



UNIVERSITY OF MINNESOTA

SCHOOL OF DENTISTRY

Student Handbook 2022-2023

Any changes to this handbook will become effective immediately after they are forwarded to students' University email accounts. The most current handbook is published on the School's student intranet. Students are responsible for following information in the handbook and on the intranet. Questions may be directed to the Office of Student and Resident Affairs, 15-106 Moos Tower.

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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://regents.umn.edu/sites/regents.umn.edu/files/policies/Mission_Statement.pdf

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

<https://www.dentistry.umn.edu/about/our-mission-history>

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 1-312-440-4653.

Reviewed 08/22

School of Dentistry Student & Resident 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 consultation for those in need. This program also encourages and promotes student tutoring, a student mentorship program, consultation and resource development with faculty, and referral to University resources.

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Student Communication and 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 officials cannot be sent to any email address other than the official University email address.

Policy, Guideline and Handbook Changes

Due to the specific nature of the dental (DDS), dental hygiene (DH) and dental therapy (DT) programs, School of Dentistry policies and guidelines are developed and published in the Student Handbook and on the student intranet to support our curriculum. These policies may be the same as or similar to University policies or guidelines, but in many cases will be distinct from or more specific. In these situations, School of Dentistry information takes precedence.

In addition, School of Dentistry policies and guidelines are monitored and modified to ensure that they reflect and support the School's mission. Information printed in hard copy format should be cross-referenced with the electronic version on the student intranet. Any changes will become effective immediately after they are forwarded to students' University email accounts. The most current policies are published on the student intranet. Students are responsible for following policies in the handbook and on the intranet. Policy questions may be directed to the Office of Student & Resident Affairs.

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. Services are available to assist with addressing these and other concerns. Students can learn more about the confidential mental health services available on campus via <https://safe-campus.umn.edu/mental-health> or on the student intranet.

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. <https://www.mndental.org/members/wellness/program/>

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. <https://www.mndental.org/members/wellness/dentists-concerned/>

Student Dress Code Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the School of Dentistry student dress code policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

Attendance Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the School of Dentistry attendance policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

**Codes of Conduct, Standards of
Professional Conduct, Chemical
Abuse and Dependency Information**

University of Minnesota Board of Regents Policy Student Conduct Code

Please refer to the University of Minnesota Student Conduct Code at https://regents.umn.edu/sites/regents.umn.edu/files/2022-07/policy_student_conduct_code.pdf

Updated 08/22

School of Dentistry Code of Conduct

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the School of Dentistry Code of Conduct Handbook Statement and Code of Conduct Policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

Academic Health Center Social Media Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the Health Sciences Social Media Policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

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 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. 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 orientation, 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 of gender, race or color, religious or spiritual beliefs or creed, nationality, sexual orientation, disability, credit or financial situation, public assistance, veteran status, or physical condition. 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 students 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.

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 School of Dentistry Office of Human Resources (15-116 Moos Tower), School of Dentistry Office of Student & Resident Affairs (15-106 Moos Tower), School of Dentistry Code of Conduct Officer (Dr. Mercedes Porter: port0194@umn.edu) or the University's Office of Equal Opportunity and Affirmative Action Office (612-624-9547, <https://diversity.umn.edu/eoaa>). A violation of the sexual harassment policy may lead to disciplinary action, up to and including academic dismissal.

Please refer to the University of Minnesota Sexual Harassment Policy and School of Dentistry policy on Sexual Harassment of Student by Patients on the student intranet, under *Policies, Student Handbook & Policies*.
<https://sodstudents.umn.edu/policies/student-handbook-policies>

RECOURSE 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, peers, or others whom you encounter in the course of your academic studies and do not feel you are able to deal directly with the problem, please consult with School of Dentistry Office of Human Resources (15-116 Moos Tower), School of Dentistry Office of Student & Resident Affairs (15-106 Moos Tower), School of Dentistry Code of Conduct Officer (Dr. Mercedes Porter: port0194@umn.edu), Student Conflict Resolution Center (<http://www.sos.umn.edu/>) or the University's Office of Equal Opportunity and Affirmative Action (612-624-9547, <https://diversity.umn.edu/eoaa>).

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.

Guidelines for Students Suspected of Chemical Use or Abuse

Having a respectful workplace 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 University policy <https://policy.umn.edu/operations/drugfree>

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 for the remainder of the day. If a student in the clinic is suspected of impairment or potential for impairment, they 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 Student and Resident 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 Student and Resident Affairs.
2. The student will be referred 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.

Guidelines 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 supporting chemically dependent students, the School's procedure involves intervention and requiring students to join treatment and rehabilitation programs. This procedure was established to ensure 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:

1. The student will be granted a medical leave of absence from the educational program. The request for a leave may be initiated by the student or the Assistant Dean of Student & Resident Affairs/Director of the Division of Dental Hygiene/Director of the Division of Dental Therapy.
2. The Assistant Dean of Student & Resident Affairs /Director of the Division of Dental Hygiene/Director of the Division of Dental Therapy, working in consultation with University resources, 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 Assistant Dean of Student and Resident Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy.
3. If a student and the Assistant Dean of Student & Resident 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 Student Affairs Executive Sub-Committee.
4. The Assistant Dean of Student & Resident Affairs /Director 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 Assistant Dean of Student &

Resident 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 Assistant Dean of Student & Resident 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, Updated 08/19; Updated 8/21

Grading and Academic Information, Retention and Promotion

Grading

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:

A 4.00 Represents achievement that is outstanding relative to the level necessary to meet course requirements

A- 3.67 (Used in dental hygiene program and some DT courses only)

B+ 3.33 (Used in dental hygiene program and some DT courses only)

B 3.00 Represents achievement that is significantly above the level necessary to meet course requirements

B- 2.67 (Used in dental hygiene program and some DT courses only)

C+ 2.33 (Used in dental hygiene program and some DT course sonly)

C 2.00 Represents achievement that meets the course requirements in every way

C- 1.67 (Used in dental hygiene program and some DT courses. This grade is only used in the DDS program when a student successfully remediates a course deficiency.)

S 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.

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

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 = \geq 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

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 health sciences, 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 and given to the Registrar 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

DDS Final Examinations, Grading, Leave of Absence

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 Registrar 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. 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.
4. 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.

DDS, DH and DT Remediation Exams

Progression Sub-Committees will decide the feasibility 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- for DDH and DT students and a C for DH students. If the student does not successfully complete re-examination, the Preclinical/Didactic Progression Sub-Committees 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, Updated 8/19, Updated 08/22.

Academic Due Process

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 Student Affairs Executive Sub-Committee. The student has ten (10) working days in which to file an appeal. The Student Affairs Executive Sub-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.

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.

<https://policy.umn.edu/education/studentcomplaints-proc01>

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

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.

1/3/94 Approved EPC Updated 07/09, Updated 07/11

All students are required to complete a course evaluation for each course taken at the School of Dentistry. Each semester, students will be prompted via email to complete evaluations through the automated AEFIS system. Students will have a two week period at the end of the semester prior to final exams to complete evaluations.

Failure to complete a survey by the deadline results in delaying the transcript posting of the final course grade. Instead of the grade earned, an "I" (incomplete) grade will be posted and will remain for one semester. "I" grades may impact scholarship eligibility to receive future funds. Email reminders will be sent every three days until students have completed missing evaluations.

If a student acquires an “I” grade due to a missed CoursEval but also received an “F” grade in the course, the “F” will be posted to their transcript.

The course evaluation process is coordinated by the Office of Academic Affairs and overseen by the Associate Dean for Academic Affairs.

Updated 08/22

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 Information, Retention, and Promotion” in this handbook.

Progression Sub-Committees 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 Student Affairs Executive Sub-committee. 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

1. For purposes of retention and promotion in the School of Dentistry, the grades A, B, C, 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 permission is granted from the Student Affairs Executive Sub-Committee and/or Progression Sub-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 semester 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 Progression Sub-Committees.
6. Progression Sub-Committees will set the schedule for opportunities for remediation to resolve I, F, or N grades for DDS and DT students. DH students should refer to the DH only section of this handbook.
7. The Student Affairs Executive Sub-Committee is charged with the responsibility for making decisions regarding retention and promotion of students. The Associate Dean for Academic Affairs and the Assistant Dean of Student & Resident Affairs will be aware of all decisions made by Progression Sub-Committees.

*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, Updated 08/19*

Technical Standards Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the School of Dentistry *Technical Standards Policy*.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

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 & Resident Affairs if they identify a student who is having significant difficulty with a course. The Office of Student & Resident Affairs arranges for tutors and referrals to campus resources for these students to give them the best opportunity to successfully complete the course.

The Student Affairs Executive Sub-Committee, a DDS/DT Preclinical/Didactic Progression Sub-Committee, a DDS/DT Clinical/Didactic Progression Sub-Committee, and a DH Progression Sub-Committee are responsible for student progression. The DDS/DT Preclinical/Didactic Progression Sub-Committee will have two sub-committees; one for the first-year courses, and one for the second-year courses. The DDS/DT Clinical/Didactic Progression Sub-Committee will have two sub-committees; one for the third year courses, and one for the fourth year courses. Furthermore, each year is represented by course directors from that specific year (e.g., DDS1). The Pre-clinical/Didactic Progression Sub-Committee helps to monitor students' pre-clinical progression and makes remediation decisions, when necessary. The DDS/DT Clinical/Didactic Progression Sub-Committee helps to monitor students' clinical progression and makes remediation decisions, when necessary. Decisions of Sub-Committees will be communicated by the Office of Academic Affairs.

Student Affairs Executive Subcommittee (ESC)

This sub-committee will consist of the faculty members of the Student Affairs Committee, the Associate Dean for Academic Affairs, the Assistant Dean for Academic Affairs, the director of the DH program or their assigned delegate, the director of the DT program or their assigned delegate, the director of the PASS program or their assigned delegate, the director of the Office of

International Affairs, and the Assistant Dean for Student and Resident Affairs. All sub-committee members shall have the right to vote except the Associate Dean for Academic Affairs, who shall only have the right to vote in the event of a tie.

This sub-committee shall hear all academic recommendations from each of the three progression sub-committees regarding academic progress of all students, and give final approval when necessary. When a decision of dismissal has been determined, the ESC will make a final recommendation and forward it to the Dean for a final determination. The sub-committee will also hear student appeals regarding academic decisions from progression subcommittees. When an appeal comes from a DH student, three members of the Executive Subcommittee, the Associate Dean for Academic Affairs, and four members from the DH Progression Sub-committee will serve as the hearing committee. The administrative support for this sub-committee will be the administrative assistant from the Office of Academic Affairs.

DDS/DT Didactic/Preclinical Progression Subcommittee (PPSC) (Years 1 and 2)

This is a subcommittee of the Student Affairs Committee (SAC) and will be responsible for evaluating the progress of first- and second-year dental students and first and second year dental therapy students. The membership of the first year PPSC will be all first-year course directors, and at least three voting members from the Student Affairs Committee. The membership of the second year PPSC will be all second-year course directors and at least three voting members from the SAC. Both subcommittees include the Assistant Dean for Student and Resident Affairs, Associate Dean for Academic Affairs, and Assistant Dean for Academic Affairs. The Committee is chaired by the Associate Dean for Academic Affairs or the Assistant Dean for Academic Affairs. The Chair may only vote in the case of a tie. This committee will meet five times/year to discuss student progress (January, March, May, August, and October).

If a student fails, or has an incomplete in one or more courses, the appropriate class committee discusses the student, individually reviewing his or her entire academic history up to that point. The committee takes into consideration if the student failed previous courses or has been on probation. The appropriate class committee decides whether a student is placed on probation; whether the course should be remediated; whether repeating courses or repeating a year is necessary; or if the student should be suspended or dismissed from the program. The appropriate class committee submits its decision of repeating a year, suspensions, or dismissal to the Student Affairs Executive Sub-Committee for final approval. However, remediation decisions are managed at the PPSC

level and reported to the ESC.

DDS/DT Clinical Progression Subcommittee (CPSC) (Years 3 and 4)

This subcommittee will be responsible for evaluating the progress of third- and fourth-year dental students and third-year dental therapy students. The Associate Dean for Academic Affairs will chair this committee. The membership of the CPSC will be all Color Group Leaders, all clinical Division Directors, and the Assistant Dean for Student and Resident Affairs. This committee will meet five times/year to discuss student progress (January, March, May, August, and October). All sub-committee members shall have the right to vote except the Associate Dean for Academic Affairs, who shall only have the right to vote in the event of a tie.

Any students with substantial concerns regarding clinical progression will receive feedback from the Clinical Progression Sub-Committee alerting them through one of the following communication methods:

1. Students will be asked to speak with their Color Group Leader regarding general CPSC concerns.
2. Students will receive a letter identifying critical concerns of the CPSC.
3. Students will be asked to meet with the Associate Dean for Academic Affairs for serious (those that impact progression or graduation) clinical deficiencies.

Written feedback is provided to students by the Associate Dean for Academic Affairs after each meeting. The Office of Academic Affairs uses this information to help identify students who may be in trouble and who they can appropriately counsel or help.

These subcommittees are required to send a report to the Student Affairs Standing Committee at the end of every academic year; additionally, they may send information to the Student Affairs Executive Sub-Committee at any time if the committee feels that immediate intervention is needed for a student.

For a student in the third- or fourth-year who experiences academic difficulties in didactic courses, the course director contacts the Student Affairs Executive Sub-Committee and it intervenes in the same manner as the Didactic/Preclinical Progression Sub-Committee for the first- and second-year students as described above.

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 & Residents Affairs may act as a student advocate and advise the students of the many University resources available to students, such as the Student Conflict Resolution Center.

Specific Procedure 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 Student Affairs Executive Sub-Committee and/or Progression Sub-Committees.

- A student has 10 business days to submit in writing a letter stating the intent to appeal a decision of the Student Affairs Executive Sub-Committee after receipt of a letter communicating an adverse decision by the Student Affairs Executive Sub-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 Registrar will arrange an appeal hearing with the Student Affairs Executive Sub-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 Student Affairs Executive Sub-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 Student Affairs Executive Sub-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 and Resident Affairs can help with the formulation of this solution.

- The student can bring a support person to the meeting with them such as the Assistant Dean of Student and Resident Affairs, a parent, a faculty member, a fellow student, etc.
- The student will be advised as to the decision of the Student Affairs Executive Sub-Committee as soon as possible.
- The decision of the Student Affairs Executive Sub-Committee on the student's appeal is final. Further review within the University is available only through an academic grievance filed 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 appropriate Progression Sub-Committee. The Sub-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 Progression Sub-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 Progression Sub-Committee and/or Student Affairs Executive Sub-Committee 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 Progression Sub-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 Progression Sub-Committee and/or Student Affairs Executive Committee.
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 they are on probation. The Progression Sub-Committee 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 their 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 Preclinical/Didactic Progression Sub-Committee and/or Student Affairs Executive Sub-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 Student Affairs Executive Sub-Committee.
4. Re-admission after a year's suspension is not automatic. To be readmitted, a student must petition the Student Affairs Executive Sub-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, they may be readmitted only upon approval of the Student Affairs Executive Sub-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.

Educational Privacy: Access to Student Records

Federal law, state law, and regents' policy govern access to student records. The University of Minnesota policy on Managing Student Records can be found at <https://policy.umn.edu/education/studentrecords>

Directory Information

The University has an online, public directory at search.umn.edu that lists information of students, instructors and staff. Some student information is a matter of public record, so it appears in public search by default. Current and former students have the right to suppress this information by updating their personal information online. Further information can be found at <https://onestop.umn.edu/personal-information/update-your-information> Refer to One Stop Student Services for information regarding privacy at <https://onestop.umn.edu/personal-information/student-record/student-records-privacy-and-access>

Updated 08/22

Confidentiality of Student Grades

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 in violation of student privacy. 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.

Please refer to One Stop Student Services for additional information regarding student privacy at <https://onestop.umn.edu/personal-information/student-record/student-records-privacy-and-access>

Updated 08/22

Disability Accommodations Statement and Process

The University of Minnesota values diverse identities and experiences, and honors disability as an important aspect of human diversity. The Disability Resource Center (DRC) works in partnership with students, faculty, staff and guests of the University to facilitate accessibility and reduce barriers on campus to reduce barrier for disabled people through:

1. Consulting on strategies to provide access and inclusion.
2. Determining and implementing reasonable academic, workplace, and guest accommodations.
3. Partnering with University offices to ensure meaningful physical and technological access

If a student has or thinks they may have a disability, they should contact the DRC at 612-626-1333 or drc@umn.edu to arrange a confidential discussion regarding reasonable accommodations.

If a student is registered with the DRC and has a current letter requesting reasonable accommodations, they should email a copy of their letter to the Assistant Dean of Student & Resident Affairs and contact instructors early in the semester to review how accommodations will be applied to the course. Students are responsible for seeking assistance at the University and making their needs known to instructors. Students must contact instructors at least five days in advance of any graded course component to request accommodations and must also follow DRC deadlines for scheduling accommodations. Additional information is available on the DRC website: <https://diversity.umn.edu/disability>

Updated 08/22

**Pre-Clinic and Clinic
Information
and Training Requirements**

Academic Health Center Immunization Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the AHC Vaccination and Immunization policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

Academic Health Insurance Requirement Policy

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the AHC health insurance requirement policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

Dental, Dental Hygiene, Dental Therapy Students and Dental Residents with Infection Due to Blood-Borne Pathogens

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 via body contact or exposure to fluids. 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 mandated to undergo testing for blood-borne pathogens. **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.** Students and residents may contact Boynton Health Clinic at 612-625-3222 to arrange confidential testing. 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 Assistant Dean of Student and Resident 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.
- Henderson, D., et al (2010). SHEA guideline for management of healthcare workers who are infected with hepatitis B Virus, hepatitis C Virus, and/or human immunodeficiency virus. *Inf Cont and Hosp Epi* 31, 13 (pp 203-32).
- Siegel JD, Rhinehart E, Jackson M, Chiarello L, and the Healthcare Infection Control Practices Advisory Committee, 2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Setting <http://www.cdc.gov/ncidod/dhqp/pdf/isolation2007.pdf>
- CDC. Updated Recommendations for the Management of Hepatitis B Virus- Infected Health-Care Providers and Students. MMWR 2012;61(RR-12):1-12

DDS and DT Pre-Clinical Information

Preclinical areas are restricted to School of Dentistry (SOD) personal and students and are under video surveillance 24/7.

3M Simulation Clinic (Preclinic) Policies

Professional behavior and demeanor are expected from students, staff, and faculty.

The 3M Simulation Clinic **should not be entered** during a class or activity in which the student is not a participant. Students are required to sign up in advance for after-hours practice sessions.

When scheduled elsewhere, students should not be in the 3M Simulation Clinic.

Each student is responsible for the cleanliness and organization of the facilities, including the simulation bench station, support/wet lab, and support/sink stations. After each session, it is important to empty waste-water bottles, close manikin heads and return simulators to storage position, empty trash, place operator chair under bench and dental light over riser, clean off bench and sweep the floor, if necessary. Brooms are stored in the wet-lab. Bench cleaning supplies are available near the dispensing window.

Personal protective equipment (PPE) is required when using simulation dental equipment and when using cleaning solutions. PPE consists of gloves, surgical mask, and safety eyewear. For safety reasons, long hair and head coverings should be secured.

Use of audio/visual equipment, unrelated to the laboratory session, is not allowed during scheduled laboratory/classes or examinations.

To adhere to fire codes, personal belongings, such as coats and backpacks, should not be brought into 3M Simulation Clinic. Store these items in a locker, never on the floor or in the hallway. To follow OSHA regulations, food and drink are not allowed in the 3M Simulation Clinic.

Doors to the 3M Simulation Clinic must be kept closed unless authorized by faculty or laboratory personnel—this includes after hours and on weekends.

Students are not permitted to perform procedures on each other, or themselves, in the 3M Simulation Clinic.

Students who violate these policies should be reported to the Pre-clinic Director and Course Director.

A copy of related SOD policies, such as the Dress Code and Code of Conduct can be found in the policies section of the student intranet.

Updated 08/22

Video Viewing

Central Security Video Recordings

The Retromolar Pad, 7th floor lobby, 4th floor preclinical areas, 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 and Associate Dean(s) may submit requests in coordination with the Director of Engineering Services to University Police to view videos. The Preclinic Director may also submit requests to view 4th floor preclinic lab recordings. Other faculty and staff may request access to 4th floor recordings, through the Pre-clinic Director, to investigate potential cases of Student Code of Conduct violations or theft or vandalism to SOD property. Students may not view these recordings. Recordings should not be used to locate items students may have misplaced.

Updated 08/21

Requirements for Participation in Clinical Activities

Required Background Studies

Minnesota State requires people who provide direct contact services in certain health and human service settings to have a background study completed by the Department of Human Services (DHS). The background study determines whether a person committed an act that would disqualify them from providing direct contact services to children or vulnerable adults. Direct contact services means providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to clients in health and human services programs.

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.

Completion of the DHS background study is required upon entering the educational program for all School of Dentistry students, graduate students, and residents. Out-of-pocket costs may be incurred by the student.

Student Participation in Patient Care/Clinical Activities

1. Successful completion of a dental educational program requires all students to participate (sometimes as patients) in exercises involving diagnostic, therapeutic, and non-therapeutic oral health care services. This requires 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). All patient information is protected and subject to HIPAA law. Each student has the right to opt out of sharing confidential health information during educational experiences. However, faculty directing clinical exercises must have access to student health information in case of an unanticipated event.
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 patient 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 cumulative 2.0 GPA. No student can enter the third year without successfully completing all first and second year course requirements. No student will be approved for direct patient care in the third year until these requirements are satisfactorily completed. (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 being cleared to participate in clinical patient care and normal tuition and fees will be charged. If a student is not successful in recommended motor skill remediation, semester tuition will be assessed per University tuition refund policy.
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. In the case it is not possible for a student to complete clinical requirements prior to July 1st, semester tuition and fees will be assessed and the student's diploma will have an August graduation date.
7. Students who engage in unethical behaviors and/or behaviors that endanger patients' safety may be subject to a suspension of clinical privileges. Students who have multiple professional behavior reports may be subject to suspension of clinical privileges until the reported behavior is adjudicated informally by the Code of Conduct

Officer or formally by a Hearing Board.

8/25/04 Revised by EPC Updated 07/09, Updated 07/12, Updated 01/17, Updated 01/20

DDS, DH and DT Outreach Clinic Experiences

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, week-long and month-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. To offset travel expenses, students may be eligible to receive a 1Health interprofessional rural rotation scholarship (set amount, one stipend per fiscal year) if scheduled at the Minnesota North College Hibbing Dental Clinic (Hibbing, MN) or Carris Health Dental Clinic (Willmar, MN).

Stipend(s) may be available if students are scheduled at one of the following sites: Scenic Rivers Health Services Cook Dental Clinic, Prairie Winds Dental Clinic, De Smet Dental Services, Jerauld County Dental Clinic, Spectra Health Dental Clinic, and the Mobile Dental Clinic road trip sites. For more information, please contact the Outreach Division office.

Outreach affiliate sites currently include:

- Minnesota North College Hibbing Dental Clinic, Hibbing, MN
- Spectra Health, Grand Forks, ND
- Northpoint Health and Wellness Center, Minneapolis, MN
- Mobile Dental Clinic (MN)
- East Side Family Clinic, St. Paul, MN
- Carris Health Dental Clinic, Willmar, MN
- Prairie Winds Dental Clinic, Howard, SD
- De Smet Dental Services, De Smet, SD
- Jerauld County Dental Clinic, Wessington Springs, SD
- Scenic Rivers Health Services Cook Dental Clinic, Cook, MN

Updated 07/22

Outreach Division: Attendance and Travel

Students are expected to provide their own transportation to and between outreach clinic sites.

Personal Day Absences, Schedule Changes, or Switches are NOT permitted during any outreach rotation as the outreach clinics view daily participation as extremely vital to the operation of their clinics. Students are the dental provider and patients are scheduled based on students' assignment to these clinics.

The School of Dentistry attendance policy for Absences:

- 1) *Physical or mental illness of a student or a student's dependent, including medical conditions related to pregnancy;*
- 2) *Subpoenas;*
- 3) *Jury duty;*
- 4) *Military service;*
- 5) *Recognized religious observances;*
- 6) *Emergency; and*
- 7) *Bereavement, including travel for bereavement.*

If you are unable to fulfill your outreach obligation due to any of the reasons listed above or in the event of a post-graduate interview, you must:

- Submit an excused absence request to the Office of Student & Resident Affairs following school procedures. The attendance policy and instructions for submitting absence requests can be found on the student intranet.
- Planned absence requests should be made at least 10 days in advance when possible.

Typically, CDCA written exam and National Board Exam test dates are not excused for students while on outreach.

- ***DDS/DT Classes 2023:*** Due to various circumstances and difficulties students are experiencing in scheduling these exams, we are making an exception to our policy for your class and will excuse students on outreach for these exams.
- Please submit an absence request through Smartsheet immediately after the semester schedule is released if you find you are scheduled to take the INBDE or CDCA exams when on outreach. Our outreach sites rely on you as

providers and so absences have a significant impact on our outreach sites requiring them to make accommodations for patient care. With this we ask that you try to schedule your board exams outside of your outreach rotation if possible.

Official school business/commitments such as admissions committee meetings, etc. are not excused while on outreach.

Students should not purchase plane tickets, non-refundable conference admission or any other expenses related to a planned absence before receiving formal approval (written confirmation through email) that an absence is allowable. Personal sessions will not be approved if they conflict with mandatory outreach. Outreach will take scheduling precedence.

Updated 07/22

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 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 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. Karin Quick, Director of the Division of Dental Public Health (15-136f Moos Tower) for additional information regarding risks related to volunteer activities cited by Academic Health Center counsel.

DDS Competencies for the General Dentist

Please refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the DDS Competencies for the General Dentist.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

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 refer to the *Policies, Student Handbook & Policies* link on the *Student Intranet* for the DDS National Board Examination policy.

<https://sodstudents.umn.edu/policies/student-handbook-policies>

Updated 08/22

DT Only Information

DT Division Mission, Vision and Goals

Mission: To promote health equity through educating dental therapy professionals to provide team-based, patient centered care while advancing the profession globally

Vision: To lead in the advancement of dental therapy education and improve community health.

Goals:

- Goal I: The dental therapy program recruits, matriculates and retains quality, diverse students.
- Goal II: The SOD presents quality educational programs. The goal of the dental therapy program is to prepare graduates who possess the knowledge, skills and values to begin the practice of dental therapy.
- Goal III: The Division of Dental Therapy devotes time and resources to the discovery and dissemination of new knowledge.
- Goal IV: The Division of Dental Therapy serves as a resource to the dental profession and a resource to local and global communities.
- Goal V: The Division of Dental Therapy reviews its strategic direction, consistent with that of the SOD, on a systematic and ongoing basis.
- Goal VI: The dental therapy students provide quality, patient centered, oral health care within its clinics and its community.
- Goal VII: The Department of Primary Dental Care supports faculty, staff and students with a congenial, well-functioning and pleasant working environment (humanistic culture and learning environment).
- Goal VIII: The Division of Dental Therapy is fiscally responsible
- Goal IX: The Division of Dental Therapy provides for faculty development through mentoring in teaching, research and service.

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 healthcare professionals through community based clinical and health promotion educational activities.

Approved 4/9/2014

Resident Dental Therapist Licensure Requirement

The University of Minnesota School of Dentistry, in an effort to comply with Minnesota Statute 150A.06, requires Masters of Dental Therapy students to obtain a Resident Dental Therapy License while participating in Masters level only training.

Minnesota Statute 150A.06: Licensure can be found here:

<https://www.revisor.mn.gov/statutes/cite/150A.06>

The statute states an undergraduate dental therapy student is exempt from obtaining a Resident Dental Therapy License. However, the undergraduate educational experience for Dual Degree DH/DT students ends after semester 6, when the student then transitions to Masters level only coursework. Thus, prior to the beginning of semester 7, each dual degree DH/DT student must perform the following:

1. Obtain the Resident Dental Therapy license offered by the Minnesota Board of Dentistry. The application can be found online at <https://mn.gov/boards/assets/2019%20Resident%20Provider%20m21-387078.pdf>
The application and background fees total \$88.25 and are non-refundable. For questions concerning the application process, please contact the Minnesota Board of Dentistry at 612.617.2250.
2. Submit a copy of the Resident Dental Therapy license to the Director of the Dental Therapy program.

A valid Resident Dental Therapy License will be required in order to provide patient care beginning semester 7.

Dental Therapy Registration

The School of Dentistry will be responsible for registering dental therapy students for all School of Dentistry courses. If a dental therapy student needs to register for a class outside of the curriculum, they are responsible for registering for that course.

DH Only Information

DH Division Goals

- Goal I:** To prepare dental hygiene healthcare professionals.
- 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.

Updated 7/21/2015

DH Competencies for Dental Hygiene Graduates

I. Professionalism and Ethics

The contemporary dental hygienist interacts with the health care 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 standards 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.
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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.

Specify that 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.
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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.

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
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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.

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.
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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, pre- professional, 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.
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DH Additional Grading Information

Grade Point Average

1. The cumulative GPA required for graduation is 2.00 and includes all, and only, University of Minnesota 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 in axiUm.

Academic Progress

1. Each student is responsible for maintaining knowledge of their 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 their own progress toward completion of University of Minnesota liberal education requirements.

Student Progression and Probation

The University of Minnesota Division of Dental Hygiene policy requires that students must achieve a minimum “C” grade in each course in their major. The responsibility for reviewing each student’s overall performance each semester, including final grades and clinical progression, rests with the Dental Hygiene Preclinical/Clinical/Didactic Progression Sub-Committee. The committee seeks to maintain the spirit of the program's regulations fairly and is empowered to make exceptions in cases where 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 1.99 is achieved, the student is placed on academic 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 Dental Hygiene Preclinical/Clinical/Didactic Progression Sub-Committee.
4. If a grade of C-, D+, D or D- is achieved in a dental hygiene designated course, remediation and re-testing as determined by the course director will be required within the first three weeks of the subsequent semester. A course grade not higher than a C will be earned in this situation.

Failure to demonstrate competence on the second administration of an examination and a grade of “C” for the course, the first earned grade will be submitted for the course. A review of the student’s academic standing will be reviewed by the School of Dentistry Student Affairs Executive Sub-Committee. The student may be dismissed from the program.

5. If a passing grade (as specified in the course syllabus) is not achieved on a comprehensive final examination in a dental hygiene designated course,

remediation and re-testing will be required within the first three weeks of the subsequent semester. This policy applies even if student has earned a passing course grade. The score earned on the first final examination will be used to determine the final course grade.

6. A student will be placed on academic 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.
7. A student on academic probation must complete a contract for academic performance, developed by the school and distributed as a letter, and will not be allowed to register for subsequent terms unless the student's academic advisor and DH division 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 the goals of the contract are not met, the student must meet with the Dental Hygiene Progression Sub-Committee.

Probationary Procedures

It is the student's responsibility to be aware if they are on probation. The Dental Hygiene Preclinical/Clinical/Didactic Progression Sub-Committee chairperson will contact the student regarding the need to initiate a probationary agreement.

1. The student will meet with the Dental Hygiene Preclinical/Clinical/Didactic Progression Sub-Committee chairperson or a member of the Committee and/or the director of the program to draft a contract for academic performance in the form of a letter.
2. The contract will identify what is necessary to be reinstated to non-probationary academic status.
3. A student will normally have one probationary semester to raise their cumulative and dental hygiene grade point averages to 2.0 or above.
4. If the student's cumulative and dental hygiene GPA is 2.0 or above at the end of the probationary semester, they will be reinstated to non-probationary academic status.

5. If the student's cumulative and dental hygiene GPA is between 1.5- 1.99 at the end of the probationary semester, the Dental Hygiene Preclinical/Clinical/Didactic Progression Sub-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.
6. The student may petition in writing for re-admittance to the program.

Dismissal

1. Achievement of an F grade in a dental hygiene designated course may result in dismissal from the program.
2. Students achieving a GPA below a 1.5 in any semester may be dismissed from the program.
3. Students may be dismissed or suspended from the program for scholastic and professional misconduct (refer also to the section of this handbook on Codes of Conduct).
4. When dismissed, a student is no longer in the program and cannot register for University courses.

Readmission

1. If a student is dismissed from the Division of Dental Hygiene, due process as outlined in the SOD Handbook will be followed. 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.

DH Liberal Education Requirements

A liberal education (LE) 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:

<https://onestop.umn.edu/academics/education-requirements>

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 is 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/>
2. **Review the Transfer Course Petition Instructions.** These instructions are found at 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. 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 academic report (APAS) that lists all past and current coursework and how the coursework fulfills the requirements for the student's academic program. It is the student's responsibility to make sure the APAS form is accurate and reflects completion of all requirements prior to graduation.

You are strongly encouraged to complete all liberal education requirements **PRIOR TO SEMESTER SIX**. 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 report at (copy and paste link):

apas.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. GO TO ONESTOP FOR 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 UMN 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 for updates.

DH Additional Registration Information

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 Make-up Exams Missed Due to Clinical Outreach 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. Students must notify course directors that they will miss an exam due to a SOD clinical outreach experience. 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.

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.
<https://onestop.umn.edu/academics/take-leave-absence>

DH Readmission after Withdrawal

1. Contact the Dental Hygiene Program Director.
2. Obtain a “Return to the University Form” on One Stop and follow submission instructions.

Applications for readmission for the first semester of the dental hygiene curriculum will be reviewed by the Dental Hygiene Admissions Sub-Committee and must be approved by the School of Dentistry Admission Committee according to the following guidelines:

- If the student withdrew from the program in good standing and has maintained a minimum 2.0 grade point average during absence from the program (if enrolled in college), they will be readmitted on a space- available basis if the application is submitted by the application 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.

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.

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

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 prepare for the examination and pay the required fee. Students will be assigned an examination date during summer semester and may not schedule the examination independently.

State Dental Hygiene Licensure Preparation

The University of Minnesota Dental Hygiene program trains students for Minnesota dental hygiene licensure only. Students seeking licensure in other states may need to seek additional training outside of the formal University of Minnesota curriculum to fulfill licensure requirements.