Committee. The committee seeks to maintain the spirit of the program's regulations fairly and is empowered to make exceptions in cases in which regulations work to a student's educational disadvantage and well-established petition and appeal procedures assure full review of a student's request.

1. A minimum cumulative grade point average of 2.0 (C) must be maintained throughout the Program in Dental Hygiene and for graduation from the program.

2. If a grade point average of 1.5 to 2.0 minimum is achieved, the student is placed on probation with specific requirements/contract to be fulfilled.

3. A student who does not achieve a passing grade (C- grade) in a DH designated course required for graduation from the Program in Dental Hygiene is responsible for initiating a meeting with the Student Scholastic Standing Committee.
4. If a grade of D+, D or D- is achieved in a dental hygiene designated course, remediation and retaking the examination/test(s) as determined by the course director are required within the first three weeks of the subsequent semester of registration or as determined by the course director. A course grade not higher than a C- will be earned on retakes.

5. Failure to demonstrate competence on the second administration of tests/examinations and a grade of “C-” for the course, the first earned grade will be submitted for the course, and the student will be dismissed from the program. Reapplication to the program will be necessary, if so desired.

6. A student will be placed on probation if either the term or the cumulative GPA is below 2.0. A student remains on probation until both the term and the cumulative GPA is 2.0 or above. A student remains on probation if the term GPA is below 2.0, irrespective of whether the cumulative GPA is above 2.0. A student is suspended if, while on probation, the cumulative GPA is (or goes) below 2.0 and the term GPA is below 2.0 for two consecutive semesters.

7. A student on probation will have a hold placed on his or her record and must see an adviser in order to register and will be issued an override from the advisor in order to register at the queued time. A student on probation must complete a contract for academic performance, developed by the college of enrollment, and will not be allowed to register for subsequent terms unless the student’s academic advisor and college office are satisfied that satisfactory academic progress is being made. If the student meets the terms of the contract, and the term and cumulative GPA are at least 2.00, the student will be removed from probation. If the contract goals are met but the cumulative GPA is still less than 2.00, the student will remain on probation. If goals are not met, the student will be suspended.

8. When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. University College recognizes the probationary holds and does not allow students to register without the approval of their college. Following the suspension period, a student must petition the college to return according to a defined collegiate petition process. Students who are out for a longer period of time (i.e. three or more semesters) must follow the same procedures.
Upon return to the unit after petitioning to reenter, all units shall use a hold and contract for the purpose of monitoring the student's performance. If the student does not successfully complete the contract, he/she shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

Students may appeal suspension decisions to the college's Student Scholastic Standing Committee (SSSC). Re-admission after a year's suspension is not automatic. To be readmitted, a student must petition the SSSC in writing and show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

**Probationary Procedures**

1. It is the student's responsibility to be aware s/he is on probation. The Student Scholastic Standing Committee Chairperson will contact the student regarding the need to initiate a probationary agreement.

2. The student will meet with the Student Scholastic Standing Committee Chairperson or a member of the Student Scholastic Standing Committee and/or the director of the program to draft a probationary agreement.

3. The probationary agreement will identify what is necessary to be reinstated to non-probationary academic status.

4. A student will normally have one probationary semester to raise her/his cumulative and dental hygiene grade point averages to 2.0 or above.

5. If the student's cumulative and dental hygiene GPA is 2.0 or above at the end of the probationary semester, s/he will be reinstated to non-probationary academic status.

6. If the student's cumulative and dental hygiene GPA is between 1.5-1.99 at the end of the probationary semester, the Student Scholastic Standing Committee will review the student's grades and decide, in consultation with the program director, whether to place the student on probation for a second semester or to dismiss the student from the program.

7. The student may petition in writing for readmittance to the program.
**Dismissal**

1. Achievement of an F grade in a dental hygiene designated course results in dismissal from the program.

2. Students achieving a GPA below a 1.5 in any semester will be dismissed from the program.

3. Students may be dismissed/suspended from the program for scholastic and professional misconduct (refer also to the section of this handbook on Codes of Conduct).

**Readmission**

1. If a student is dismissed from the Division of Dental Hygiene, she/he may be readmitted only upon approval of the Student Scholastic Standing Committee and/or the Admissions Committee.

2. Dependable assurance that the factors that led to the suspension have been corrected, together with convincing prospects that improved work will follow, must be advanced to obtain readmission approval.

3. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.

**S/N Grading**

1. S/N grading in dental hygiene required courses is allowed only for courses as determined by the Curriculum Committee.

2. The maximum number of S/N credits allowed is no more than 25% of degree-qualifying residence credits.

3. For a student who completes only the minimum number of 30 credits in residence, no more than 8 credits may be taken S/N.

**DH Class Hour-Credit Ratio**

University of Minnesota Senate Policy states that each credit of coursework is equivalent to three hours of learning effort per week necessary for an average student taking that course to achieve an average grade in that course. For example, in a 3-credit course, an average student is expected to spend a minimum of 9 hours per week of learning effort for an average (C) grade.
A liberal education introduces students to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and the theoretical or artistic constructs that form their foundations; the “ways of knowing” the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework. The LE requirements consist of three parts: the diversified core curriculum, the designated themes of liberal education, and the writing intensive requirement. Students may satisfy several requirements at once. For example, some courses will satisfy both a diversified core requirement and a designated theme requirement.

For a thorough description and breakdown of liberal education requirements, see the University’s website:

http://www.onestop.umn.edu/onestop/Registration/Additional_Registration_Information/Registering_for_Courses/Liberal_Education_Requirements.html

Questions regarding the Liberal Education requirements should be directed to the Program Director in the Dental Hygiene Office, 9-372 Moos Tower.

**Liberal Education Requirement Petition Process for Transfer Courses**

We use the guidelines described in the preceding guide when reviewing all transfer coursework for both Liberal Education and Writing Intensive requirements. If you have reviewed your TRAC (Transfer Record of Articulated Courses) or APAS (Academic Progress Audit System) reports, and believe that a transfer course has been missed or misidentified as a Liberal Education or Writing Intensive requirement, you should first read very thoroughly the guide for identifying transfer courses to fulfill these requirements. After reading the descriptions of what it required for transfer courses to fulfill each requirement, please consider carefully the courses you believe we should review again. Then take the following steps:
1. **Review the Transfer Course Petition Guide.** This guide is found at [http://admissions.tc.umn.edu/PDFs/](http://admissions.tc.umn.edu/PDFs/)

2. **Review the Transfer Course Petition Instructions.** These instructions are found at [http://admissions.tc.umn.edu/PDFs/TC_instructions.pdf](http://admissions.tc.umn.edu/PDFs/TC_instructions.pdf)

3. **Complete and submit the Transfer Course Petition form.** To petition transfer courses from both domestic and international colleges and universities, and transfer courses taken at coordinate U of M campuses (UM-Crookston, UM-Morris, and UM-Duluth), go to [http://admissions.tc.umn.edu/PDFs/TC_form.pdf](http://admissions.tc.umn.edu/PDFs/TC_form.pdf). Students petitioning more than three courses at one time should use more than one form. Submit the form(s) as stipulated in the instructions (see #2 above).

4. **Supplementary materials:** You must submit supplementary course materials for each course you want reconsidered. Supplementary materials consist of, at a minimum, the complete syllabus for the course (including detailed information about the content covered in the course), but can also include course notes, papers, exams, and/or textbooks (with the applicable chapters or sections highlighted).

If you do not have a course syllabus or other materials in your possession, then you are responsible for acquiring a course syllabus from the transfer institution where you took the course. If the course was taken many years ago and a college or department no longer has a copy of the syllabus from the term when you took the course, then a copy of the current course syllabus along with a formal note from the college or department indicating the course content has remained unchanged will suffice. Sometimes students submit letters of support written by the instructor who taught the course they are petitioning; this form of supplementary material may be helpful in many circumstances, but a copy of a course syllabus is still necessary.

If you are petitioning for a writing intensive requirement, you must submit one or more of the following items for review:

- Course syllabus, documenting the type of writing and required writing assignments.
- Course materials (including copies of writing assignments).
• Letter from instructor describing the type of writing and writing assignments of the course being petitioned.

5. **Petition decision**: The petition process typically takes 3-4 weeks after your petition is submitted to the appropriate office listed above. You will be notified by mail or e-mail. If you have any questions or concerns about the processing time or the petition decision, you may contact the appropriate evaluator directly.

**DH Academic Progress Audit System (APAS)**

Each student has an individualized liberal education requirement report generated each term. The report compares past and current coursework with the requirements for the student's academic program. It is your responsibility to make sure you maintain an updated APAS form and complete all requirements prior to graduation.

You are strongly encouraged to complete all liberal education requirements **PRIOR TO SEMESTER FIVE**. If not completed by this time, all requirements **MUST** be completed by the end of summer semester of the DH4 year.

You can access your APAS site at: http://onestop.umn.edu/registrar/index.html and/or from Portfolio at http://portfolio.umn.edu.

To determine if courses taken at other institutions fulfill University of Minnesota liberal education requirements, access the following:

- http://admission.tc.umn.edu/admissioninfo/trans_evaluation.html
- meeting U of M Liberal Education Requirements
- CLE Guide-Minnesota
- CLE Guide-Non-Minnesota

**DH Registration**

1. The Dental Hygiene office will be responsible for registering dental hygiene students for all dental hygiene courses.

Dental hygiene students are responsible for registering for any liberal education courses. Follow the University of Minnesota Class Schedule section on “Registering Yourself.”
Required courses must be taken the semester and time scheduled. If a liberal education course was taken at another college, an official transcript must be sent to the Dental Hygiene Office.

2. **SEE THE CLASS SCHEDULE EACH SEMESTER FOR ADDITIONAL INFORMATION REGARDING THE PAYMENT OF TUITION, FEES, DUE DATES, PENALTIES, INSTALLMENT PLAN, ETC. IT IS THE RESPONSIBILITY OF THE STUDENTS TO MANAGE ANY FINANCIAL AID AWARDS.**

3. Carefully check your registration fees, student services fees as well as instrument rental fees each time you register. The student is responsible for having errors corrected and paying all fees.

### Class Schedules

Class schedules are available during the pre-registration period in the Dental Hygiene Office. You are responsible for the information in the Class Schedule. If you have additional questions, contact the Dental Hygiene Office.

### Changes in Registration

Changes in original registration must be officially recorded by following the directions in the appropriate semester class schedules. If you stop attending a class for which you are registered, you must officially cancel. For additional information, please refer to the class schedule.

### Retroactive Tuition Refund

File a Petition for Retroactive Tuition Refund with the Office of the Registrar. Reasons for petitioning may be one of the following: medical, attendance at another academic institution (student forgot to cancel U of MN classes and is attending classes at another institution), work (work hours changed preventing attendance), curriculum advisement, or scholastic dismissal, and death in the family. Watch the Course Information web site at [www.onestop.umn.edu/](http://www.onestop.umn.edu/) for updates.

### DH Additional Registration Policies

**Undergraduates must take 13 credits per semester:**
All degree-seeking undergraduate students must register for at least 13
credits each semester, unless they have permission to take fewer credits. This requirement applies to all new undergraduate students - freshman and transfer students - who enter the Twin Cities campus as degree-seeking students. More information about the minimum credit requirement can be found on One Stop at: http://onestop.umn.edu/registration

**Tuition banding would give price break for more than 13 credits:**
Tuition for 13 credits or more per semester is at one rate.

**Registration queue will give priority to students nearing graduation:**
The queue gives priority to students who have completed more credits. Seniors will register before juniors, juniors before sophomores, and sophomores before freshman.

Within each of those groups, the queue also gives priority to full-time students - those taking 13 credits or more.

**DH Only Leaves of Absence**

- A leave of absence may be necessary for a variety of reasons. A Leave of Absence request form must be submitted to the Director of the Division of Dental Hygiene.

- Completion of this form does not cancel your registration. If registered, you must complete the course cancel process. Depending on the circumstances, a student may file a Petition of Retroactive Tuition Refund with the Office of the Registrar. Reasons for petitioning may be: medical reasons, attendance at another academic institution, work hours changed preventing attendance, curriculum change, advisement, scholastic dismissal, or death in the family.

- Leaves of absence are granted for up to one academic year only. The student must complete the program requirements in place at the time he/she re-enters the program.

- Meet with the director of the Division of Dental Hygiene for final approval of leave of absence.

See www.onestop.umn.edu for leave of absence policy.
DH Readmission after Withdrawal

1. Application for readmission for students who have attended another college within the University of Minnesota during the absence from the Program in Dental Hygiene:
   - Complete a Request for Transfer Within the University and submit to the Office of Admission, 240 Williamson Hall.
   - Obtain an Application for Readmission from the School of Dentistry Office and submit to the Program in Dental Hygiene.
   - For deadlines for submission of all required materials, contact the School of Dentistry Admissions Office.
   - Application for readmission for students who have attended a college other than the University of Minnesota during the absence from the Program in Dental Hygiene.
   - Submit official transcript of all college work completed during absence from the Program in Dental Hygiene to the School of Dentistry Admissions Office.
   - Obtain an Application for Readmission from the School of Dentistry Admissions Office and submit to the Program in Dental Hygiene.
   - For deadlines for submission of all required materials, contact the School of Dentistry Admissions Office.

2. Did not attend college during absence from the Program in Dental Hygiene:
   - Obtain Application for Readmission from the School of Dentistry Admissions Office and submit to the School of Dentistry Admissions Office.

Readmission Acceptance Policy

1. Applications for readmission for the first semester first year will be reviewed by the Admissions Committee according to the following guidelines:
   - If the student withdrew from the program in good standing and
has maintained at least a grade point average during absence from the program, she/he will be readmitted on a space-available basis if the application is submitted by the deadline. Applications received after the deadline may be considered on an alternate basis.

- If the student had achieved lower than a 2.0 grade point average at the time of withdrawal/dismissal from the program, the application will be considered on the same competitive basis as other applicants for that year. If readmitted, the student will be placed on probation for the first semester in attendance.

2. Application for readmission into any semester of the program, except for the first semester, first year will be reviewed by the Student Scholastic Standing Committee according to the following guidelines:
   - If the student left the program in good standing and if space permits, the student may be readmitted.
   - If the student had less than a 2.0 grade point average at the time of withdrawal/dismissal from the program, the Student Scholastic Standing Committee will review the application and may request a personal interview. If readmitted, the student will be placed on probation for the first semester in attendance.

1. Students readmitted to the program are required to meet program requirements in effect at the time of re-entry.

2. Good standing = 2.0 college grade point average regardless of Ns with the exception of dismissal due to scholastic misconduct.

**National Board Dental Hygiene Examination**

The purpose of the National Board Dental Hygiene Examination is to assist the state boards of dentistry in determining the qualifications of dental hygienists who seek licensure to practice dental hygiene. The National Board Dental Hygiene Examination is usually taken during the last semester of the dental hygiene program. It is a computer-based
examination consisting of discipline- and case-based multiple choice test items. The examination is accepted by 52 of 53 United States licensing jurisdictions. Alabama does not accept results of this test. The examination is accepted and required for licensure by the other states, the District of Columbia, Puerto Rico, and the Virgin Islands.

Applications and additional information are distributed to senior student dental hygienists approximately three months prior to the examination date. It is the responsibility of the student to pay the examination fee.

Central Regional Dental Hygiene Board Examination

The Central Regional Dental Testing Service (CRDTS) Examination is a clinical examination. See the CRDTS website for participating states and for a description of the examination, http://www.crdts.org/

Applicants for the examination must provide their own patients. Criteria for patient selection is specified by CRDTS.

If students are interested in obtaining a license in a state other than those included in the Central Region, they may obtain information regarding requirements by writing to the State Board of Dentistry of the particular state. (Addresses are available in the Dental Hygiene Office.)

Applications and more detailed information concerning the CRDTS examination will be distributed to senior dental hygienists students approximately two months prior to the date of examination. It is the responsibility of the student to pay the examination fee.
University and School of Dentistry Personnel and Resources Contact List

This list provides information for frequent School of Dentistry contacts used by students. A complete School of Dentistry directory can be found at http://dentistry.umn.edu/

School of Dentistry Administration

OFFICE OF THE DEAN

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assael@umn.edu

Ms. Maureen Mayrand
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15-209 Moos Tower
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Ms. Claudia Kanter
Director of Communications
15-136A Moos Tower
612-625-0402
kante008@umn.edu

Ms. Emily Best
Director of Alumni Relations
Development Officer
15-141 Moos Tower
612-625-6811
emilyj@umn.edu
OFFICE OF ACADEMIC AFFAIRS

Dr. Keith Mays
Associate Dean for Academic Affairs
15-238 Moos Tower
612-624-6588
kmays@umn.edu

Ms. Julia Cross
Executive Assistant
15-234 Moos Tower
612-625-9251
cros0183@umn.edu

Contact Ms. Cross regarding arrangements for meetings with the Associate Dean for Academic Affairs.

Ms. Lucy Hartel
Director of Academic Services, Registrar
15-231 Moos Tower
612-624-3300
lhartel@umn.edu

Contact Ms. Hartel with same-day absences from school, verification of enrollment/letters of good standing, GPA and class rank, scheduling issues related to courses and classrooms, graduation applications and clearance and academic calendars.

Mr. Jeff Karnitz
Office Specialist
17-216 Moos Tower
612-626-6449
karni017@umn.edu

Contact Mr. Karnitz with questions/concerns registration, course classrooms and meeting times, text book lists, final exam schedules and course evaluations.
Division of Dental Hygiene

Ms. Christine M. Blue
Director, Division of Dental Hygiene
9-372 Moos Tower
612-625-5954
bluex005@umn.edu

Contact Ms. Blue with questions/concerns regarding academic progress, liberal education requirements, academic difficulties, promotion, grading policies and practices, curriculum development in the dental hygiene program.

Ms. Tina Jalivay
Student Support Personnel Coordinator
9-372 Moos Tower
612-625-9121
jaliv003@umn.edu

Contact the Ms. Jalivay with questions/concerns regarding course/classroom schedules, text books, final exam schedules, admission requirements, and prospective student advising in the dental hygiene program.

Ms. Lisa Ahmann
Clinic Director
8-536C Moos Tower
612-625-9453
ahman002@umn.edu

Contact Ms. Ahman with questions/concerns regarding clinic schedules, rotations, outreach, clinical progress, and clinic absences in the dental hygiene program.
Division of Dental Therapy

Dr. Karl Self
Director, Division of Dental Therapy
9-436 Moos Tower
612-625-2161
selfx001@umn.edu

Contact Dr. Self with questions/concerns regarding academic progress, academic difficulties, promotion, liberal education requirements, and curriculum development in the dental therapy program.

Program Coordinator
8-280 Moos Tower
612-625-4310

Contact the DT program coordinator with questions/concerns regarding liberal education requirements, curriculum development, course/classroom schedules, admission requirements, and prospective student advising in the dental therapy program.

Office of Admissions and Diversity (ddsapply@umn.edu)

Dr. Naty Lopez
Assistant Dean for Admissions and Diversity
15-163 Moos Tower
612-625-7477
lopez216@umn.edu

Ms. Kate Madden
Student Support Services Assistant
15-163 Moos Tower
612-626-5533
madde084@umn.edu

Contact Dr. Lopez or Ms. Madden about diversity programs and initiatives and recruiting prospective dental, dental therapy and dental hygiene students.
Office of Student Affairs

Ms. Sara N. Johnson  
Director  
15-106 Moos Tower  
612-624-6960  
john6461@umn.edu  
Contact Ms. Johnson with questions or concerns regarding School of Dentistry and University policies and procedures, academic and personal counseling, academic support or tutoring, and student programs.

Ms. Kari Volkmann-Carlsen  
Student Support Services Associate  
15-106 Moos Tower  
612-625-8947  
volk0084@umn.edu  
Contact Ms. Volkmann-Carlsen with questions pertaining to immunization compliance procedures, planned absences, lockers, tuition and fees, and u-card access.

Ms. Ali Suehle  
Program Associate  
15-106 Moos Tower  
612-625-0927  
ajsuehle@umn.edu  
Contact Ms. Suehle with questions about programs and events, expense reimbursements, and website updates.

Ms. Madeline Staats  
Principal Office & Administrative Specialist  
15-106 Moos Tower  
612-301-9436  
staat025@umn.edu  
Contact Ms. Staats to make room reservations, to copy and fax documents, and with any general questions you may have.

Code of Conduct Officer

Dr. David Born, COC-DENT@umn.edu
Equal Opportunity/Affirmative Action

Dr. Carol M. Meyer
8-332 Moos Tower
612-626-2332
meyer066@umn.edu

Learning Resources Center

Mr. Richard Ruth
Associate Education Technology Support Specialist
8-425 Moos Tower
612-625-1477
ruthx008@umn.edu

Scholarships and Financial Aid

Elizabeth Holm
Health Professions Financial Aid
210 Fraser Hall
612-624-4138
holmx029@umn.edu

Clinic Administration

Dr. Todd Thierer
Associate Dean for Clinic Administration and Patient Care
8-440 Moos Tower
612-625-0653
tthierer@umn.edu

Executive Assistant to the Associate Dean
8-440 Moos Tower
612-626-4184
Research

Dr. Sven-Ulrik Gorr
Associate Dean for Research
18-154 Moos Tower
612-626-5728
sugorr@umn.edu

Graduate Education

Dr. Stephen Shuman
Director of Graduate Education
15-137 Moos Tower
612-626-0158
shuma001@umn.edu
School of Dentistry Departments

DEVELOPMENTAL AND SURGICAL SCIENCES
Dr. Gary Anderson
Interim Chair
6-296B Moos Tower
612-624-3908
ander018@umn.edu

DIAGNOSTIC AND BIOLOGICAL SCIENCES
Dr. Donald Simone
Chair
17-252 Moos Tower
612-625-6464
simon003@umn.edu

PRIMARY DENTAL CARE
Dr. Sheila Riggs
Chair
9-436 Moos Tower
612-626-5751
sriggs@umn.edu

RESTORATIVE SCIENCES
Dr. Scott McClanahan
Interim Chair
8-166B Moos Tower
612-624-9900
mccla056@umn.edu
University of Minnesota Resources

BOOKSTORE

University of Minnesota Bookstore
Ground Floor of Coffman Memorial Union
http://www.bookstore.umn.edu/

THE CENTER FOR HEALTH INTERPROFESSIONAL PROGRAMS

Ms. Gina Kundan
Assistant Director, Student Support Services
1-425 Moos Tower
612-625-1113
kunda002@umn.edu
http://www.chip.umn.edu/

AHC Multicultural Society
http://www.chip.umn.edu/multicult/home.html

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

190 Hubert H. Humphrey School
612-626-7100
issss@umn.edu
http://www.isss.umn.edu/

PARKING AND TRANSPORTATION SERVICES

300 Transportation and Safety Building
612-626-PARK (7275)
pts@umn.edu
www1.umn.edu/pts/

POLICE DEPARTMENT

1st Floor of Transportation and Safety Building
Emergency Phone: 911
Non-Emergency: 612-624-COPS (2677)
police.umn.edu
Security Monitor Program
1st Floor of Transportation and Safety Building
612-624-WALK (9255)
police.umn.edu/home/escort

Safety and Security
safe-u.umn.edu/safety.html

IT@UMN Technology Help
it.umn.edu/help

UNIVERSITY OF MINNESOTA JOB CENTER

545 West Bank Office Building
www1.umn.edu/ohr/employment

OFFICE OF EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

274 McNamara Alumni Center
612-624-9547
eoaa@umn.edu
diversity.umn.edu/eoaa/home

OFFICE FOR EQUITY & DIVERSITY

432 Morrill Hall
612-624-0594
oed@umn.edu
diversity.umn.edu

Student Cultural Centers
https://diversity.umn.edu/multicultural/culturalcenters

Disability Resource Center
180 McNamara Alumni Center
612-626-1333 (voice/TTY)
https://diversity.umn.edu/disability/
Gay, Lesbian, Bisexual, Transgender, Ally Programs Office  
46 Appleby Hall  
612-625-0537  
glbtapo@umn.edu  
diversity.umn.edu/glbta/home

Multicultural Center for Academic Excellence  
140 Appleby Hall  
612-624-6386  
mcae@umn.edu  
diversity.umn.edu/multicultural/

Office for Diversity in Graduate Education  
333 Johnston Hall  
612-625-6858  
odge@umn.edu  
diversity.umn.edu/gradeducation/

Women’s Center  
64 Appleby Hall  
612-625-9837  
women@umn.edu  
diversity.umn.edu/women/

UNIVERSITY RECORDS

Office of Admissions Residency & Reciprocity  
Kay Anderson  
240 Williamson Hall  
k-ande1@umn.edu  
612-625-6330

One Stop Student Services  
(Transcripts, Certifications, Loan Deferments, Verifications, Student Accounts Receivable)  
333 Robert H. Bruininks Hall  
612-624-1111  
onestop@umn.edu  
onestop.umn.edu
**U Card Office**
Coffman Memorial Union
612-626-9900
www1.umn.edu/ucard/

**University of Minnesota Office of Student Affairs**

109 Appleby Hall
612-626-1242
osaum@umn.edu
www.osa.umn.edu

**Aurora Center**
117 Appleby Hall
612-626-2929
24-Hour Help Line: 612-626-9111
aurora@umn.edu
www1.umn.edu/aurora/

Free information and support for victims/survivors of sexual assault, relationship violence, and stalking. Educational presentations and volunteer training and opportunities also provided.

**Boynton Health Service**
410 Church Street SE
612-625-8400
www.bhs.umn.edu/index.htm

**Student Mental Health**
mentalhealth.umn.edu

**Boynton Mental Health Clinic**
410 Church Street SE
612-624-1444
http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm
Urgent Mental Health Consultation: 612-625-8475
Emergency Assistance: 911
Student Counseling Services
340 Appleby Hall
612-624-3323
uccs@umn.edu
www.uccs.umn.edu

Office for Student Conduct and Academic Integrity
211 Appleby Hall
612-624-6073
oscai@umn.edu
oscai.umn.edu

University Recreational & Wellness
612-625-6800
recwell@umn.edu
www.recwell.umn.edu

Student Conflict Resolution Center
254 Appleby Hall
612-624-SCRC (7272)
sos@umn.edu
www.sos.umn.edu

University Student Legal Service
160 West Bank Skyway
612-624-1001
usls@umn.edu
usls.umn.edu

University Veterans Services
320 Robert H. Bruininks Hall
612-625-8076
veterans@umn.edu
http://onestop.umn.edu/veterans/

Student Veterans Association
B18 Johnston Hall
president@umnsva.org
Student Leaders

Class Officers
DDS Class of 2016
President – Jeremy Berger  berge479@umn.edu
Vice President – Ali Unger  unger072@umn.edu
Vice President – Megan Vasko  kelle842@umn.edu

DDS Class of 2017
President – Stephen Sylwestrak  sylwe001@umn.edu
Vice President – Mitchell Hemann  heman022@umn.edu
Vice President – Xu Yao  yaoxx281@umn.edu

DDS Class of 2018
President – Aaron Henderson  hend0536@umn.edu
Vice President – Robert Huot  huot045@umn.edu
Vice President – Brian Song  songx808@umn.edu

Dental Hygiene Class of 2016
President – Jenna Schleifer  schle464@umn.edu
Vice President – Bria Mizell  mizel005@umn.edu
Vice President – Sompos Nhul  nhulx008@umn.edu

Dental Therapy Class of 2015
President – Kassie Scott  scot0527@umn.edu
Vice President – Megan Guthmiller  guthm021@umn.edu
Vice President – Katie Olson  olso6837@umn.edu

Dental Therapy Class of 2016
President – My Pang Vang  vangx578@umn.edu
Vice President – Asma’a Guiga  guiga001@umn.edu
Vice President – Jenny Meyers  alli0079@umn.edu

Student Council

President – Jeremy Berger  berge479@umn.edu
Vice President – Jenna Schleifer  schle464@umn.edu
Secretary – Jenny Meyers  alli0079@umn.edu
Treasurer – Aaron Henderson  hend0536@umn.edu
Sergeant-at-Arms – Xu Yao  yaoxx218@umn.edu