Predoctoral and Advanced Education

STUDENT HANDBOOK

Revised May 2010

Approved by the Voting Faculty of the School of Dental Medicine
December 13, 1994

The University at Buffalo School of Dental Medicine reserves the right to make changes in programs, policy and regulations as needed subsequent to the publication of this handbook.
# PREAMBLE

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PREAMBLE

The University at Buffalo (UB) School of Dental Medicine sponsors several academic programs. These include university and hospital-based clinical programs as well as D.D.S., M.S., and Ph.D. programs. The university based clinical, D.D.S., M.S., and Ph.D. programs follow the policies of the Graduate School. The hospital-based programs follow the policies of the consortium. The AEGD program follows the policies governed by UUP-state contract. Many of the policies in this handbook supplement other existing policies.
GENERAL INFORMATION

School of Dental Medicine Administration

The administrative structure of the School of Dental Medicine consists of the Dean, Associate Deans, and Department Chairs. In addition, there are several Assistant Deans, Directors, and standing committees to carry out the duties and responsibilities of the School. For further information, refer to Appendix B.

DDS Student Government

The American Student Dental Association at Buffalo (hereinafter referred to as the Association) is the official dental student governing body. The Senate is the legislative branch of the Association, and consists of the class officers (president, vice-president, secretary, and treasurer) and three at-large representatives from each dental class. The Executive Council includes a president, vice-president, secretary, treasurer, co-treasurer, first delegate, second delegate and alternate delegate. For further information, consult the Association Constitution and Bylaws (Appendix M) or contact an Association officer.

Building and Administrative Office Hours

Administrative offices are generally open from 8:30 am to 5 pm Monday through Friday, with the exception of legal holidays. Some offices are closed from noon to 1 pm.

Student access is generally limited to the basement level on weekends and after 6 pm on weekdays. Students who remain in campus buildings after 11:30 pm must be prepared to show proper identification to University police officers or other University representatives upon request.

The basement of Squire Hall will be closed to all student dentists between the hours of 1am and 5am. This action has been taken with the safety and security of the SDM Community in mind. Campus Police officers will make routine patrols of the SDM during this time. If a student dentist is in the basement of Squire Hall between the posted times that student dentist would be requested to leave the area. A second offense would result in referral to the appropriate Judicial Council for trespass. If a student dentist refuses to vacate the area, becomes disruptive, or is a constant violator, he/she may be charged with trespass under the New York Penal Law.

Photo Identification Cards

University and dental school photo identification cards are issued to each new dental student. UBCards are required for admittance to University at Buffalo facilities and events. School ID's are required for access to the Clinic Management System, and may be required when using Squire Hall or the Bio Education Building after business hours. UBCard replacements may be obtained from the UBCard Office, Harriman Hall. School ID card replacements may be obtained by contacting the Business Office (829-3226). A replacement fee will be charged.

Lockers

Each incoming dental student is assigned a locker at the beginning of the school year. Normally, there are enough lockers so that fourth year students can request and receive a second locker and third year students can double or triple up on a second locker. Any student wishing to change lockers with another student, or whose locker needs repair, should contact the Office of Academic and Student Affairs, 315 Squire (829-2839).

The School of Dental Medicine is not responsible for lost or stolen items. Students are strongly urged to purchase insurance coverage to protect against loss or theft. Instrument insurance premiums are modest ($70 - $80/yr). Information is provided to students annually at the start of each school year.

Financial Aid
If you need help financing your education, U.S. citizens and eligible non-citizens should apply for federal financial aid by filling out a FAFSA (Free Application for Federal Student Aid) online at: http://www.fafsa.ed.gov/. The FAFSA application is required for any student wishing to apply for federal aid including all federal loans. Students interested in applying for Federal Direct Stafford loans must file a FAFSA at www.fafsa.ed.gov every year in attendance. The FAFSA collects the student’s household financial information to determine their eligibility for all of the federal financial aid programs. The FAFSA is available on line as of January 1st. The University’s priority filing date for filing the FAFSA is March 1st.

You may receive more detailed information by visiting Student Response Center website at: http://src.buffalo.edu/ or by calling (716) 829-3914 to make an appointment with a Financial Aid Advisor located at 104 Harriman Hall on the South Campus.

emergency loans

The School of Dental Medicine Alumni Association has generously contributed funds that are available to students as short-term emergency loans. The amount of these loans is generally $100 to $500, and is designed to tide students over (for example to help with bills or other needs) while awaiting receipt of a student loan. For more information, contact the Director of Student Services (829-2839).

DDS Academic, Clinical and Research Opportunities

Minors programs

Minors programs allow students to concentrate selective courses in specific areas of interest. Current minor options include Endodontics, Oral Biology, Pediatric and Community Dentistry, Periodontics, Esthetic Dentistry, Oral Surgery, and Advanced Prosthodontics for the General Dentist. Students interested in a minors program should contact the specific department of interest.

Externship opportunities

Students participating in externship programs in locations with which the School has an affiliation agreement (including, but not limited to, the University consortium hospitals) will be covered by our institutional malpractice insurance. Students wishing to participate in any other externship program must procure malpractice insurance in accordance with that program's mandates.

For further information on applying for externships, contact the Associate Dean for Academic Affairs, 315 Squire (829-2839).

Student Research and Honors Committee

The Student Research and Honors Committee is a Standing Committee of the School of Dental Medicine that conducts a summer research program for dental students. The purpose of this program is to promote research by dental students. The committee awards fellowships for summer research and sponsors a seminar series designed to increase student awareness of dental research opportunities. Research fellowships are funded by the National Institute for Dental and Craniofacial Research, American Association for Dental Research, Dental Alumni Association, several endowments, the Department of Oral Biology, and the Dean's Office.

Thesis Honors

Students who participate in the research program are encouraged to complete an honors thesis. Students who do so graduate with Thesis Honors, and this is noted on their diplomas. For more information about research opportunities or the honors thesis, contact the Chair of the Student Research and Honors Committee.

Postgraduate Opportunities

PASS

The Postdoctoral Application Support Service (PASS) is a centralized application service of the American Dental Education Association, and is designed to simplify and standardize the process of applying to postdoctoral dental education programs.
by providing uniform biographical and academic information to these programs. It acts as an information clearinghouse, and does not influence any program's appraisal or selection of applicants. PASS can be thought of as the AADSAS for postdoctoral dental education.

This service must be used when applying to any of the postdoctoral programs participating in PASS. These programs include advanced general dentistry, general practice residencies, oral and maxillofacial surgery, orthodontics, prosthodontics and pediatric dentistry. Only one PASS application is completed, regardless of the number of programs to which the student applies.

A formal overview of the postgraduate application process is presented during the third year curriculum to help explain the service and to answer questions about PASS or Match (see next section). For further information, visit the PASS website at http://www.adea.org/ or contact the Office of Student Affairs, 829-2839.

**Match**

The Postdoctoral Dental Matching Program (or Match) is designed to assist students applying to postdoctoral programs obtain positions of their choice and to help programs obtain applicants of their choice. Applicants apply to the programs in which they are interested, and applicants and programs interview and evaluate each other independently of the Matching Program. After all interviews have been completed, each applicant submits a Rank Order List to the Matching Program of the programs from which he or she is prepared to accept an offer. Similarly, each program completes a Rank Order List of the applicants to whom it is prepared to offer a position, and indicates the number of positions available. The Matching Program simulates the making of offers by programs and the acceptance or rejection of offers by applicants based on the Rank Order Lists submitted. The application is available from the PASS website. For more information on the matching process, visit the Match website at http://www.natmatch.com/dentres/ or contact the Office of Student Affairs, 315 Squire (829-2839).

**National Board Examinations**

National Board examinations are conducted by the National Board of Dental Examiners of the American Dental Association, and are taken in two parts. Part I covers basic sciences material and is taken in the summer following the second year of dental school. Part II covers the clinical sciences and is taken during the fourth year. Copies of past exams may be obtained by writing the American Student Dental Association (ASDA). See an ASDA representative for the address and costs. Students are encouraged to obtain both sets of exams as review material. Students must pass Part I of the National Board before entering the third year, and must pass Part II prior to graduation. For further information on completion of Part I and Part II National Board exams, refer to the National Board Dental Examination Policy.

**Licensure**

In addition to National Board Examinations, candidates for New York State licensure must complete a clinically based Commission on Dental Accreditation-approved postdoctoral general practice or specialty dental residency program of at least one year's duration as a prerequisite for initial licensure.

**DDS Graduation**

Graduation represents the culmination of one's academic, clinical and personal achievements. Part of the DDS ceremony is the placement of the academic hood around the shoulders of the graduate. Students whose relative is a graduate of the School of Dental Medicine may elect to be hooded by that individual. Students should submit such a request, in writing, to the Dean's Office at least six weeks prior to the day of graduation.

**Latin Honors**

Students with exceptional grade point averages are recognized with Latin Honors, which are noted on the diplomas. GPAs of 3.75 and higher are denoted summa cum laude, GPAs between 3.5 and 3.74 earn magna cum laude honors, and students with GPAs between 3.2 and 3.49 earn cum laude honors.
ACADEMIC POLICIES

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity.

The Faculty of the University at Buffalo, School of Dental Medicine as part of its continuing review of the Doctor of Dental Surgery program has recently revised the "Competencies for Graduates of the School of Dental Medicine." The 36 items listed in this document encompass the range of knowledge and skills required for general dental practice. Accordingly, the predoctoral dental curriculum at the University at Buffalo is focused on providing our students with the educational content and clinical experiences they need to achieve these diverse competencies. The complete list of competencies can be found at: http://intranet.sdm.buffalo.edu/AcademicAffairs/Competencies/

STUDENT GUIDELINES

General

All students at the University at Buffalo are expected to abide by the Student Conduct Rules, University Standards & Administrative Regulations approved by the Council of the State University of New York at Buffalo. This document is printed each fall in either the campus or student newspaper. Additional copies are available from the Office of the President for Student Affairs, 542 Capen Hall (645-2982). It is also available at the following website: http://www.ub-judiciary.buffalo.edu/rulereg.shtml.

All students are expected to conduct themselves in a conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as within the dental profession. The dental student is obligated by the responsibility of service to the patient, to the profession and to his or her own personal standards of integrity to become qualified to administer conscientiously to the problems and needs of patients. With this responsibility in mind, students are expected to:

• conduct all academic work within the letter and spirit of the School of Dental Medicine Honor System (see Appendix C);
• attend all scheduled classes, laboratory sessions, clinical assignments (including rotations) and examinations;
• respect the dignity of each faculty and staff member individually and all faculty and staff collectively in classrooms, laboratories, clinics, and other academic settings.
• conduct themselves in a professional manner when treating patients, such conduct to include: making conscientious arrangements of appointments for diagnosis and treatment; obtaining appropriate informed consent, using forms provided by the School of Dental Medicine; obtaining appropriate consultations with faculty; and completing all patient treatment in a timely manner.
• comply with all laws and regulations applicable to the care of patients both federal and state, e.g., Health Insurance Portability and Accountability Act and Infection Control Guidelines.

Commission on Dental Accreditation Complaint Procedures

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

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

The university has set forth minimum expectations for classroom behavior for all students, which include:

• Attending classes and paying attention. Do not ask an instructor in class to go over material you missed by skipping a class or not concentrating.

• Not coming to class late or leaving early. If you must enter a class late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class unless it is an absolute necessity.

• Not talking with other classmates while the instructor or another student is speaking. If you have a question or a comment, please raise your hand, rather than starting a conversation about it with your neighbor.

• Showing respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.

• Not eating and drinking during class time.

• Turning off the electronics: cell phones, pagers, and beepers.

• Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.

• Focusing on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, and exploring the internet are unacceptable and can be disruptive.

• Not packing book bags or backpacks to leave until the instructor has dismissed class.

Professional Conduct

Professional conduct is expected of all students. Students are expected to consistently demonstrate concern and respect for patients, peers, and others. Willful harassment, abuse or intimidation of a patient, staff member, faculty member, or fellow student is grounds for administrative probation, suspension or dismissal. The Judicial Council (DDS) and the Advanced Education Judicial Council (Advanced Education) of the School of Dental Medicine are the bodies responsible for hearing all cases involving violations of the School Honor System. For further information on Judicial Council proceedings, refer to Appendix I.

Sexual Harassment

Sexual harassment of employees and students, as defined below, is contrary to University and School policy and is a violation of federal and state laws and regulations.

Definitions. The University definition of sexual harassment is based on Equal Employment Opportunity Commission (EEOC) and Office of Civil Rights (OCR) regulations and is as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or enduring such conduct when rejected is made either explicitly or implicitly a term or condition of instruction, employment or participation in other University activity, or (2) submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive University environment.

For additional information, or to make a complaint or receive a copy of the University policy and procedures to be followed for sexual harassment complaints, please contact the Director of Student Services, 315 Squire (829-2839) or the Office of Equity, Diversity and Affirmative Action Administration, 406 Capen (North Campus), 645-2266.
Academic Honesty

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered unprofessional behavior subject to referral to the Judicial Council. Students have the responsibility not only to abstain from such unprofessional behavior, but also to avoid the appearance of such behavior and to guard against the possibility for others to act unprofessionally. Students who collaborate in unprofessional behavior are as guilty as the students whom they assist.

Plagiarism

Honesty requires that any ideas or materials taken from another for either written or oral use be fully acknowledged. Offering the work of someone else as one's own constitutes plagiarism, and is a form of unprofessional behavior. Language or ideas taken from others can range from isolated formulas, sentences or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of others, including computer-based applications. The offering of materials assembled by others in the form of projects or collections, without acknowledgement, is also considered plagiarism. Students who fail to give credit for ideas or materials taken from others are guilty of plagiarism, and shall be referred to the appropriate Judicial Council.

Evaluation and Grading

Student responsibilities include all aspects of performance: technical performance, written and oral examinations, management of patients, and professional conduct and demeanor. Grades, therefore, reflect more than the passing of examinations and the successful completion of laboratory and clinical requirements. Demonstrated incompatibility with health professional obligations, ethics, and legal responsibilities represent grounds for dismissal from the program. Students are expected to:

- comply with faculty policies designed to reduce the possibility of cheating on examinations, such as rendering unauthorized materials or aids inaccessible and protecting one's own examination paper from view to others;
- maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student who has yet to take the exam;
- report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Such report should be made to the Course Director.
- cooperate with the appropriate Judicial Council in the investigation of and hearing procedures for any incident of alleged violation, such consideration to include the giving of testimony when called upon.
DDS Course Grades

Most required dental school courses are graded using a letter grade system. The +/- grading options are not used. The following system is used to compute grade point averages:

| GRADE | MULTIPLIER | X CREDIT HOURS | = "QUALITY POINTS"
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The FP grade indicates the resolution of a Failure (F) grade by some mechanism other than repeating the course. The FP grade carries credit hours but no quality points, and remains on the student's transcript.

US

The US grade indicates the resolution of an Unsatisfactory (U) grade by some mechanism other than repeating the course. The US grade carries credit hours but no quality points, and remains on the student's transcript.

Grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours.

Advanced Education Course Grades

Most courses are graded using a letter grade system according to Graduate School Guidelines (www.grad.buffalo.edu). These include: A, A-, B+, B, B-, C+, C, D, and F which carry quality points of 4.0, 3.67, 3.33, 3.0, 2.67, 2.33, 2.0, 1.0 and 0 respectively. Grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours.

H/S/U, Incomplete, and Failing Grades (DDS and Advanced Education)

H/S/U

Some required courses are graded H-Honors, S-Satisfactory, or U- Unsatisfactory. An H or an S grade indicates credit and U indicates no credit. None of these grades carry quality points (i.e., they are not included in calculation of GPA). The H grade is given for outstanding academic performance. The S grade is given only in cases in which the student's letter grade would have been equivalent to a C or better. The U grade indicates failure without academic penalty and will not be computed in the grade point average. These grades are generally used as a mechanism for providing feedback on course progress. However, in some instances they indicate a failure to meet course requirements, and may therefore be grounds for probationary status. All U grades must be remediated successfully prior to the start of the next academic year, except in those cases in which an entire course is to be repeated.

Incomplete

Incomplete (I) grades indicate that a student has not been able to complete all the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. The I is a temporary grade indicating that failure to complete course requirements was not a consequence of student neglect, lack of effort or substandard performance. Course Directors must notify students in writing, at the time that course grades are submitted, indicating the work that must be completed and the time frame within which it must be completed in order to resolve the I grade. Course requirements are expected to be completed promptly and a grade assigned. All I grades default automatically to a Failure 12 months following the end of the semester in which the I grade is assigned.
Failure

Failure (F) grades are given when a student has not completed course requirements and the criteria for Incomplete have not been met. All F grades must be remediated successfully prior to the start of the next academic year, except in those cases in which an entire course is to be repeated. The minimum passing grade for DDS didactic and preclinical courses is 65%.

Grade Reports

Final semester grade reports are available through the MyUB website (http://www.buffalo.edu/aboutmyub/). Interim grades may be available from Course Directors. Because official mail is sent to the student's permanent address, it is imperative that the students maintain current address information with the University; addresses can be updated via MyUB. Students can check their final course grades through the MyUB website.

Transcripts

Transcripts are available free of charge from the Office of Academic and Student Affairs (315 Squire).

DDS Good Standing and Academic Probation

A student must maintain a cumulative grade point average of at least 2.0, a grade point average for the most recently completed semester of at least 2.0, and have no F grades (and, in some cases, U grades or multiple D grades) for the most recently completed semester in order to be in good academic standing. Students who are not in good standing will be placed on academic probation, and this will be so noted in the student's academic file. Students on academic probation may be required to meet on a regular basis with the Director of Student Services during the term of probation. Refer to Appendix E for further information.

DDS Academic Progress and Promotion

The School of Dental Medicine Student Progress and Promotions Committee (SPPC) reviews the academic performance of all predoctoral dental students and makes recommendations to the Executive Council regarding student progression through the program, students in current or potential academic difficulty, and students who have shown outstanding achievement.

Implementation of SPPC Recommendations

The following procedures are followed in implementing recommendations of the SPPC.

The Chair of the SPPC presents the Committee's recommendations to the Executive Council of the School of Dental Medicine, which votes on these recommendations and forwards the recommendations, or alternative recommendations, to the Dean.

The Dean may agree with the recommendation of the SPPC/Executive Council or make an alternative decision, either of which is to be conveyed in writing to the student and to the Chair of the SPPC, normally within five business days. Reasons and/or policies supporting an alternative opinion must also be included in the notification sent by the Dean to the Chair, to help guide the SPPC in future deliberations. The only exception to this procedure is the case of recommendations for graduation, in which the Executive Council makes the final decision.

Any student placed on probation or requiring remediation shall be so advised by a letter from the Dean. The letter shall describe the terms of the probation and/or direct the student to the appropriate person(s) for remediation. A copy of this letter shall be placed in the student's official school file. For information on SPPC policies and procedures, refer to Appendix E.

Guidelines and Procedures For Academic Appeals
A student who wishes to appeal a recommendation of the SPPC and/or a decision by the Dean must submit a letter of intent within five (5) school days of receipt of the Dean's official notification. Refer to Appendix H for specific information regarding the academic appeals process.

**DDS Course Remediation**

Course remediation is permitted only following recommendation by the Student Progress and Promotions Committee and the approval of the Executive Council. For students receiving "F" or "U" grades, the Student Progress and Promotions Committee will review their overall progress and may recommend that the student be permitted to remediate. If this recommendation is subsequently approved by the Executive Council, course directors may then choose from one or more of the following methods. Such information would be included with the course syllabus.

**Method 1.** The student may re-take the course the next time it was offered. In view of scheduling conflicts, this option would in most cases extend the length of the predoctoral program. The grade earned the second time would be listed on the transcript in addition to the original grade and would be calculated into the student's grade point average. This option has the advantage, therefore, of potentially raising the student's grade point average.

**Method 2.** The student may take the course at another institution during the summer break. The course director would approve the course syllabus to insure that it was equivalent. The student would be responsible for tuition, fees, and other expenses and would have to achieve a grade of "C" or higher. Satisfactory completion of the course would result in an "F/P" being recorded on the student's transcript.

**Method 3.** The student may complete a remedial program including outcomes evaluation developed by the course director and administered through the Office of Continuing Education. The remedial program would be supervised by a graduate or postgraduate student or faculty member selected by the course director. Students would be charged a fee by the Office of Continuing Education to cover the costs of the remedial program. Satisfactory completion of the remedial program would result in an "F/P" being recorded on the student's transcript. This method would be appropriate mainly for the intensive one-on-one remediation required in preclinical technique courses.

**Method 4.** The student may complete a remedial program developed and administered by the course director. Such remediation would require, in most cases, registering for at least one credit hour. Satisfactory completion of the remedial program would result in an "F/P" being recorded on the student's transcript.

In certain situations in which a delay in the start of a remediation program could disrupt a student's progress, the Associate Dean for Academic Affairs may approve that remediation start prior to review by the Student Progress and Promotions Committee and Executive Council. Students so permitted would sign an understanding that their remediation program may be terminated before completion upon review by the Student Progress and Promotions Committee and the Executive Council. Students so permitted will also sign an understanding that remediation of an individual course does not guarantee continuation in the School of Dental Medicine.

**Advanced Education Good Standing and Academic Probation**

A student must maintain a cumulative grade point average of at least 3.0, a grade point average for the most recently completed semester of at least 3.0, and have no unresolved F grades in order to be in good academic standing. Students who are not in good standing will be placed on academic probation, and this will be so noted in the student’s academic file.

**Academic Counseling**

It is the student's responsibility to monitor his or her progress, seek help, and initiate remedial work when necessary. Students experiencing academic difficulty should contact the Director of Student Services. This individual has a background in academic and personal counseling, and can provide information on time management, study skills and test-taking strategies. For further information, contact the Office of Student Affairs (315 Squire, 829-2839).
Students who are performing at a marginally acceptable (D) level may be asked to participate in academic counseling seminars or remedial activities. Students are often the first to be aware of course difficulties, and should not hesitate to discuss them with the Course Director or the Associate Dean for Student Affairs and to request remedial assistance.

Most basic science courses offer remediation sessions, and other assistance is available for didactic and preclinical courses. In addition, tutoring may be provided by the School for students experiencing academic difficulty. For further information, contact the Director of Student Services.

Students who demonstrate identifiable deficiencies or are failing one or more courses will be required to attend remedial and/or academic counseling sessions.

**Course Evaluation**

Comprehensive evaluation of all courses is administered at the end of each semester by the Office of Academic Affairs. The purpose of this evaluation is to elicit feedback and constructive criticism for Course Directors so that they can improve their courses. Students are expected to participate fully in this important process. Without course evaluations, faculty have no objective basis for responding to student concerns.

Course Directors may also ask students to evaluate individual instructors at the end of the semester. The specific purpose of this evaluation is to address faculty teaching performance.

**Attendance and Absence**

Attendance at scheduled classes, laboratory sessions, clinical assignments (including rotations), and examinations is mandatory. Absence from any of these activities can negatively affect knowledge, skills and grades. The School acknowledges, however, that occasional absences will occur and that some of these will be unpredictable. Fairness requires that students know the absence policies for their classes, and that to the maximum extent reasonably feasible there be alternatives permitting students to make up required course activities from which they are justifiably absent. The responsibilities of faculty and students are:

Every Course Director shall provide to students a course syllabus during the first week of class that specifies attendance policies and dates and times for classes, exams and all other required activities. Instructors shall provide reasonable alternatives to students for required course activities from which they are justifiably absent. Instructors shall observe University policy when scheduling class activities: "Classes are to meet at the time and on the campus listed in the SARA schedule, unless changed with the consent of the entire class." [The Faculty Handbook, III.E, Faculty Teaching Responsibilities]

Students may be justifiably absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, public emergencies, documented personal or family emergencies and conflicts with University sanctioned activities. University sanctioned activities include, but are not limited to, presentations and other official representation at professional meetings. Absences for University sanctioned activities shall be certified in writing by an appropriate senior administrator, e.g., the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs (DDS), or the Associate Dean for Advanced Education or Program Director (Advanced Education). Students are responsible for the prompt completion of any alternative assignments.

The student is responsible for notifying the instructor in writing with as much advance notice as possible of required absences, preferably at the beginning of the course. Students must also notify the Clinic Group Director (DDS) or the Program Director (Advanced Education), if the absence includes clinic, and the appropriate dental unit, if the absence includes a clinical rotation. Students are responsible for informing their assigned patients of appointment cancellations and re-appointments in a timely manner.

It is recognized that absences, especially for illness, emergencies, or University sanctioned activities, may not be known at the beginning of the semester. Dental students who are absent from school because of illness, injury or other extreme circumstance should contact the Office of Student Affairs (829-2839) (DDS) or their Program Director (Advanced Education) as soon as possible so that administrative representatives can inform instructors of their absence. Illness of more than two days' duration may require medical documentation.
Other Absences

Unfortunate circumstances such as automobile problems, traffic congestion, faulty alarm clocks, etc. are not considered justifiable reasons for absence. In such cases, students are bound by the attendance requirements of the course(s) and/or clinic(s) from which they were absent, and the Course Director has the discretion to decide on an individual basis whether to allow remediation.

Patient Care Considerations

Absences involving clinic or rotation assignments are subject to patient care considerations. If the clinic or rotation director determines that an anticipated absence will negatively affect patient care, such absence may not be approved. Similarly, permission for such absence may be denied by a clinic group director (DDS) or a Program Director (Advanced Education) if it is determined that the student is significantly deficient in his or her clinical requirements.

Dispute Resolutions

DDS:

In the event a student absence situation cannot be resolved between the student and the Course Director, or either party is aggrieved by the process, appeal shall proceed sequentially to the department Chair, Dean, and finally the Vice Provost for Academic Affairs, following the School's grievance procedures (refer to Appendix G).

Advanced Education:

In the event a student absence situation cannot be resolved between the student and the Course Director, or either party is aggrieved by the process, appeal shall proceed sequentially to the Program Director, Department Chair, Associate Dean for Advanced Education, Dean, and finally the Vice Provost for Academic Affairs, following the School's grievance procedures (Appendix G).

Leaves of Absence

Requests for leaves of absence must be made in writing to the Dean. All requests must be supported by adequate written documentation describing the basis for such request. "Personal reasons" is not a sufficient explanation for requesting a leave. Leaves of absence are granted at the discretion of the Dean. Normally, leaves are granted for a period of one year. However, it may be possible to extend or reduce the leave if circumstances warrant. All students taking a leave of absence must complete the School of Dental Medicine outprocessing form prior to taking such leave. This form is available in the Office of Student Affairs.

Student Dress Code

A student's appearance contributes to both the establishment and maintenance of a good dentist-patient relationship. Thus, appearance must be neat and clean and in accordance with public expectations of professional dress in order to contribute positively to this relationship. Violations of this code will result in dismissal from the clinics by the faculty or Clinic Director, and may result in a failing grade.

Two distinct but related sets of guidelines have been developed to meet state and federal requirements and to create the professional atmosphere expected of all health care offices and institutions. These guidelines are for (1) clinical and non-clinical areas (laboratories, hallways, offices, etc.) while not involved in direct patient care and (2) clinical areas during direct patient care. Guidelines for clinical areas during direct patient care also apply to clinical and preclinical areas during simulation exercises.

For further information on student dress code and infection control, refer to the Clinic Manual or consult the Infection Control Guidelines.

Personal Hygiene

Students must appear in clinic with clean hands, nails, hair, body and clothing. Body odors must be controlled, including avoidance of perfumes and aftershaves that could aggravate patient allergies or be considered noxious at close range. Hair, including facial hair, must not interfere with the safe use of instruments and equipment in clinic or laboratories. For more
Clinical Responsibilities

Students should refer to the Clinic Manual for detailed information regarding clinic procedures, protocol and responsibilities.

Instruments & Equipment Stay Within Squire Hall

The official policy of the School of Dental Medicine is that all instruments, equipment and cassettes owned by the School will remain within the confines of Squire and Foster Halls AT ALL TIMES. They are not to leave the School for ANY reason.

You are not permitted to take instruments/equipment home, to your car, or anywhere beyond Squire & Foster Halls for any reason. We also will not loan, rent or provide any instruments for Board Examinations outside the School - you will need to make arrangements for your instruments from some other source.

Anyone found violating this policy, whether for themselves or on behalf of others, will be brought before the appropriate Judicial Council.

Clinical Compliance Program

The University at Buffalo School of Dental Medicine, Daniel Squire Diagnostic and Treatment Center (UBSDM) has always been and remains committed to conducting its business in compliance with the law while maintaining the highest standards of ethics and integrity. The UBSDM can meet this commitment through the efforts of our faculty, staff and students. We must continue to earn the trust and respect of patients and others by conducting our daily affairs with honesty, integrity, and in compliance with the letter and spirit of all applicable laws. Although honesty and integrity are individual attributes, and each individual is ultimately responsible for his or her own conduct, the UBSDM is committed to maintaining a working environment that promotes these ideals and permits our employees to demonstrate the highest professional standards in performing their daily tasks. The Clinical Compliance Program is intended to define and govern the conduct expected of faculty, staff and students and to provide guidance on how to resolve questions regarding legal and ethical issues, and to establish a mechanism for the reporting of possible violations of law or ethical practices within the UBSDM. The UBSDM has developed a Clinical Compliance Program as a comprehensive statement of the responsibilities and obligations of all employees, students and professionals, to understand and adhere to applicable federal and state laws, and to fulfill the program requirements of federal and state health plans. Compliance practices and procedures of the UBSDM will be developed and kept current with applicable laws and regulations.

COMPLIANCE PROGRAM PRINCIPLES

- **Integrity:** The UBSDM honors integrity as a fundamental value and demonstrates the highest levels of professional conduct in all its dealings. Each individual associated with School must perform his/her personal duties in accordance with these values.
- **Compliance with Legal Standards:** The UBSDM follows all applicable federal and state laws and regulations. Each person associated with the School is charged with the responsibility to learn and understand the legal standards which relate to his/her duties and to follow them accordingly.
- **Accurate Billing and Records:** The UBSDM is committed to maintaining accurate documentation and billing records that reflect services provided. Errors will be assessed and corrected appropriately.

PARTICIPATION AND REPORTING

- **Policy:** It is the responsibility of every individual to abide by applicable laws and regulations and support the UBSDM’s compliance efforts. All staff, students and faculty members are required to promptly report their good faith belief of any potential violation of the Compliance Program or applicable law. The UBSDM will provide anonymity to the individuals who report concerns to the greatest extent possible under the circumstances. There
will be no retaliation in the terms and conditions of employment/admission as a result of such reporting. Any such retaliation, retribution or harassment will be met with disciplinary action.

- **Purpose:** The purpose of this policy is to define the individual UBSDM staff, student and faculty member responsibilities for assuring ethical business practices and supporting the Compliance Program

- **Procedures:** Individuals will report their good faith belief of violations of the Compliance Program or applicable laws and regulations via one of the following methods:
  
  - written or oral report to a Group Director and/or the Assoc. Dean for Clinical Affairs
  
  - contact either one of the Compliance Officers
    
    Patient Care Related - Ms. Robin L. Comeau at 829-6402  rcomeau@buffalo.edu
    
    Facilities Related - Robert Tronolone at 829-6432  rjt24@buffalo.edu
    
    Human Resource Issues – Director of Human Resources -  Ms. Bonnie Morris at 829-6404    bfmorris@buffalo.edu

If you suspect a fraud or other dishonest or questionable act, **do not** try to question anyone or otherwise investigate the matter yourself. Report your suspicions to one of the following:

- Your Group Director and/or Assoc. Dean for Clinical Affairs
- UB's Controller
  
  Michael F. LeVine
  
  420 Crofts Hall
  
  (716)645-2505
  
  Email: mlevine@business.buffalo.edu
- University Police
  
  Dan Jay, Inspector
  
  Bissell Hall
  
  (716)645-2228
  
  Email: pbsdj@buffalo.edu
- University Police Silent Witness Reporting
  

All staff, student and faculty member reports of potential violations will be reviewed at the level determined appropriate.

**CONSEQUENCES OF REPORTING / NON-RETALIATION**

No employee or student will be disciplined because he or she made a report in good faith. Where possible, the confidentiality of the employee making the report will be protected. Employees who participate in the UBSDM Compliance Program in good faith, including but not limited to reporting potential issues, investigating issues, self-evaluations, audits, and remedial actions, and reporting to appropriate officials as provided in sections 740 and 741 on the New York Labor Law (new whistleblower provisions for health care fraud) shall not be subject to retaliation, retribution, or harassment for such good faith participation. Any such retaliation, retribution, or harassment will be met with disciplinary actions. [Section 740 applies to disclosures by employees of conduct that (a) violates a rule, law, or regulation, and (b) creates a danger to public health or safety.]

[Section 741 applies to disclosures by employees of conduct that the employee reasonably believes constitutes improper quality of patient care, or the employee’s refusal to participate in an activity that s/he believes constitutes improper quality of patient care.]

**CONSEQUENCES OF NOT REPORTING**

Any employee or student who knowingly withholds information pertaining to a potential violation will be subject to discipline actions at a level deemed appropriate, per academic or employment guidelines.
FACULTY GUIDELINES

General

Faculty members are expected to conduct themselves in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as those of the dental profession. Members of the faculty are expected (except in cases of illness or other compelling circumstances) to:

- meet scheduled classes, clinics, labs and appointments;
- be available at reasonable times for appointments with students;
- make appropriate preparation for classes and other meetings;
- provide students, at the beginning of a course, with a syllabus describing the course purpose and objectives, along with the methods and standards by which students will be evaluated, and a clear description of how grades will be determined. The syllabus also should include a course schedule listing each date, lecture topic(s) and/or objectives for the lecture, and reading assignments, if any;
- respect the dignity of each student individually and all students collectively in classrooms, laboratories, clinics, and other academic settings.

It is the responsibility of faculty members to clearly describe the expectations they have of students and to reinforce these expectations at the beginning of each course that they teach. It is important to explain, in detail, the type and amount of work that must be accomplished independently and work that can be shared or done collaboratively. Examples of what constitutes appropriate and inappropriate help should be provided to students. Faculty are urged to create teaching and testing situations which lower the likelihood or probability that cheating might occur. Cooperative learning is preferred to unnecessarily competitive environments.

Evaluation of Students

Evaluation is a critical component of the teaching-learning process. It is necessary, therefore, that a framework for evaluation that is both clear and consistent, yet recognizes the need for flexibility and individuality, be established and maintained. Members of the faculty are expected to:

- inform students at the beginning of the semester of the course policy concerning absences from and failures on examinations, quizzes, and other graded work;
- remind students at the beginning of each examination and at other appropriate times that the Honor System, which prohibits giving or receiving unauthorized aid, is in effect;
- take all reasonable steps consistent with existing physical classroom conditions, such as requiring students to sit in alternate seats and requiring unauthorized materials or aids to be taken from the room or otherwise made inaccessible, to reduce the possibility of cheating during examinations;
- exercise proper security in the distribution and collection of examination papers, and be present in the classroom during the examination;
- report to the Chair of the Judicial Council (DDS) or the Associate Dean for Advanced Education any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Consultation with the student should precede reporting. If a lower grade is assigned for academic cheating, this fact must also be reported to the Judicial Council (DDS) or the Advanced Education Judicial Council;
- cooperate with the appropriate Judicial Council in the investigation of and hearing procedures for any incident of alleged violation, such consideration to include the giving of testimony when called upon;
not consider, in academic evaluations, factors such as race, color, religion, sex, age, national origin, physical disability, political or cultural affiliation, lifestyle, or activities or behavior outside the classroom unrelated to academic and professional conduct and achievement;

perform grading duties in a timely manner and communicate the results of quizzes, examinations and other graded work to students as soon as possible, but not later than two weeks after a quiz, examination, or submission of a paper or other work to be graded. If an examination is not returned, arrangements shall be made for the student to review all test documents (answer sheet, test booklet, test key) at his or her request.

retain all academic records (exams, papers, etc.) for a period of at least two semesters, to allow the student the opportunity for due process.

recognize that students are beginners in both the preclinical and clinical environments, and provide encouragement and support for their efforts.

**DDS Final Examinations**

A period of time is set aside in the academic calendar for final examinations. In order to provide time to plan a schedule that will allow students to perform at optimal levels, Course Directors must respond to scheduling requests from the Office of Academic Affairs in an expedient manner. No more than two examinations will be scheduled on any given day for any dental class. No final examinations are to be given outside of the final examination period without approval from the Office of Academic Affairs.
GENERAL POLICIES

Public Safety

The University Police is the University's law enforcement agency, with an office on the North Campus (Bissell Hall) and a sub-station on the South Campus (Clement Hall) to facilitate the reporting, prevention, and investigation of criminal activities and to provide for prompt response to other emergencies.

Members of the academic community and visitors to the campus are encouraged to report crimes to the Department's dispatcher from any campus telephone at 2222. Crimes and emergencies can also be reported by using a campus "blue light" telephone or a campus pay phone by dialing *2222, both of which immediately connect the caller with University Police's dispatch office. This office operates 24 hours a day, seven days a week and dispatches patrols to fire and medical emergency calls and to reports of criminal activity.

Members of the campus community can also report criminal incidents to the following offices, which will facilitate the reporting of crime:

Office of Student Life   645-2055  Student Health Services   829-3316
Office of Residence Life  645-2171  Student Advocacy       645-6154
University Counseling Center   645-2720  Director of Athletics   645-3454
Student Affairs           645-2982

Victims and witnesses may report a crime on a voluntary and confidential basis by filing either a proxy report or a Silent Witness report. Without compromising the victim's confidentiality, a proxy report can alert the campus to the fact that an incident has occurred and can assist University Police in detecting patterns and preventing future assaults. It may be submitted online at www.ub-judiciary.buffalo.edu/protocol.shtml.

University Police Officers have full police status and the state authority to enforce and investigate violations of all laws and regulations. The Department is in daily contact with the City of Buffalo and Town of Amherst police departments, the Erie County Sheriff's Office and the New York State Police. The Department maintains 24-hour-a-day contact with area law enforcement agencies.

The campus has an active crime prevention and safety-awareness program. University Police Officers conduct a series of campus programs on topics related to sexual assault, self-defense, personal safety, and general crime prevention. Presentations are made in residence halls, at employee and student orientation programs, campus activity fairs, and for campus bargaining units. To make arrangements for a group presentation, call University Police directly. Information about University Police is also available at www.public-safety.buffalo.edu. The University's annual Security Report is also available at this site.

Health Examination and Vaccination Requirements

At the beginning of each school year, all students are required to file with Health Services the results of an annual physical examination, completed by a licensed physician, physician’s assistant, or nurse practitioner. This exam is to determine the student is in good health and free of any disease or conditions that might impact on the delivery of care to the patients. All students are required to submit proof of MMR, Tetanus (within 10 years), Hepatitis B series, PPD, and Varicella vaccine or history of disease. Students can complete their annual health updates at Health Services by making an appointment at 829-3316. Complete information on the immunizations required of students in Health Related Programs is available on the Health Services website at: http://www.student-affairs.buffalo.edu/shs/student-health/hrpimmunization.php#hrp3.

University Disability Policy

If you have any condition, such as a physical, learning or mental disability, which will make it difficult for you to carry out the course work as outlined or requires extended time on examinations, please notify the Course Director during the first two weeks of the course so that he/she may accordingly discuss appropriate arrangements and/or reasonable accommodations.
Smoking Regulations

The University at Buffalo is totally smoke free. Smoking is strictly prohibited in all University owned and operated buildings, stadiums and outdoor events, and in all vehicles owned and operated by the University. Doorway areas and loading docks are considered part of the building. The policy applies to all faculty, staff, students and visitors.

Understanding the addictive nature of smoking and that breaking the habit is extremely difficult for many people, the University will make every effort to assist those who elect to stop smoking and will offer smoking cessation programs. Interested employees should contact the appropriate personnel office and students should contact the Living Well Center in the Student Union, 645-2837.

Drug Free Schools And Communities Act

In conjunction with the Drug Free Schools and Communities Act Amendments of 1989, the University at Buffalo and the Student Health System are committed to clear and concise policies on substance abuse and a strong program of counseling, treatment, rehabilitation, and reentry. Students should be aware of the following information:

Student rules and regulations prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus properties or as part of its activities. No person under the age of 21 can possess any alcoholic beverage with the intent to consume. Alcoholic beverages may be served on campus by groups and organizations provided the beverages are not sold and that such service is authorized by the campus Alcohol Review Board. For information, contact the University Office of Student Affairs (645-2982).

Alcohol and other substance abuse counseling, rehabilitation, and re-entry programs are offered in the community. Free, confidential information and assessments are available at the Student Health Center in Michael Hall by calling the Student Health Access Line (829-2789) for an appointment. Referrals will be made to community treatment programs if indicated. The Student Counseling Center offers a number of programs and activities designed to assist students. In addition, chapters of Alcoholics Anonymous and Adult Children of Alcoholics meet regularly on campus.

The University will impose appropriate disciplinary sanctions on students and employees who violate these rules and regulations. Student conduct violations are considered by the Judicial Council or the Committee for the Maintenance of Public Order. Sanctions may range from warnings to expulsion for violation of University standards.

Local, state, and federal laws for the unlawful possession or distribution of illicit drugs and alcohol are enforced on campus. These include the State Penal Code provisions on the possession and sale of controlled substances and federal controlled substance possession and trafficking sanctions. Violations of state laws can result in fines and up to life in prison. Federal sanctions are similar.

The use and overdose of illicit drugs and alcohol can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death. Even low doses may significantly impair judgment and coordination.

Lunch and Learn Policy

In an effort to ensure that information presented to our students is in accordance with our mission, the following policy has been established. The term "vendor" is defined as any representative of an outside organization or company presenting information about a product or service to students of the School of Dental Medicine. All vendors are required to complete a Lunch and Learn Application Form, available from the intranet (intranet.sdm.buffalo.edu). Room reservations cannot be finalized and flyers/emails advertising a speaker/event cannot be approved until the Lunch and Learn Committee approves an application. Students interested in coordinating a presentation with a vendor are responsible for completing this form.

Completed forms should be submitted to the Office of Student Affairs at least two weeks prior to the proposed event. Submitted forms will be reviewed by the chair of the Vendor Registration Committee and a letter or email indicating approval or denial will follow within 3-5 business days. Vendors may be charged a speaking fee, which will be used to support student services and activities. The committee consists of five faculty members- Associate Deans for Student Affairs, Academic Affairs, Clinical Affairs, and Research and Advanced Education, Director of Continuing Dental Education- and two to three student representatives determined by class officers.
This policy applies to any request to speak to students that is initiated by vendors or students, either individually or as a group. It does not apply to faculty-initiated events or to Continuing Dental Education, regularly scheduled courses, or departmental activities.

**Policy on Dental Treatment for Dental Students**

Some special discounts are available to dental students who wish to be patients of the School of Dental Medicine. Discounts vary depending on the procedure and the clinic in which it is performed. More information can be obtained from the Business Office (829-3227).

**Patient Parking**

Patients may park in the patient lot adjacent to Squire Hall and in the Kimball Tower lot across the street. In addition, parking is available in the Michael/Farber lot.

Patient parking permits are available to all patients of the School of Dental Medicine. Permits are available in each of the school clinics, and at the switchboard. Students should provide patients with parking permits, appropriately marked for the next visit, at the end of each appointment. Permits filled out improperly may result in ticketing by Parking and Transportation Service. Patients who do receive a ticket may complete a Parking Ticket Appeal form, available in 158 Squire.

Parking in the lot next to Squire and Kimball Tower lots are reserved for patients only until 4 pm Monday through Friday. It is illegal- and unethical- for students, faculty or staff to park in this lot using patient parking permits. All vehicles parked illegally in this lot will be ticketed. After 4 pm, and anytime on weekends, these lots are available for nonpatient parking.

**Student Parking**

Students are required to register motor vehicles annually with Parking and Transportation Services. Parking permits are issued upon completion of vehicle registration and payment of required fees. Permits or receipts are required and must be properly displayed on all vehicles utilizing parking facilities from 7 am to 3 pm, Monday through Friday, when the University is open. Student parking areas on the South campus include the Main-Bailey, lower Abbott, Townsend, Parker, and Sherman lots (refer to campus map for locations). Student parking permits are not valid in faculty/staff or other paid lots until 3 pm, Monday through Friday (4 pm in the Squire lot). Please note, however, that parking areas designated for those with disabilities are in effect 24 hours a day. Vehicles parked in these areas at any time without a permit will be ticketed.

**Overnight Parking on Campus**

Parking is not allowed in most campus lots between midnight and 6am from November 15 and April 15 to allow for snow removal. Students planning to park on campus after midnight may park anywhere in the Squire lot (except those areas designated for handicapped parking) until 2 am, except in the case of significant snowfall. All vehicles must be moved by midnight when snow is falling or park in the Abbott lot or in the row of Michael/Farber lot designated for overnight parking.

**Cellular Phones and Pagers**

Cell phones and pagers are not allowed in dental classrooms, clinics, or laboratories due to their disruptive nature. Students found using cell phones or pagers in these settings may be subject to disciplinary proceedings.
SERVICES AND FACILITIES

Insurance Coverage

The University requires all full-time students to have health insurance coverage. The Student Medical Insurance benefits for dental students include hospitalization, emergency and hospital outpatient care, lab, x-ray, physician visits and chiropractic care, discount optical services, mental health services and prescription coverage. For more information on benefits, visit the Student Medical Insurance Program web site at http://healthinsurance.buffalo.edu or call 645-3036.

Health Services

The Student Health Center is located in Michael Hall on south campus (829-3316) and is open to all currently registered students. All students pay a mandatory university comprehensive fee. Part of this fee covers all services at Student Health Center. Students are required to carry medical insurance that will cover the costs associated with laboratory fees, prescriptions, radiology services or referral to specialist in the community or emergency room visit. Medical appointments are available Monday through Friday. Students with non-emergent concerns after Student Health Center is closed may call the phone number for instructions and information on how to reach a nurse triage service for advice and options for medical care.

In addition to primary care services, Student Health Services offers a variety of specialty care. These include: women’s health clinic, infectious disease clinic, immunization and travel clinic (fees associated with vaccines available online), chiropractic clinic (provided free through partnership with New York Chiropractic college; for appointments, students should call 716-685-9631), eating disorders treatment, STI testing ($10 fee), and sports medicine. For more information, contact the Student Health Center or visit their web site (http://www.student-health.buffalo.edu/).

Personal and Academic Counseling Services

The School of Dental Medicine employs a full-time Director of Student Services to assist students with problems interfering with academic success. The area of personal counseling is the responsibility of the Office of Academic and Student Affairs, and is coordinated by the Director of Student Services. Personal counseling includes, but is not limited to, the areas of adjusting to dental school, coping with issues of stress, personal relationships, enhancing self-esteem, managing anxiety, surviving grief and loss, and dealing with depression and loneliness. The area of academic counseling is also coordinated through the Office of Academic and Student Affairs. This includes advisement regarding time management, test-taking and study skills. These offices also coordinate tutoring services, which are provided by upperclassmen in the basic sciences and pre-clinical labs. The Director’s office is located in 315A Squire, and she can be reached at 829-2338 or klmiller@buffalo.edu.

The University Counseling Center offers free, voluntary and confidential services to currently registered students. Services include individual counseling, group counseling, couples counseling and crisis counseling. Drug and alcohol counseling is also available. The Counseling Center is located at 120 Richmond Quadrangle, Ellicott Complex, North Campus. Counseling is also available at Michael Hall on south campus. Students should call (716) 645-2720 to make an appointment at both campuses.

Bookstores

The Medical Bookstore, located at 3610 Main Street (833-7131; http://www.buffalo-medical.bkstr.com/), has most of the supplies needed by dental students. There is also a University Bookstore located on the North campus near the Commons (645-3131; http://www.buffalo.bkstr.com/).

Libraries

The Health Sciences Library (HSL) is open seven days a week when school is in session. In addition to a main reading room, the HSL has 18 private study carrels and three group study rooms. For more information, call 829-3900. Lockwood Library (645-2815) and the Law Library (645-6765), located in O’Brian Hall, are both on the North campus and also open every day. For more information, contact the libraries web site at http://ublib.buffalo.edu/libraries/.
**Media Resources Center**

The Media Resources Center is located in the basement of the Health Sciences Library. Videotapes, slides, and audiotaped lectures can be reviewed in this facility. For more information, call 829-3614.

**Alan J. Gross Student Resource Room**

The Alan J. Gross Student Resource Room, B-14 Squire, is available for individual and small-group study 24 hours a day. This room features wireless internet access and four data ports are available. This facility is also used for student tutoring.

**Computer Facilities and Services**

Computing resources for dental students are available at several locations on campus and are described below.

**Computer Laboratory**

The Dental Informatics Laboratory, with Macintosh and IBM-compatible computers and laser printer, is located in the basement of Squire Hall (B-34). The facility is designed to allow students to do clinical management as well as basic computing such as word processing, overhead/slide preparation and other tasks as needed. The computers also provide access to the Internet, HUBNet, and e-mail. The room is accessible by UBCard swipe card during all Squire Hall open hours. Contact the Office of Information Resources (829-2056) for more information.

**University Microcomputing Resources**

There are several public microcomputing facilities on both the South and North campuses. The South campus facility is located on the second floor of Diefendorf Hall. Contact Computing and Information Technology (645-7979), or via web at [http://www.cit.buffalo.edu/](http://www.cit.buffalo.edu/) for a complete list of sites and print facilities, site schedules and maps. Both IBM PCs and Macs are maintained at these sites, and printing is available free of charge. All locations are open until at least 10 pm Monday through Friday, and are open Saturdays and Sundays.

**Computer Workshops**

Regularly scheduled hands-on computer workshops are offered to all members of the University community. Scheduling information can be obtained via the web at [http://www.itworkshops.buffalo.edu/](http://www.itworkshops.buffalo.edu/).

**Mail Service**

At the beginning of the school year, each new student is assigned a mailbox. These mailboxes are located in the Squire basement hallway adjacent to the Student Lounge, and are assigned alphabetically within each dental school class. Personal mail from departments, administration, etc. is distributed daily to student mailboxes. It is important that students check their mailboxes on a regular basis to insure that they are kept up-to-date and informed. All information distributed to student mailboxes is considered to have been delivered to the student.

In the postdoctoral programs, mail is delivered either to departmental mailboxes or to the students/residents directly.

**E-Mail**

Students are assigned email accounts when they register at the University. Increasingly, official School announcements are made via email. It is therefore critical that students establish their UB email accounts and, if they use other email systems, set a forwarding address so that they receive this information in a timely manner. All information distributed to student email addresses is considered to have been delivered to the student.
PROFESSIONAL AND FRATERNAL ORGANIZATIONS

American Dental Education Association (ADEA)
The ADEA is an organization of dental and dental auxiliary faculty, students, administrators and researchers. Its purpose is to promote quality dental education. ADEA meetings provide an opportunity for individuals interested in dental education to communicate with each other on a personal basis. Student members of the ADEA provide a vital view of the process of dental education- that of the consumer. ADEA membership provides a unique and exciting opportunity for dental students to become involved in a professional association and participate in policy-making decisions for dental education.

The ADEA encourages students to participate at its national meetings, held on an annual basis in March. Students are well represented throughout the ADEA organizational structure, and maintain full voting privileges. For more information, contact a student ADEA representative or the Office of Student Affairs (315 Squire Hall), or visit the ADEA web site at http://www.adea.org.

American Student Dental Association (ASDA)
The ASDA is a national association representing dental students. The ASDA facilitates the process by which students become active participants in professional affairs. It provides its members with the skills necessary for effective leadership and problem-solving as well as for group decision making. All students are automatically enrolled as members of ASDA when they register as dental students. For information on ASDA membership benefits and resources, visit the ASDA web site at http://www.asdanet.org/.

American Association for Dental Research (AADR)
The AADR is an organization of dental researchers, including faculty and students at dental schools located throughout the United States. Its purpose is to promote dental research and allow transmission of research findings in a timely manner. The AADR Student Research Group (SRG) is aimed at promoting student interest and opportunities in dental research at each dental school through local SRG chapters. For further information, contact the Chair of the Student Research and Honors Committee or visit the AADR homepage at http://www.iadr.com/.

Omicron Kappa Upsilon
Omicron Kappa Upsilon (OKU) is the national honorary dental society. Each year, active members of the local Lambda Lambda chapter elect a maximum of 12 percent of the fourth year class for membership. These are elected from among the academic top 20 percent of the class. OKU supports student research and presents annual student achievement awards.

Dental Alumni Association
The University at Buffalo Dental Alumni Association provides many benefits to its members and to dental students. In addition to serving as a liaison between the Dental School and its graduates, the Alumni Association has become increasingly involved in student affairs. These areas of involvement include funding for student events and for nameplates in the clinic operatories; maintenance of an emergency loan fund for students; free Dental Alumni Association membership for 18 months after graduation; sponsorship of fourth year students to the annual Alumni Association Reunion Dinner Dance; free registration for dental students at the Buffalo Niagara Dental Meeting; and sponsorship of programs and speakers for students. For further information on the Dental Alumni Association activities and events, contact the Dental Alumni Association, 337 Squire Hall (829-2061).

Dental Fraternities
There are two national dental fraternities at the University at Buffalo: Alpha Omega and Delta Sigma Delta. These fraternities offer many professional services that are not offered by the purely social fraternities common to undergraduate campuses. The University at Buffalo dental fraternities offer seminars, office visitations, and practice practical examinations for first year students, as well as social events. Most fraternity members are happy to lend books and other materials, and to offer advice to fellow fraternity members. Students often find that joining and participating in a dental fraternity serve as a gateway to professional life after dental school, by providing an introduction to contacts that otherwise might not have been available to them.
APPENDIX A: School of Dental Medicine Mission, Goals, and Objectives

Mission Statement
(approved June 2009)

The mission of the School of Dental Medicine at the University at Buffalo is to educate oral health care professionals, biomedical scientists and educators; to discover medical and biological knowledge; and to deliver high quality, oral health care. The School improves the oral and general health of the people of the State of New York through its teaching, research and service.

To achieve its mission the School of Dental Medicine will:

- Maintain its more than century-old tradition of educating general practitioners and dental specialists to provide the highest quality patient-centered care to the communities they serve; base this education on a dynamic curriculum employing the latest information technologies and emphasizing the interactions between basic biomedical sciences, clinical sciences and clinical practice; continue to prepare individuals for leadership roles in the basic and oral health sciences and in dental education; and serve health care professionals throughout the state and the Northeast by providing lifelong learning through continuing education programs.
- Conduct innovative research and scholarship as an integral component of the State University of New York's sole comprehensive research-intensive university, contributing to the prevention, diagnosis, and treatment of oral disease and disseminate discoveries to both the professional community and the public through contributions to the scientific literature, through oral health promotion and disease prevention programs, and through technology transfer in partnership with industry thereby promoting economic development in Western New York.
- Serve as a primary, secondary, and tertiary care center providing high quality, oral health services in a patient-oriented environment and maintain a strong community presence as the region's major provider of oral health care services to underserved populations and to people with special oral health care needs through both its intramural clinics and its outreach programs.

In accomplishing its mission, the School of Dental Medicine will continue to be one of the nation's outstanding health professions schools.

Goals and Objectives
MISSION I. Educate Oral Health Care Professionals, Biomedical Scientists and Educators

Goal I.1 Prepare qualified students to become general dentists

Objectives
a. Attract a diverse pool of highly qualified applicants for admission.
b. Reduce financial barriers to recruitment and retention.
c. Ensure students gain knowledge, skills and values to begin general practice.
d. Maintain academic performance standards and evaluation systems which assure competence of graduating students.

Goal I.2 Foster and implement a curriculum which is competency-based and strongly founded in the behavioral, biological, clinical and physical sciences and promotes their integration.

Objectives
a. Evaluate the curriculum and implement changes.
b. Integrate and expand problem-solving and critical thinking in curriculum.
c. Emphasize interaction between basic, biomedical, clinical sciences and practice.

Goal I.3 Ensure an environment and facilities which promotes teaching and learning.

Objectives
a. Provide a responsive educational environment characterized by open communication and positive interpersonal relationships.
b. Provide sufficient, qualified and effective faculty and staff.
c. Provide opportunities for faculty to increase teaching effectiveness.
d. Provide modern educational and patient care facilities and equipment.
e. Ensure adequate distribution of funds to meet our goals; review and manage this on a consistent basis.
Goal I.4 Ensure clinical education includes a broad, quality student experience providing comprehensive patient care improving oral health.
Objectives
a. Provide quantity and breadth of clinical experience.
b. Ensure quality of patient care and clinical competence with criteria based evaluations.
c. Provide patients with comprehensive care which is timely and supervised and in compliance with pertinent standards.

Goal I.5 Prepare clinically proficient specialists and biomedical scientists that are responsive to the needs of the community.
Objectives
a. Attract a diverse pool of highly qualified applicants for admission.
b. Reduce financial barriers to recruitment and retention.
c. Ensure students gain knowledge, skills and values.
d. Maintain academic performance standards and evaluation systems which assure competence of graduating students.

Goal I.6. Prepare individuals for serving in and developing leadership roles in the basic and oral health sciences and in dental education.
Objectives
a. Provide professional growth opportunities.
b. Train dental educators.
c. Develop new opportunities for alumni activity.

Goal I.7 Serve health care professionals and alumni by providing lifelong learning experiences and forums for interaction with the school.
Objectives
a. Provide continuing education programs of high quality and responsive to needs of alumni and practitioners.
b. Develop school forums for alumni recognition and interaction.

MISSION II. Discover Medical and Biological Knowledge and Maintain Leadership in Innovative Research and Scholarship Contributing to Prevention, Diagnosis and Treatment of Oral Disease.

Goal II.1. Provide opportunity for clinical and basic science research
Objectives
a. Increase student opportunities for research.
b. Maintain MS and PhD program support.
c. Strengthen research capabilities and resources.
d. Provide faculty development in research.

Goal II.2. Contribute to the body of medical and biological knowledge
Objectives
a. Engage faculty to conduct research.
b. Obtain external funding for research and service.
c. Continue faculty scholarly contributions.

Goal II.3. Establish relationships in the community to expedite the transfer and implementation of basic and applied research knowledge.
Objectives
a. Develop research collaborations with industry and external institutions.
b. Move new discoveries into commercialization.
c. Sponsor research meetings.

Goal II.4. Integrate dental school research endeavors with other university departments or units.
Objectives
a. Obtain external funding for collaborative projects.
b. Increase publications of collaborative research.

MISSION III Deliver High Quality, Patient-Centered Oral Health Care

Goal III.1. Function as a primary, secondary and tertiary oral health care center
Objectives
a. Maintain our position as a major primary dental provider.
b. Maintain our position as a provider of specialty care.
c. Maintain our position as a referral center/tertiary care provider.

Goal III.2. Provide patient-centered oral health care services.
Objectives
a. Ensure our patient care environment is responsive to the public.
b. Patients are provided with timely comprehensive care.

Goal III.3. Maintain a quality assurance program to ensure high quality care
Objectives
a. Assess school-wide indicators on a regular basis.
b. Assess departmental indicators on a regular basis.

MISSION IV. Improve Oral and General Health of People of the State of New York

Goal IV.1. Support community dental health programs for underserved populations
Objectives
a. Expand community outreach programs.
b. Expand student experience in the community.

Goal IV.2 Provide oral health care services to people with special needs
Objectives
a. Expand our service to patients with special needs.

Goal IV.3. Advocate for resources to promote oral health in the state.
Objective
a. Encourage faculty to participate in organizations to affect change in health care policy.
b. Participate as a school in organizations to affect change in health care policy.

Revised and approved June 2009.
APPENDIX B: School of Dental Medicine Administration and Standing Committees

DEPARTMENTS

School of Dental Medicine
- Oral Biology
- Oral Diagnostic Sciences
- Oral & Maxillofacial Surgery
- Orthodontics
- Pediatric and Community Dentistry
- Periodontics and Endodontics
- Restorative Dentistry

School of Medicine
- Biochemistry
- Microbiology
- Pathology and Anatomical Sciences
- Pharmacology and Toxicology
- Physiology and Biophysics

The Voting Faculty

The Voting Faculty of the School of Dental Medicine consists of all full and part-time faculty members of the School of Dental Medicine except those enrolled in a degree or certificate program or courses to be credited toward a degree or certificate program in the School of Dental Medicine or those considered “visiting. Officers include a Chair, Vice Chair, and Secretary.

The Voting Faculty meets at least biannually, typically near the end of each semester. The Voting Faculty elects the officers of the Voting Faculty, the chairs of most Standing Committees, and four at-large representatives to the Executive Council.

The Dean

The Dean is the chief academic and administrative officer of the School of Dental Medicine. The Dean reports directly to the Vice President for Health Sciences. This individual is an advocate for the school to the rest of the university, the alumni, the local and national government officials, the local and national dental community and professional organizations.

Associate Deans

The central administration of the School of Dental Medicine consists of the Dean, and the Associate Deans. In addition to having responsibility for individual areas described below, the Associate Deans report directly to the Dean and act as his or her chief advisors.

The Associate Dean for Academic Affairs is responsible for the effective management of all predoctoral academic programs of the School of Dental Medicine, including both didactic and clinical components. This individual is involved in overseeing the design, delivery, evaluation, and modification of the curriculum.

The Chief Financial Officer is the administrative and fiscal officer for the School of Dental Medicine. This person interacts with the University on administrative/financial issues and resource development, and supports the associate deans and department chairs in these areas.

The Associate Dean for Clinical Affairs is responsible for the management of the clinics within the School, at the eight affiliated Buffalo area hospitals, and within the Faculty Practice. This individual also works closely with the Associate Dean for Academic Affairs and a staff of clinic directors.

The Associate Dean for External and Hospital Affairs is responsible for initiation and development of programs that further the interaction of the School of Dental Medicine with the University, its affiliated hospitals, the community, and state, national and international organizations.

The Associate Dean for Advanced Education is responsible for the coordination and administration of research and advanced education programs at the School of Dental Medicine as well as coordination with hospital-based programs.
The Associate Dean for Student Affairs acts primarily as student advocate. This person also oversees and coordinates Student Affairs activities. The mission of Student Affairs is to contribute positively to student life and to promote the recognition of students as essential elements of the academic community.

The Associate Dean for Research is responsible for encouraging and facilitating research activity by the faculty, staff, and students at the School of Dental Medicine, by mentoring faculty, publicizing funding opportunities, advising the Student Research and Honors Committee, and coordinating the administration of research grants and contracts.

The Associate Dean for Administration

Councils

Executive Council

The Executive Council is composed of the Dean, who serves as chair, the Chairs of all Departments of the School of Dental Medicine or their alternates, including representatives from School of Medicine Departments involved in the undergraduate curriculum, the Vice Chair and the Secretary of the Voting Faculty, and four at-large representatives elected by the Voting Faculty. The Associate Deans for Academic Affairs, Clinical Affairs, Student Affairs, Research, Advanced Education, and Administration also serve as members.

The Executive Council meets on a regular (monthly) basis to conduct business of the Voting Faculty between meetings of the Voting Faculty and to serve as an advisory body to the President, Provost, Dean and other appropriate persons or bodies.

Clinical Council

The Clinical Council is composed of the Associate Dean for Clinical Affairs, who serves as Chair; the Director of Clinics, Department Chairs, Directors of Advanced Education programs in Squire, Clinic Group Directors, Discipline Directors, Director of Operations, Chief Information Officer, Quality Assurance Coordinator, Coordinator of Patient Services, Director of Patient Evaluation and Management, and a representative of the University Dental Associates.

The Clinical Council considers all matters dealing with clinical policy or long-range planning, and makes appropriate recommendations to the Dean.

Standing Committees

Academic Appeals Board
Admissions
Advanced Dental Education Programs
Bylaws
Curriculum
Faculty Awards

Infection and Hazard Control
Nominating
Promotion and Tenure
Student Progress and Promotions
Student Research and Honors
Student Supply Purchase
APPENDIX C: School of Dental Medicine Honor System

At the time of acceptance to and registration in the School of Dental Medicine, each student signifies in writing that s/he has read the Student Code of Ethics and that s/he agrees to abide by the School Honor System, as well as the Student Conduct Rules, University Standards and Administrative Regulations, during his or her affiliation with the School. This Code of Ethics reads as follows:

I, upon entering into the dental profession, accept and honor the concept of unquestionable ethical and moral practice of my art, both in my own activities and those of my professional colleagues. I will not defame myself or the profession through academic cheating or by allowing such misconduct by my professional peers. Misconduct may include violation of school and departmental regulations and procedures which will reflect on the profession or my peers. Such misconduct includes indirect violation through devious activities to circumvent academic/professional regulations or procedures.

By accepting admission to the School of Dental Medicine, I acknowledge the ethical expectations of the dental profession, and accept the concept of the School's honor system and agree to abide by its principles.

This Code of Ethics is predicated on four fundamental ethical principles: Veracity, Justice, Beneficence, and Autonomy. From these universal principles of ethical behavior flow the standards and ideals which serve to guide the professional conduct of members of the School of Dental Medicine.

The principle of Veracity requires the professional to observe truthfulness and personal integrity in all interactions. Whether verbal or nonverbal, communication forms the basis of all human relationships. When communication is eroded by dishonesty and deceit, this basis is destroyed and meaningful relationships become impossible.

The principle of Justice requires that the professional treat others in a fair and impartial manner and give what is due or owed or what can be legitimately claimed. Absence of bias and discrimination against others is assumed under this principle.

The principle of Beneficence requires that the professional help others to further their important and legitimate interests by providing a needed service. The prevention or removal of possible harm to others also falls within this principle. Beneficence includes the concept of upholding and protecting the credibility and reputation of the profession, thereby upholding the public's trust.

The principle of Autonomy requires that the professional have a general respect for human dignity and the uniqueness of others. Persons are to be respected as unconditionally worthy individuals who have a right to self-determination as long as the resulting actions do no harm to others. Assumed under this principle is the concept of respect for and tolerance of individual differences and individuals' rights to privacy and to make their own choices.

Each student entering the School of Dental Medicine is expected to have established the highest concepts of honor and personal integrity, and to maintain these concepts throughout his or her professional career. All student activities in the dental school are conducted under the school honor system in recognition of these expectations.

Professional ethics are the responsibility of each individual operating within the profession. Dental education represents the beginning of a professional career. Therefore the Honor System is based on self-regulation inherent in the profession of dentistry. The Honor System assumes that each student has the personal integrity to be honest and professional, and that this integrity compels the student to discourage any unprofessional behavior s/he may observe in others.

Examples of Academic Dishonesty. Academic dishonesty includes, but is not limited to, the following:

(a) Previously submitted work. Submitting academically required material that has been previously submitted -- in whole or in substantial part -- in another course, without prior and expressed consent of the instructor.

(b) Plagiarism. Copying or receiving material from any source and submitting that material as one’s own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one’s own.

(c) Cheating. Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
(d) Falsification of academic materials. Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor’s name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor’s authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.

(e) Misrepresentation of documents. Forgery, alteration, or misuse of any University or Official document, record, or instrument of identification.

(f) Confidential academic materials. Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.

(g) Selling academic assignments. No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.

(h) Purchasing academic assignments. No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

Student Ethical Responsibilities

All students are expected to conduct themselves in a manner that upholds the principle and spirit of the honor system. Violations of the honor system will expose the student to disciplinary action. In certain circumstances, a student may be suspended temporarily. Temporary suspension means that a student may be deemed to be a CLEAR AND PRESENT DANGER to the University Community, patients and/or him- or herself and may be suspended immediately, pending a timely hearing on the charges. The following are some specific, but not exhaustive, examples of expected student conduct.

Examinations

- A student shall neither give nor receive aid during an examination.
- Students shall be prompt for all examinations.
- Students shall neither talk nor cause disruption of the quiet atmosphere of the examination.
- Students shall not use course notes or crib notes during an examination (unless so authorized by faculty).
- Students shall not steal examinations.
- Students shall not take an examination for another student.
- Students shall abide by all rules governing the administration of the examination as put forth by the course director (e.g., time, procedures, and seating).

Preclinical Procedures

- The use of commercial laboratory facilities is prohibited (per course directives).
- Students shall not falsify the completion of lab accomplishments.
- Students shall not steal, destroy or distort another student's work.
- Students shall not submit projects completed partly or in whole by other persons (e.g., professional students, graduate students, or lab technicians).

Clinical Responsibilities

- No patient treatment shall be performed without direct supervision.
- Students shall not falsify records or signatures.
- Students shall not steal clinic instruments, materials, or equipment.
- Students shall always treat patients in a fashion consistent with the established priority of needs.
- Students shall adhere to clinical guidelines for procedures as outlined by the clinical course director or department.
- Work or material provided by a commercial laboratory is forbidden except when approved by specific work authorizations.

Violations of General Facility Rules
• Students shall not intentionally destroy or vandalize university property.
• Students shall not violate facility hours.
• Students shall not breach facility security (e.g. propping doors open).

Professionalism

Professionalism is defined as the conduct, aims, or qualities that characterize or mark a profession or a professional person. Professionalism presupposes accountability for one's actions. Unprofessional conduct includes, but is not limited to:

• violation of the Student Conduct Rules, University Standards and Administrative Regulations
• all forms of conduct which fail to meet the standards of the dental profession, including repeated failure to meet assigned obligations
• use of abusive or intimidating language or behavior
• sexual harassment
• discrimination based on such factors as sex, religion, national origin, age, disability, marital status, veteran status or sexual orientation
• disruption of class or any other school activity
• plagiarism of material for written papers, reports or other assignments.
• other misconduct, misrepresentation, or failure in personal actions or in meeting obligations which raise serious, unresolved doubts about the integrity of the student in meeting the overall obligations of a professional dental career.

Any amendments to the School Honor System must be approved by two-thirds majority of the ASDA Senate and Executive Council and must be consistent with the Faculty By-Laws.
APPENDIX D: Competencies for Pre-Doctoral Graduates of the School of Dental Medicine

Each of the following competency statements are preceded with “Graduates will be able to…”

**Biological Sciences**
1. Understand basic biological principles with emphasis on their application to the orofacial complex.
2. Understand the biological and physical processes contributing to systemic and oral disease and other pathological conditions that impact patient care.

**Behavioral Sciences**
3. Effectively deliver oral health care to a diverse patient population.
4. Recognize and treat patients with behavioral and psychological concerns that affect oral health and implement strategies to facilitate the delivery of oral health care.
5. Effectively communicate with patients and other health care providers.

**Practice Management**
6. Manage the business aspects of a dental practice and assess overall quality in order to facilitate the delivery of appropriate oral health care.
7. Implement an effective infection control and environmental safety program that complies with regulatory standards.
8. Be able to evaluate different models of oral health care management and delivery.
9. Coordinate and supervise allied dental health personnel in providing oral health care.

**Ethics and Professionalism**
10. Exhibit professional integrity and recognize and apply the principles and standards of professional ethics, jurisprudence, and risk management to dental practice, including compliance with local, state, and federal regulations.
11. Understand the need to contribute to the improvement of oral health of the community through prevention, intervention, and education strategies.
12. Recognize disparities in the provision of oral health and understand the need to contribute to the improvement of oral health beyond those served in traditional practice settings.

**Information Management and Critical Thinking**
13. Seek, evaluate, and integrate current information on oral health care in a critical, scientific, and effective manner for evidence-based practice.
14. Use information technology for patient care, practice management, and professional development.
14. Recognize the role of lifelong learning, self-assessment and critical thinking in maintaining competency.

**Clinical Sciences**

**Patient Assessment**
16. Assess the patient’s medical, psychosocial, behavioral and oral health status.
17. Obtain informed consent.
18. Perform an extraoral and intraoral examination including assessment of vital signs.
19. Select, obtain and interpret clinical, radiographic, and other diagnostic information and procedures.
20. Recognize signs, symptoms, and risk factors that require consultation and/or referral to other health care professionals.
21. Recognize the range of normal clinical findings and be able to distinguish abnormal deviations and risk factors that necessitate prevention, treatment, or monitoring.

**Treatment and Prevention**
22. Recognize their scope of competence and be able to identify when consultation with or referral to professional colleagues is indicated.
23. Diagnose and provide appropriate treatment or referral for oral diseases and conditions.
24. Develop, present, and discuss individual, comprehensive treatment plans and treatment alternatives that address patient goals, values, and concerns.
25. Manage medical emergencies that occur in dental practice.
27. Provide care that emphasizes health promotion and disease prevention.
28. Assess and manage patients with special needs.
29. Manage patients with pulpal and periradicular disease.
30. Manage patients with periodontal diseases and conditions.
31. Perform uncomplicated oral surgery.
32. Manage temporomandibular disorders.
33. Manage developmental or acquired occlusal abnormalities.
34. Select and utilize materials and devices to restore form, function and esthetics of intraoral hard and soft tissues.
35. Manage orofacial pain and dental anxiety.
36. Select, administer or prescribe pharmacological agents for patient care.
37. Manage oral mucosal disorders.
38. Monitor therapeutic outcomes and make alterations to patient treatment as appropriate.
APPENDIX E: DDS Student Progress and Promotions Committee Policies and Procedures

A. FUNCTIONS

The Student Progress and Promotions Committee (SPPC) is a Standing Committee of the School of Dental Medicine. This Committee reviews the academic performance of all predoctoral dental students and makes recommendations to the Executive Council regarding student progression through the program, students in current or potential academic difficulty, and students who have shown outstanding achievement. The Committee also makes recommendations to the Voting Faculty of the School of Dental Medicine for academic policy development and modification.

B. COMPOSITION

The SPPC is composed of faculty members directly involved in the teaching of dental students. The Chair is a full time faculty member elected by the Voting Faculty. Committee members are appointed by the Dean and represent each of the four years of the curriculum, including the basic, preclinical, and clinical sciences. The Associate Dean for Student Affairs, Director of Student Services, and a representative from the Office of Academic Affairs serve in a nonvoting ex officio capacity. In addition, there are four separate subcommittees, one for each dental class. These subcommittees, referred to as Year Committees, are composed of the course directors or their designees for each semester. Year Committees coordinate examination schedules and review the progress of all students in their assigned academic year. They report any recommendations directly to the SPPC for action.

C. PROCEDURAL OPERATION OF SPPC MEETINGS

Year Committees meet regularly, at the middle and end of each semester, to discuss student progress. Recommendations by the Year Committees are informal, and include tutoring, counseling, or other intervention designed to correct academic deficiencies in a timely manner.

The SPPC meets at the end of each academic term, but can meet more often when warranted. A majority of members constitutes a quorum. Decisions are approved by a simple majority. Each member of the committee is entitled to one vote; the chairperson is entitled to vote only in the case of a tie. In cases in which students are recommended for dismissal or repetition of a year, voting is done by secret ballot. All proceedings are confidential.

The Committee examines grade reports for all students and, when appropriate, solicits information from Course Directors. The Committee evaluates each student's academic progress, including fulfillment of clinical requirements. Following deliberation the Committee makes recommendations to the Executive Council. Possible recommendations include, but are not limited to:

1. graduation;
2. commendation;
3. progression without restriction, including academic warning;
4. progression with restrictions, e.g., placement on probation or repetition/remediation of a course;
5. removal from probation;
6. repetition of all or part of a year;
7. completion of at least one additional semester;
8. dismissal.
D. FORMULATION OF RECOMMENDATIONS

The following guidelines are used by the SPPC in formulating recommendations.

1. Graduation

The SPPC shall recommend for graduation any dental student who has completed all prescribed courses and clinical requirements satisfactorily.

For students who have repeated a semester or a year, the cumulative GPA and class rank will reflect all grades received. Please note, however, that eligibility for graduation will be based only on the repeated semester / year coursework.

No student shall be recommended for graduation if his or her cumulative GPA is below 2.0 or if he or she has outstanding 'F', 'U' or 'I' grades.

No student shall be recommended for graduation if he or she has not passed Part II of the National Board Examination. Students who have not passed Part II of the National Board exam in time to meet the June 1 graduation date will be required to register for at least one credit hour in the summer semester to maintain continuous enrollment status. Students who have not passed Part II of the National Board exam in time to meet the September 1 graduation date will be required to register for at least one credit hour in the fall semester to maintain continuous enrollment status.

2. Commendation

The SPPC will recommend that the Dean send a congratulatory letter to any student showing outstanding academic achievement in a given semester, in recognition of this achievement. For students commencing DDS studies in Fall 2008 and later, such a letter is sent to each student with a semester and/or cumulative GPA of 3.5 or higher. For students who began the DDS program prior to Fall 2008, such a letter is sent to each student with a semester and/or cumulative GPA of 3.2 or higher.

3. Progression without restriction

Students who have completed all coursework satisfactorily and have attained both a cumulative GPA and most recent semester GPA of 2.0 or higher will proceed to the next term or year without restriction. In the case of promotion to the third year, students must also have passed Part I of the National Board Examination.

4. Progression with restrictions

a. probation:

The purpose of placing a student on probation is to notify the student formally that a serious academic problem exists, and to note this fact in the student's official school file. The duration of probation is at least one complete semester.

1. A student who fails to obtain a GPA of 2.0 or higher for the most recent semester or fails to maintain cumulative GPA of at least 2.0 shall be placed on probation.

2. Any student receiving an F grade as the only deficiency shall at least be placed on probation.

3. Any student receiving a U grade as the only deficiency may be placed on probation.

4. Any student receiving multiple D grades in preclinical and/or clinical courses may be placed on probation.

5. Any student who has not passed Part I of the National Board Examination prior to the start of the third year, shall at least be placed on probation.

6. Any student who has not taken Part II of the National Board Examination prior to December 31 of the fourth year will be placed on probation.
7. If a student fails the first attempt at the Part II examination, they will be placed on probation and must re-take the examination (second attempt) in the fourth year spring semester.

A student on probation shall not be endorsed for graduation nor be allowed to hold office in any student or school organization and shall resign from any office currently held. Such student may not be allowed to serve on any committee; determination will be made by Associate Dean for Academic Affairs.

b. Remediation of a course

A failure (F) grade is given when a student has not completed course requirements in a course graded using the letter grade system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of an 'F' grade by some mechanism other than repeating the entire course will result in an amended grade of F/P. The F/P grade carries credit hours but no quality points. Successful repetition of the entire course will result in assignment of a second letter grade. Both the F grade and the remedial course grade will be shown on the transcript and will be included in GPA computations.

An unsatisfactory (U) grade is given when a student has not completed course requirements in a course using the H/S/U grading system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of the U grade will result in an amended grade of S. The S grade carries credit hours but no quality points.

Course Directors must submit a letter to the chair of the SPPC, at the time that course grades are submitted, recommending both the method and time frame for remediation of an F or U grade. However, the final recommendation regarding remediation is made by the SPPC in consultation with the Course Director. Students who earn a grade of F or U and are allowed to remain in school must remediate that course at the earliest appropriate time as determined by the Course Director. Students with outstanding F or U grades in preclinical lecture or laboratory courses shall not be allowed to treat patients until the F or U is remediated.

Students who fail in their attempt to remediate a course shall be recommended for one of the following:

1. Dismissal
2. Special Status with curriculum to be determined by the appropriate Year Committee, or
3. suspension from the School of Dental Medicine until successful remediation of the academic deficiency. Such remediation will consist of one of the following:
   a) enrolling in and successfully completing the course at UB as a non-matriculated student;
   b) enrolling in and successfully completing a comparable course (approved by the course director) at another university.

Students who successfully remediate the course shall be considered for reinstatement as a matriculated student for the next academic year.

Failure to remediate the deficiency within one academic year shall result in dismissal from the School of Dental Medicine.

c. Conditional promotion

A student may be promoted on conditional status with incomplete (I) coursework if the SPPC concludes that the work will be completed within a relatively short time.

A student may be promoted on probation with a failure (F) or unsatisfactory (U) course grade if this is the only deficiency and if the SPPC concludes that the course will be remediated within a relatively short time.

A student may be promoted to the third year on probation if he or she has not passed Part I of the National Board Examination if this is the only deficiency and if the SPPC concludes that the examination will be remediated within a relatively short time.

5. Removal from Probation
A student shall be removed from probation when his or her cumulative GPA and most recent semester GPA are at least 2.0 and all F, and in some cases U, grades have been remediated.

6. Repetition of all or part of a year

A student may be required to repeat all or part of a year for reasons including, but not limited to, the following:

a. one or more course failure or unsatisfactory grades (F or U) in any one academic year;

b. multiple D grades in preclinical and/or clinical courses;

c. a GPA below 2.0 for both semesters of an academic year.

The curriculum for students repeating a year will be determined by the SPPC in consultation with the appropriate Course Directors and the Associate Dean for Academic Affairs. Individual course waivers may be granted only by the SPPC and only for courses in which a grade of B or higher was obtained. Grades for both years will appear on the transcript, but only the repeating year grades will be included in GPA calculations for Progress and Promotions and Graduation recommendations. However, all grades will be included in determination of class rank.

Progress of students repeating all or part of a year shall be reviewed each semester for possible changes in status, based on their record.

7. Completion of at least one additional semester

A student may be required to complete at least one additional semester for reasons including, but not limited to, the following:

a. one or more course failure or unsatisfactory grades (F or U) in clinical courses. Students who fail to complete all clinical requirements in time to meet the June 1 graduation date will be required to register for at least one credit hour in the summer semester to maintain continuous enrollment status. Students who fail to complete all clinical requirements in time to meet the September 1 graduation date will be required to register for at least one credit hour in the fall semester to maintain continuous enrollment status.

b. multiple D grades in clinical courses

c. failure, after the third year, to pass Part I of the National Board examination

Grades for all semesters will appear on the transcript, and all grades will be included in determination of class rank.

Progress of students completing at least one additional semester shall be reviewed each semester for possible changes in status, based on student academic performance.

8. Dismissal

The term "dismissal" means that a student is permanently removed, for academic reasons, from all privileges offered by association with the University. Application for re-admission may be possible. A student may be dismissed for academic reasons including, but not limited to, any of the following:

a. two or more course failures or unsatisfactory grades (F or U) in any one semester;

b. one F or U grade and multiple D grades in any one semester;

c. failure of a course being remediated;

d. three consecutive semesters on academic probation;

e. a total of four semesters on academic probation;
f. a semester GPA below 2.0 if the student is repeating the semester;
g. failure to meet criteria specified in the Dean's letter regarding academic deficiencies;
h. gross or continuous unprofessional behavior
i. failure, after the third attempt, to pass Part I of the National Board Examination.
j. failure, after the fourth attempt, to pass Part II of the National Board Examination.

When a student is dismissed from the School of Dental Medicine for academic reasons, his or her transcript will so indicate.

E. IMPLEMENTATION OF SPCC RECOMMENDATIONS

The following procedures are followed in implementing recommendations of the SPPC.

The Chair of the SPPC presents the Committee's recommendations to the Executive Council of the School of Dental Medicine, which votes on these recommendations and forwards the recommendations, or alternative recommendations, to the Dean.

The Dean may agree with the recommendation of the SPPC/Executive Council or make an alternative decision, either of which is to be conveyed in writing to the student within five school days. Reasons and/or policies supporting an alternative opinion must also be included in a notification sent by the Dean to the Chair, to help guide the SPPC in future deliberations. The only exception to this procedure is the case of recommendations for graduation, in which the Executive Council makes the final decision.

Any student placed on probation or requiring remediation shall be so advised by a letter from the Dean. The letter shall describe the terms of the probation and/or direct the student to the appropriate person(s) for remediation. A copy of this letter shall be placed in the student's Academic File.

F. LETTERS OF ACADEMIC WARNING

Students who are progressing without restrictions but are deemed at risk of probation will receive letters of academic warning. Such a letter does not place the student on probation, but signifies a concern that the student faces a risk of future probationary status. Academic warning letters are generally sent to students who earn multiple D and/or U grades in a given semester. This letter, which is informational only, is placed in the student's academic file.

G. GUIDELINES AND PROCEDURES FOR ACADEMIC APPEALS

A student who wishes to appeal a recommendation of the SPPC and/or a decision by the Dean must submit a letter of intent within five (5) school days of receipt of the Dean's official notification. Refer to Appendix H for specific information regarding the academic appeals process.
APPENDIX F: Advanced Education Student Progress and Promotions Policies and Procedures

ACADEMIC PROGRESS AND PROMOTION

Each Advanced Education Program has a Committee consisting of the Program Director and faculty (Committee) that reviews the academic performance of all residents in the program regarding student progression through the program, students in current or potential academic difficulty, and students who have shown outstanding achievement.

POSSIBLE RECOMMENDATIONS

Recommendations may include, but are not limited to:

- program completion;
- recognition of outstanding achievement;
- progression without restriction;
- progression with restrictions, e.g., placement on probation or repetition/remediation of a course;
- removal from probation;
- repetition of all or part of a year;
- dismissal.

GUIDELINES USED IN FORMULATION OF RECOMMENDATIONS

The following guidelines are used in formulating recommendations.

Program Completion

The Committee shall recommend for program completion any student who has completed all prescribed courses and clinical requirements satisfactorily. For program completion purposes, only the repeated year grades will be included in calculating cumulative GPA for students who have repeated a year.

No student shall be recommended for graduation if his or her cumulative GPA is below 3.0 or if he or she has outstanding F, U or I grades.

Recognition of outstanding achievement

The Program Director may send a congratulatory letter to any student showing outstanding academic achievement in a given semester, in recognition of this achievement.

Progression without restriction

Students who have completed all coursework satisfactorily and have attained both a cumulative GPA and a GPA for the most recently completed semester of 3.0 or higher will proceed to the next term or year without restriction.

Progression with restrictions

Academic Review/Probation:

Any student who receives a grade of "U", "F", or "D" in any required course falls below the minimum academic requirements of 3.0 and who indicates a lack of ability as determined by the Committee, will receive an immediate review by his or her program faculty. Upon completion of the academic review, the Committee may place the student on academic probation. Such notice will be made in writing by the Program Director or designee prior to the end of the Add/Drop period of the next semester and will indicate the terms of the probation and its removal.

Repetition or remediation of a course:
A failure (F) grade is given when a student has not completed course requirements in a course graded using the letter grade system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of an F grade by some mechanism other than repeating the entire course will result in an amended grade of F/P. The F/P grade carries credit hours but no quality points. Successful repetition of the entire course will result in assignment of a second letter grade. Both the F grade and the remedial course grade will be shown on the transcript and will be included in GPA computations.

**Conditional Promotion:**

A student may be promoted on conditional status with incomplete coursework, if the program concludes that the work will be completed within a relatively short time.

A student may be promoted on probation with a failure (F) or unsatisfactory (U) course grade if this is the only deficiency and the program concludes that the course will be remediated within a relatively short time.

**Removal from probation**

A student shall be removed from probation when his or her cumulative GPA and most recent semester GPA are at least 3.0 and all F, and in some cases U, grades have been remediated.

**Repetition of all or part of a year**

A student may be required to repeat all or part of a year for reasons including, but not limited to, any of the following:

- one or more course failures or unsatisfactory grades (F or U) in any one academic year;
- multiple D grades in preclinical and/or clinical courses;
- a GPA below 3.0 for both semesters of an academic year.

The curriculum for students repeating a year or part of a year will be determined by the Program Director in consultation with the appropriate Course Directors and the Associate Dean for Research and Advanced Education. Individual course waivers may be granted only by the Program Director and only for courses in which a grade of B or higher was obtained. Grades for both years will appear on the transcript, but only the repeating year grades will be included in GPA calculations for progress and promotion and program completion recommendations. However, all grades will be included in determination of class rank.

Any student placed on probation or requiring remediation shall be so advised by a letter from the Program Director. The letter shall describe the terms of the probation and/or direct the student to the appropriate person(s) for remediation. A copy of this letter shall be placed in the student’s Academic File.

**Dismissal**

A student may be dismissed for academic reasons including, but not limited to, any of the following:

- two or more course failures or unsatisfactory grades (F or U) in any one semester;
- one F or U grade and multiple D grades in any one semester;
- failing a course being remediated;
- three consecutive semesters on academic probation;
- a semester GPA below 3.0 if the student is repeating the semester;
- failure to meet criteria specified in a previous letter from the Dean regarding academic deficiencies.

Students not meeting the written terms of their academic probation may be academically dismissed from the University by their program. Such dismissals shall be done in a timely fashion but no later than three weeks after the completion of the semester final examinations. The Graduate School will be notified in writing of all such academic dismissals.

Students dismissed for academic reasons from a program will have a notation placed on their transcripts indicating that they were academically dismissed and the date of the dismissal.

**LETTERS OF ACADEMIC WARNING**
The Program Director shall send a letter of academic warning to any student with unresolved Incomplete (I) grades or with multiple C grades or less in a given semester. This letter is informational only, and is not placed in the student’s Academic File. The intent of the letter is to ensure that the student is aware that an academic problem exists.

GUIDELINES AND PROCEDURES FOR ACADEMIC APPEALS

A student who wishes to appeal a decision must submit a letter of intent within ten (10) school days of receipt of the Dean's official notification. Refer to Appendix H for specific information regarding appeal procedures related to academic dismissal.
APPENDIX G: Academic Grievance Policy and Procedures

Preamble

It is an objective of the University at Buffalo and the School of Dental Medicine to encourage the prompt consultative resolution of student grievances as they arise, and to provide orderly procedures for the formal consideration and resolution of complaints that cannot be resolved through consultation.

This set of procedures is designed to provide a well-defined, yet appropriately flexible structure that recognizes and reflects the issues unique to dental education as well as academic areas common to all faculty-student or administrator-student relationships.

The following procedures provide a sequence of steps for the orderly and expeditious resolution of grievances initiated by dental students. While recognizing and affirming the established principle that academic judgments and determinations are to be reached solely by academic professionals, it is the School of Dental Medicine’s intention to secure, to the maximum extent feasible, equitable treatment of every party to a dispute. To that end, those who oversee the grievance process are charged to pay heed not only to issues of procedural integrity, but also to considerations of substantive fairness.

Grievance Definitions and Limits

1. Definition. A grievance shall include, but is not restricted to, a complaint by a dental student:
   (a) that he or she has been subjected to a violation, misinterpretation, or inequitable application of any of the regulations of the University, the School of Dental Medicine; or
   (b) that he or she has been treated unfairly or inequitably by reason of any act or condition that is contrary to established policy or practice governing or affecting dental students at the University at Buffalo.

2. Time Limit. A grievance must be filed within 30 calendar days from the date of the alleged offense. The cognizant department chair, or Dean, or the Dean of the Graduate School may extend this time limit upon demonstration of good cause. However, students should note that grievances that are not initiated in a timely fashion may delay graduation or promotion to the next academic year, and may affect award and scholarship eligibility.

CONSULTATIVE RESOLUTION

Virtually all disputes originate in the department or comparable administrative unit and should, if feasible, be resolved through consultation between the disputants. The parties should meet and exert a good faith effort to resolve the dispute amicably.

At the request of either or both parties, the consultation may be recorded by a departmental note-taker (a staff or faculty member, but not a student). If a departmental note-taker is present during the consultation, the student may have an additional note-taker of his/her choosing also in attendance. Neither note-taker may actively participate in the consultation between the parties to the grievance other than to request repetition or clarification of statements made by either party during the consultation session.

It may be useful for the student to seek first the assistance of a faculty advisor, acting as a mediator to aid in evenhandedly resolving the dispute.

FORMAL RESOLUTION

1. SCHOOL LEVEL REVIEW

Step 1. The student who believes that the grievance is severe or has been unable to obtain an acceptable consultative resolution should submit in writing to the Dean a description of his or her complaint, including any evidentiary or supporting materials, and a request for a hearing.
Step 2. Upon review of relevant materials, including all materials and statements presented during consultative review, and materials and statements subsequently presented, if the Dean (DDS) or Associate Dean for Advanced Education (hereinafter referred to as ADAE) does not find that the complaint provides reasonable grounds to grieve nor raises doubt concerning the adequacy of prior review, the Dean or ADAE may issue a formal decision regarding the grievance. In such a case, the Dean or ADAE shall submit a Statement of Decision to the principals (via certified, return receipt mail), the department chair, and the Dean of the Graduate School within 20 academic days of receipt of the complaint.

Alternatively, if the Dean or ADAE deems it necessary or appropriate to consider further the circumstances of the grievance, he or she shall convene a Grievance Committee within 20 academic days of receipt of the appeal. The Grievance Committee shall include two faculty members and two dental students. The Grievance Committee shall not include representatives from the department(s) involved in the grievance, nor representatives from the grievant’s class (see Section IV, Grievance Committee Membership).

Step 3. The dean or his or her designee shall give the Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures, the original written grievance, the written grievance to the dean, and any supplemental materials and statements.

Step 4. The Grievance Committee shall convene hearing(s) necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. The principals must be given at least a 72-hour prior notice of the hearing.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence (see Section III, Confidentiality of Proceedings).

Step 5. The Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the Dean or ADAE within 10 academic days of the final meeting of the committee.

Step 6. The Dean or ADAE shall consider the committee’s findings and recommendations and render a final decision. This Statement of Decision and a statement of the student’s right to appeal the Dean’s or ADAE’s decision (including time limit) shall be submitted in writing from the Dean or ADAE to the principals (via certified, return receipt mail), the department chair, and the Dean of the Graduate School within 10 academic days from receiving the Decanal Grievance Committee’s written recommendations.

Files shall be maintained in the offices of the cognizant dean and the Office of the Dean of the Graduate School.

II. GRADUATE SCHOOL LEVEL APPEAL

On rare occasions, when all established procedures within the dental school have been exhausted, it may be appropriate for the Dean of the Graduate School to consider a final University appeal. In general, the Dean of the Graduate School will consider only those appeals that document violations of applicable due process in prior proceedings or which establish sound cause to believe that prior proceedings have resulted in a decision contrary to law, the Polices of the SUNY Board of Trustees, or policies of the University at Buffalo. In general, the Dean of the Graduate School will not consider appeals that merely challenge the appropriateness of a judgment reached following a full and fair review of a matter by the department and the dean of the school.

Step 1. If either principal wishes to appeal the decision(s) of the Dean or ADAE, the written statement of appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days of receipt of the Statement of Decision. The appeal shall be filed with the Dean of the Graduate School.

Step 2. Upon review of relevant materials, including all materials and statements presented during prior hearings, and any materials and statements subsequently presented, if the Dean of the Graduate School does not find that the statement of appeal provides reasonable grounds to appeal nor raises doubt concerning the adequacy of prior review, the Dean of the
Graduate School may issue a formal decision regarding the appeal. In such a case, the Dean of the Graduate School will submit a Statement of Decision to the principals (via certified, return receipt mail), the department chair, and dean within 20 academic days\(^1\) of receipt of the appeal.

Alternatively, if the Dean of the Graduate School deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall convene a Graduate School Grievance Committee within 20 academic days\(^1\) of receipt of the appeal (see Section V, Graduate School Grievance Committee Membership).

**Step 3.** The Graduate School shall give the Graduate School Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures, the original written grievance, the written appeals to both the school/college and the Graduate School levels, any supplemental materials and statements, and all documentation and recommendations from the departmental and decanal proceedings. The Graduate School will notify principals at least 72 hours prior to the hearing.

**Step 4.** The Graduate School Grievance Committee shall convene hearing(s) as necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the Committee.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the chair, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence (see Section III, Confidentiality of Proceedings).

**Step 5.** The Graduate School Grievance Committee shall submit its letter of recommendations, including findings and reasons for recommendations, to the Dean of the Graduate School within 10 academic days\(^1\) after the final meeting of the committee.

**Step 6.** The Dean of the Graduate School shall consider the Committee’s findings and recommendations and render a final University decision/determination. The Dean of the Graduate School's Statement of Decision shall be submitted in writing to the principals (via certified, return receipt mail), the department chair, and the cognizant academic dean within 10 academic days\(^1\) from receiving the Graduate School Grievance Committee’s written recommendations.

The determination/decision of the Dean of the Graduate School constitutes the final step in the University review process and may not be further appealed.

Files shall be maintained in the office of the cognizant dean and the Graduate School.

### III. Confidentiality of Proceedings.

Once the department chair, Dean or the Dean of the Graduate School initiates a grievance hearing, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials or testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the grievance.

If a breach of confidentiality by either principal (as defined above) is formally brought to the attention of the Grievance Committee, upon a majority vote of the committee, it may choose to consider this breach a case of possible misconduct. If a committee member is charged with a possible misconduct, such charge will be heard at the next highest level Grievance Committee. Such consideration shall take precedence over the pending grievance; a misconduct hearing shall be conducted, and findings shall be transmitted, in writing, to the principals and committee members, and shall be placed in a supplemental file of the grievance proceedings. Such findings may then be considered in the subsequent review of the grievance.

### IV. Grievance Committee Membership

The dean, or the chair of Grievance Committee, shall assemble, from a pool of individuals comprising the Grievance Pool, a Grievance Committee comprised of no fewer than two faculty members and two dental students or a larger number of
participants maintaining this same ratio. The Grievance Pool shall consist of members of the Judicial Council. The
Grievance Committee shall not include representatives from the department(s) involved in the grievance.

The members of the Grievance Pool and the Grievance Committee shall be selected so that no member is involved in a
disproportionate number of grievances. Each principal to the dispute shall have the option of requesting, without stipulating
a reason, the replacement of one member of the Committee appointed to hear the grievance. If any principal finds the
replacement member inappropriate, the party shall transmit, within five academic days\(^1\) of the naming of the committee, a
written statement of the grounds for this “challenge for cause” to the cognizant academic dean who shall rule on its merits
and either retain or replace the committee member so challenged. Each committee member selected shall have the option of
disqualifying him/herself from the Committee by stipulating reasons why he or she feels unable to deal with the grievance in
an unbiased fashion. If the Judicial Council membership does not provide a large enough pool of candidates, due to
ineligibility or disqualification, the Dean may select the Grievance Committee from among the faculty and student bodies-at-large.

V. Graduate School Grievance Committee Membership

The Graduate School Grievance Committee shall be comprised of no fewer than two faculty members and two graduate
students (all from outside the dental school) or a larger number of participants maintaining this same ratio. The
departmental representatives comprising the Graduate School Grievance Pool shall be selected by the respective faculty and
student constituencies in an appropriate democratic fashion, and in no case shall these representatives be appointed by the
departmental or decanal administration. If deemed appropriate, the Graduate School Grievance Pool may also serve as the
Graduate School Academic Integrity Pool.

The members of the Graduate School Grievance Pool and the Graduate School Grievance Committee shall be selected so
that no member is involved in a disproportionate number of grievances. Each principal to the dispute shall have the option of
requesting, without stipulating a reason, the replacement of one member of the committee appointed to hear the
grievance. If any principal finds the replacement member inappropriate, the party shall transmit, within five academic days\(^1\)
of the naming of the committee, a written statement of the grounds for this “challenge for cause” to the Dean of the Graduate
School who shall rule on its merits and either retain or replace the committee member so challenged. Each committee
member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she
feels unable to deal with the grievance in an unbiased fashion.

This policy was adapted from the Academic Grievance Policy and Procedures, Graduate School, adapted by the
University at Buffalo Faculty Senate, 6 December 2005, promulgated by President John B. Simpson, 16 December 2005,
and revised 26 June 2008.

Notes:

\(^1\) Academic days are defined as weekdays when dental classes are in session.
APPENDIX H: Academic Appeals Board Guidelines and Procedures

General Information

The Academic Appeals Board (DDS) and Advanced Education Academic Appeals Board (hereinafter referred to as the Board) was established to hear appeals of decisions made by the Dean regarding student academic status. The Board acts as a final arbiter to insure that academic decisions regarding student status have been made with due process and fairness.

The Board does not set academic policy or curriculum. As such, the Board does not have the power to require that remedial or special courses be offered, nor can it change course requirements or prerequisites.

An appeal cannot take place if a grade grievance procedure has not yet run its course (see Student Grievance Procedures). That is, if a student is grieving a course grade, an Appeal procedure cannot be filed until the grievance procedure has been completed.

During an appeal, students may attend classes and participate in other educational activities not involving patient care unless, following his/her review, the latter is permitted by the Associate Dean for Clinical Affairs (DDS) or the Program Director (Advanced Education). Students will not be promoted nor permitted to graduate pending resolution of an appeal.

Board Composition

The Board (DDS) shall be composed of five (5) members and three (3) alternates. In urgent cases where five members and/or alternates cannot be assembled to hear an appeal, the dean and the chair may appoint temporary alternates to serve. All members and alternates shall be either a) tenured faculty or b) faculty at the level of Assistant Professor, or above, with at least five years of faculty service. Members of the Board may not be members of the Executive Council or the Student Progress and Promotions Committee.

The Board (Advanced Education) shall be composed of three (3) members including a Board chair. Each shall be either a) tenured faculty or b) Assistant Professor, or above, with at least five years of faculty service. Members of the Board may not be the Program Director or faculty from the student's program who is making the appeal and may not have participated in the Judicial Council that made the original decision that is being appealed.

Appeals Process

Students must notify the Dean or designee, in writing, of their intent to appeal within five (5) working days of receipt of the Dean's official notification of decision regarding academic status or five (5) working days of receipt of a grievance determination, if such grievance was pursued.

A written list of Board members shall be provided to appealing students prior to the appeal. Students are not to contact Board members to discuss the merits of their appeals before the scheduled appeals meeting. They may, however, seek information or advice on procedures or protocol.

Compelling new information and/or extenuating circumstances must be presented by the appealing student in order to be considered by the Board. Students must present in writing to the Director of Student Services:

   the decision they are appealing
   the basis for the appeal
   the academic status that they are requesting. Students may present more than one alternative.

In addition to the above, students are encouraged to substantiate claims with letters of support or other documentation. Students requesting special courses or waiver of requirements must obtain support in writing from the faculty member or department(s) involved. All documentation must be received at least 24 hours prior to the scheduled appeals meeting.
Dossier

The Director of Student Services, or other representative of the Dean, shall prepare a dossier of academic records and information on the appealing student for use by the Board. The person preparing the dossier may consult with, or get information or documentation from, appropriate course directors, faculty, staff or other university sources.

Advocacy

Students may bring a maximum of three observers or advocates to the appeals meeting to present new information or statements of support. An advocate can be a faculty member, student, or any other person whom the appealing student feels can provide appropriate support during the appeal.

Appeals Meeting Procedure

Quorum (DDS). Five members of the Board shall be present for a hearing to be considered valid.

Quorum (Advanced Education). Three members of the Board shall be present for a hearing to be considered valid.

At the beginning of the appeals meeting, and prior to the student's appearance before the Board, the Chair or other representative of the Student Progress and Promotions Committee (DDS) or the Program Director (Advanced Education) shall present information regarding the academic records of appealing students and answer questions related to student progress and promotion. This representative shall then be excused; he or she shall not take part in deliberations, and shall not vote.

The student and his/her advocate(s) shall then appear before the Board to present the appeal. Members of the Board may ask questions to clarify new or existing information presented at the appeals meeting. However, the tone of these questions should be non-adversarial; the intent is not to cross-examine the student, but to clarify information.

All those present who are not members of the Board are excused prior to commencement of Board deliberations. The Board shall conduct a secret ballot vote after each student presentation. The secret ballot vote shall consist of the following: sustain, overturn, or abstain. A simple majority vote shall be required to overturn the existing academic decision. Thus, in the case of a tie, the existing academic decision shall be sustained.

If the vote is to overturn, the Board must, by majority vote, recommend an alternative action. Due consideration must be given to the alternative(s) suggested by the student. It is incumbent upon the Board to make a recommendation that is practical in terms of availability of courses, prerequisites, etc. The Board may also make a conditional recommendation (e.g., if the student passes the summer remedial course, he/she can then enter the next year).

Immediately following the appeals meeting, the Chair or designee shall communicate the Board's decision to the Dean. The Dean or designee shall inform the appealing student of the Board's decision as soon as possible, with an official letter from the Dean to follow no later than five (5) business days after the Board meeting. The decision of the Board is final.
APPENDIX I: Judicial Council Policies and Procedures

Preamble

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university’s imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

The judicial powers of the School of Dental Medicine are vested in the Judicial Council (DDS). The Judicial Council is composed of one member plus two alternates from each of the four dental classes, and three faculty members plus two alternates elected by the general faculty. Student members are appointed by class officers. The faculty and student co-chairs are chosen by the members of the Judicial Council.

The judicial powers of the Advanced Education Programs (AE) of School of Dental Medicine are vested in the Advanced Education Judicial Council. The AE Judicial Council is composed of the Program Director and one student from each of the Advanced Education programs. The students in each AE program select student members on an ad hoc basis. The members of the Judicial Council choose the Program Directors and student co-chairs.

The Judicial Council shall have jurisdiction over Student Conduct Rules promulgated by the University Administration and over School Honor System violations.

Proceedings against a student may be pursued by any student, faculty, or staff member of the School of Dental Medicine for suspected violation of the School Honor System or University Student Conduct Rules. Students, faculty or staff members who have concerns that an Honor System violation may have occurred should bring these concerns to the Course Director or an administrative representative, if applicable, to the faculty co-chair of the Judicial Council, or to their Judicial Council class representative.

When an instance of suspected or alleged dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of misconduct will be resolved through informal consultation with the student. It is recommended that the complainant and student each consult with the faculty co-chair of the Judicial Council, dean, or the Graduate School if there are any questions regarding these procedures.

If such informal consultation fails to resolve the question, or the complainant considers formal proceedings warranted, the formal procedures described in Part II must be used.

I. Informal Proceedings

A. When Used

Course-related Offenses. Informal consultation between the student and the instructor is the desired method of resolving many questions of academic dishonesty. If an instructor has reason to believe that a student may have committed an act of academic dishonesty, he or she shall notify the student suspected of academic dishonesty by e-mail to the student's UB IT address with receipt requested, by certified mail return receipt requested, or by written notice delivered in person with a copy countersigned by the student and retained by the instructor within 10 academic days of discovery of the alleged incident.

Non-course related Offenses. In non-course related offenses (destroying school property, theft, substance abuse, etc.) the complaint should be forwarded by the complainant to the appropriate administrative representative (e.g., the Associate Dean for Clinical Affairs or the Associate Dean for Student Affairs (DDS) or the Associate Dean for Advanced Education). If the administrative representative has reason to believe that the student has violated the school’s Honor System and/or University Student Conduct Rules, she or he shall notify the student by e-mail to the student's UB IT address with receipt requested, by certified mail return receipt requested, or by written notice delivered in person with a copy countersigned by the student and retained by the administrative representative within 10 academic days of discovery of the alleged incident.
B. Procedures

The instructor or administrative representative shall meet and consult with the student within 10 academic days of the date of discovery of an alleged incident. If the student fails to attend the informal meeting, the instructor or administrative representative has the authority to reach a decision and to impose a sanction (if appropriate) without meeting with the student. The instructor or administrative representative may also consult with the faculty co-chair of the Judicial Council (DDS) or the Associate Dean for Advanced Education, and/or with students who may have some knowledge of the alleged violation. The student suspected of misconduct shall be notified by the instructor or administrative representative of such consultation.

At the informal consultation, the instructor or administrative representative shall inform the student of the allegations relating to the specific infringement, and the student shall be advised to refer to the Student Honor System and the Judicial Council Policies and Procedures sections of the Student Handbook. The student shall be given the opportunity to explain any suspected or alleged misconduct, including any extenuating or mitigating circumstances, to present evidence of innocence, or to give information relevant to an investigation. Neither the instructor or administrative representative nor the student shall be represented or accompanied by an attorney or any other advisor, and no record of this informal consultation need be preserved. However, at the request of either or both parties, the informal consultation may be recorded. A note-taker (a staff or faculty member) may record consultation proceedings. The student must agree to the presence of the note-taker, and the student may also have a note-taker in attendance.

C. Decision

1. Dismissal of Case. If, after informal consultation with the student, the instructor or administrative representative believes that the student did not violate the School Honor System and/or the University Student Conduct Rules, no sanctions may be imposed. The instructor will orally inform the student of that finding and, if the student so requests, will provide the student with a written statement confirming that finding. Procedures end.

2. Finding of Guilty/Sanctions Imposable, Course-related Offenses. If, after informal consultation with the student, the instructor believes that the student violated the School Honor System and/or the University Student Conduct Rules, he or she has the authority to impose one or more of the following sanctions:
   a. Warning - Written notice to the student that he/she has violated the Student Honor System and/or University Student Conduct Rules and that repetition of the wrongful conduct may be cause for more severe sanctions.
   b. Revision of Work - Requiring the student to replace or revise the work in which dishonesty occurred. The instructor may choose to assign a grade of Incomplete (“I”) pending replacement or revision of the work.
   c. Reduction in Grade - With respect to the particular assignment/exam or final grade in the course.
   d. Failure in the Course - To be indicated on the transcript by a grade of “F” without comment.
   e. Such other reasonable and appropriate sanction(s) as may be determined, with the exception of those subsequently described under f.
   f. Recommendation of any of the following University sanctions (these require approval at the School and Graduate School levels).
      1. Failure in the Course with Citation of Academic Dishonesty: To be indicated by an “F” on the transcript with the notation that the grade of “F” was assigned for reason of academic dishonesty. Only the Dean of the Graduate School or his or her designee may impose this sanction.
      2. Suspension from the University: For a definite term upon stated conditions. Only the University President or his/her designee may suspend a student from the University.
      3. Expulsion from the University: With comment on the transcript. Only the University President or his/her designee may expel a student from the University.

3. Finding of Guilty/Sanctions Imposable, Non-course-related Offenses. If, after informal consultation with the student, the administrative representative believes that the student violated the School Honor System and/or the University Student Conduct Rules, he or she has the authority to impose any of the above sanctions except b, c or d.
D. Notification

The instructor or administrative representative shall provide the student with a copy of the decision, including sanction(s) imposed and the student’s right to appeal that decision. The instructor’s or administrative representative’s decision letter shall be sent to the student (via certified, return receipt mail or by written notice delivered in person), the Dean of the School of Dental Medicine, and for Advanced Education only, the faculty co-chair of the Judicial Council, usually within 10 academic days of the date of the informal consultation. This statement of decision shall be included in the student’s confidential file maintained in the School of Dental Medicine Office of Student Affairs. The student shall have access to this file. If the letter is delivered to the student in person, the student must countersign a copy of the letter. Return receipt serves this purpose when notification is by certified mail. In addition, the student may include written comments that will become appended to the notification letter.

E. University Sanctions

If the sanctions imposed at the informal level include recommendation of University sanctions (as listed in Section I-C 2.f), School level review is required, and shall be initiated within 10 academic days of the Dean’s receipt of the statement of decision.

F. Right to Appeal

The student shall have the right to appeal the instructor's or administrative representative's decision through a formal proceeding by the Judicial Council. The appeal shall be submitted in writing to the instructor or administrative representative and to the Dean of the School of Dental Medicine no later than 10 academic days after the instructor or administrative representative has notified the student of his or her decision. A copy of the appeal shall become part of the student's confidential file maintained in the School of Dental Medicine Office of Student Affairs with respect to the matter. In the case of course-related offenses, the student shall be assigned a grade of Incomplete (“I”) pending resolution. If the Dean suspends sanctions during the appeal, the student may lose patient care privileges while his or her patient records are audited for appropriateness of care. Following successful review of the audit, the Dean may restore clinic privileges. Students shall not be allowed to graduate and may not be promoted pending resolution of the appeal. The Dean's decision shall be final, except in such cases in which the Dean of the Graduate School or the University President have final authority (see Section I-C 2.f).

II. Formal Proceedings

A. Preamble

In any School of Dental Medicine Judicial Council procedure, one of the highest priorities of the School is to safeguard the student's right to due process. Due Process is not a technical legal concept but rather simply requires the rudimentary elements of "fair play" in an administrative proceeding. To this end, all Judicial Council procedures will at least afford the defendant a clear statement of the charges and the nature of the evidence upon which the charges are based. Secondly, the defendant shall be given a fair hearing, be allowed to confront and cross-examine witnesses, and present his or her own position, evidence and explanation. Lastly, no disciplinary action will be taken unless the charges are substantiated by the evidence. The courts have indicated that if these minimal elements of "fair play" are fulfilled, the defendant will have been afforded due process under the law.

B. When Used

If a faculty, student or staff member has reason to believe that a student may have violated the School Honor System and/or the University Student Conduct Rules, and believes that formal proceedings are warranted, the formal procedures outlined here shall be used. Complainants may request that the Judicial Council faculty co-chair appoint a faculty advocate to help in preparation of the case. Formal proceedings shall also be used when University sanctions are recommended and in cases in which a student wishes to appeal the decision of an informal proceeding.

C. Composition

The Judicial Council (DDS) is composed of one member plus two alternates from each of the four dental classes, and three faculty members plus two alternates elected by the general faculty. Student members are appointed by class officers. The
Hearing Panel shall consist of three faculty and three students. If a faculty or student member is unable to serve on the panel, an alternate shall serve in his or her place. Only those serving on the panel shall vote on the case. The student member of the defendant's class may attend and participate in the hearing, but shall not serve as a member of the Hearing Panel nor participate in its deliberations. In addition, alternate members not serving on the panel may attend and participate in the hearing, but shall not participate in the Hearing Panel's deliberations.

The AE Judicial Council is composed of one member plus two alternates from each of three of the AE programs, and the Program Directors from three programs. Student members are elected from their programs. The Hearing Panel shall consist of three Program Directors and three students. If a Director or student member is unable to serve on the panel, an alternate shall serve in his or her place. Only those serving on the panel shall vote on the case. The student member of the defendant's class may participate in the hearing ex officio, but shall not vote. In addition, alternate members not serving on the panel may attend and participate in the hearing but shall not participate in the Hearing Panel's deliberations.

D. Timeliness of Procedures

The time periods contained herein are directory and not mandatory. Exceptions with respect to these time limits may be made in appropriate circumstances.

E. Procedures

When these formal procedures are to be used, a hearing shall be conducted by the Judicial Council. Action shall commence with either a) the filing of a written complaint with the faculty co-chair of the Judicial Council, usually within 20 academic days of discovery of the alleged incident, b) the filing of a statement of decision from informal proceeding that includes University sanctions, or c) the filing of an appeal by the accused student (see Section I-F).

1. Preliminary Hearing. The Judicial Council shall hold a preliminary hearing, usually within 10 academic days of receipt of the written complaint, statement of decision or student appeal. Upon review of relevant materials (including all evidence and statements communicated during informal consultation), if the Judicial Council does not deem it necessary to consider further the circumstances of the case, the faculty co-chair will notify the student (via certified, return receipt mail or by written notice delivered in person), the instructor or administrative representative, and the Dean of the School of Dental Medicine of the Judicial Council’s decision within 20 academic days of receipt of the student’s appeal or instructor’s/administrative representative’s written complaint or statement of decision.

Alternatively, if the Judicial Council deems it necessary to consider further the circumstances of the case, it shall convene a hearing, normally within 10 academic days of the preliminary hearing.

A preliminary hearing is not necessary when sanctions imposed at an Informal Proceeding include recommendation of University sanctions (as listed in Section I-C 2.f). In such cases, a formal hearing is required, and procedures below shall be initiated within 10 academic days of the faculty co-chair’s receipt of the instructor’s/administrative representative’s statement of decision.

2. Formal Proceedings. The Judicial Council shall give the complainant and the student reasonable advance notice (at least five academic days) of the hearing. Such notice shall be delivered to the student by certified mail with return receipt or by written notice delivered in person with a copy countersigned by the student and retained by the faculty co-chair of the Judicial Council. This notification shall include the charges against the student and the possible sanctions that can be imposed if the defendant is found guilty. The student shall also be referred to the Judicial Council Policies and Procedures and the School of Dental Medicine Honor System policy.

At the hearing(s), the Judicial Council shall provide sufficient opportunity for both principals to present their positions and any relevant evidence, and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the Council.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor/administrative representative participate by phone) and to have one advisor present at all hearings. Such advisors may advise but not represent the student or complainant during the proceedings. In no such case shall the advisor be an
attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the Judicial Council may hear all relevant and reliable evidence that will contribute to an informed result. The Judicial Council only considers evidence presented at the hearing(s). Discussion of a student’s formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the Student Honor System and/or the University Student Conduct Rules in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential (see Section II-M). Irrelevant or unduly repetitious evidence or cross-examination may be excluded by the co-chairs of the Judicial Council.

F. Defendants

One or more students, individually or as a group or organization, may be designated as defendants in a particular case. If there is more than one defendant, then notice of the complaint and notice of the hearing shall be delivered to each separately.

In cases involving more than one defendant, a separate decision shall be rendered for each defendant involved in the hearing.

G. Witnesses

Any party may ask the Council to summon a witness. Such witness shall be served a summons in person or by certified mail with return receipt. A list of all such witnesses must be provided to the faculty co-chair of the Judicial Council at least 5 academic days prior to the scheduled hearing. All parties shall be provided, upon request, a list of witnesses to be called during the proceedings. This list may be amended at any time up to 30 hours before the proceedings.

H. Burden of proof

It is assumed by the University that any student against whom action is taken is innocent until proven guilty.

I. Hearing Procedures

A complete record of all hearings shall be made by the recorder of the Council. Upon request, this record shall be made available to the parties involved.

The Council faculty co-chair shall make an opening statement of introduction. The parties involved shall be introduced, the charges presented, and the defendant(s) asked for a plea.

The defendant shall plead either guilty, no contest, or not guilty. If the defendant pleads guilty or no contest, the Council shall make any inquiries necessary to determine the nature of his or her guilt, and make a decision (See Section II-J). If the student pleads not guilty, then the following procedures shall prevail:

The complainant shall make a presentation of the evidence he or she has against the student. The complainant may present witnesses, physical evidence, and/or personal testimony. Following presentation of evidence, the defendant shall have the opportunity to cross-examine the witnesses and the complainant.

The defendant shall make his or her presentation of defense, in accordance with the same guidelines governing the complainant. The complainant shall have the opportunity to cross-examine the defendant and witnesses.

Council members may at any time ask questions for additional information or clarification of evidence already presented.

The Council may set time limits on arguments and order such other rules as it deems appropriate so long as such rules do not inhibit due process or the rights of the defendant.

After presentations are completed, the parties involved and any Judicial Council members who are not members of the Hearing Panel shall be excused and the Hearing Panel shall commence deliberations.
The Hearing Panel shall only consider evidence presented at the hearing in determining guilt or innocence. Contents of a student's confidential file shall not be admissible as evidence to prove guilt or innocence, but shall be used in recommending disciplinary measures should the student be found guilty.

J. Decision

1. Dismissal of Case. Insufficient evidence or insufficient presentation of a case by the complainant shall be grounds for dismissal of the case.

2. Findings Overturned. In the case of a student appeal of findings from an informal proceeding, finding that no violation of the Honor System and/or University Student Conduct Rules took place and that no sanctions should be imposed.

3. Findings Sustained. In the case of a student appeal of findings from an informal proceeding, finding that a violation of the Honor System and/or University Student Conduct Rules occurred, and the Council is in agreement with the sanction(s) previously imposed or recommended.

4. Finding of Guilty/Sanctions Recommended. If a majority of the Hearing Panel is convinced that the student committed a violation of the Honor System and/or University Student Conduct Rules, the Hearing Panel has the power to recommend to the Dean any of the sanctions that the instructor or administrative representative could have imposed or recommended (See Section I-C.2). In addition, the Hearing Panel may recommend probation, to be upon stated terms, with any subsequent violation being grounds for suspension or expulsion.

In cases in which there are multiple defendants, the sanctions shall be assessed against each student according to the degree of individual participation.

The sanctions recommended by the Hearing Panel shall be in accordance with the severity of the infraction. The findings of the Hearing Panel, mitigating circumstances, and the prior record of the student shall be elements considered. A prior record of Honor System and/or Student Conduct Rules violations shall be considered only if the student is found guilty.

The Hearing Panel shall render a written decision and recommended sanction(s) to the Dean, usually within five academic days of the hearing.

5. Finding of Not Guilty. The student shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in any file.

The Dean considers the Hearing Panel’s findings and recommendations and renders a final decision, unless University sanctions are recommended (see section K below). Notification of the Dean’s decision and the student’s right to appeal that decision shall be submitted in writing from the Dean to the student (via certified, return receipt mail or by written notice delivered in person), the instructor or administrative representative, the faculty co-chair of the Judicial Council and the Dean of the Graduate School within 10 academic days of receiving the Hearing Panel’s findings and recommendations. If the letter to the student is delivered in person, the student must countersign a copy of the letter. Return receipt serves this purpose when notification is by certified mail. In addition, the student may include written comments that will become appended to the notification letter.

K. University Sanctions. If the recommendation includes University sanctions (see Section I-C.2.f), Graduate School level review is required. In such cases, The Dean of the School of Dental Medicine shall forward the statement of recommendations to the Dean of the Graduate School, and review shall be initiated within 10 academic days of the Dean of the Graduate School’s receipt of the statement of decision. This review shall be to determine whether due process was provided and whether the hearing and proposed penalty are in accord with University and SUNY policies and applicable laws.

If the Dean of the Graduate School finds, upon initial review, neither material violation of due process nor discord with policies or law, the issue is closed, and the Dean of the School of Dental Medicine shall implement the recommended penalty.

If the Dean of the Graduate School finds material discord with University or SUNY policies or applicable laws, a hearing at the Graduate School level shall commence. Refer to the Graduate Level Procedures section of the Academic Integrity Policy and Procedures of the Graduate School at http://www.grad.buffalo.edu/policies/academic_integrity.pdf for details on
these procedures. The Graduate School hearing committee may sustain, modify, or reverse the findings and penalty [or lack thereof] proposed at the School of Dental Medicine level. If the Graduate School hearing committee recommends any penalty - including transcript notation for academic integrity violation, suspension or expulsion, the Dean of the School of Dental Medicine shall implement the recommended penalty. There is no further appeal.

L. Right to Appeal. In cases involving sanctions imposed at the School of Dental Medicine level, the student or instructor/administrative representative may appeal the Dean’s decision, but only based on claims of inadequate due process or violation of University or SUNY policies or applicable laws. Any such appeal request must describe the specific due process violation(s) claimed and must be submitted in writing to the Dean of the School of Dental Medicine and to the Dean of the Graduate School no later than 10 academic days1 after the Dean of the School of Dental Medicine has notified the student of his or her decision. A record of the matter, consisting of all written communications, all written evidence, an audiotape or other record of the hearing, shall be provided by the School of Dental Medicine upon request of the Dean of the Graduate School.

Appeals shall be heard by the Dean of the Graduate School, as authorized by the University President. Sanctions imposed may be suspended by the Dean of the School of Dental Medicine during an appeal until the appeal is either dismissed or upheld. If the Dean suspends judicial sanctions during an appeal, students may lose patient care privileges while their patient records are audited for appropriateness of care. Following successful review of the audit, the Dean may restore clinic privileges. Students shall not be allowed to graduate and may not be promoted pending resolution of an appeal.

M. Confidentiality of Proceedings. Once a formal hearing is initiated, principals and Judicial Council members shall have the obligation to maintain the confidentiality of the proceedings and of all materials or testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the case.

If a breach of confidentiality by either principal (as defined above) is formally brought to the attention of the Judicial Council, upon a majority vote of the Council, it may choose to consider this breach a case of possible misconduct. If a Judicial Council member is charged with a possible misconduct, such charge will be heard at the Graduate School level. Such consideration shall take precedence over the pending case, and a misconduct hearing shall be conducted, and findings shall be transmitted, in writing, to the principals and Judicial Council members, and shall be placed in a supplemental file of the case proceedings.

III Graduate School Level Procedures (Advanced Education Only)

Please refer to Academic Integrity Policy and Procedures of the Graduate School, Graduate Level Procedures section on the Graduate School website at http://www.grad.buffalo.edu/policies/index.php.

IV. Miscellaneous Provisions

A. Informal Proceedings

A decision letter of the instructor or administrative representative finding the student guilty shall be kept in a confidential file maintained by the School of Dental Medicine Office of Student Affairs until the student graduates or has not been enrolled at the University for a period of at least one year. The student shall have access to this file.

B. Formal Proceedings

The Judicial Council shall, if it finds the student guilty, keep a record of the matter consisting of all written communications, all written evidence, an audio tape or other record of the hearing, and its decision letter. This record shall be kept in a confidential file maintained by the School of Dental Medicine Office of Student Affairs for a period of at least four years. The student shall have access to this file.

The following flowchart summarizes the process by which an alleged infraction of the Honor System or University Student Conduct Rules is resolved.

1 Academic days are defined as weekdays when dental classes are in session
Revised May 2010

* Decisions involving University sanctions are forwarded by the Dean of the School of Dental Medicine to the Dean of the Graduate School for final decision.

A satisfactory resolution to the incident is achieved among the involved parties.

Guilty finding: memo placed in student's confidential file.

Not Guilty finding: no record kept.
APPENDIX J: National Board Dental Examination Policy
(revised April 2010)

The National Board Dental Examinations (NBDE) are offered in two parts - part I which tests mastery of anatomical sciences, biochemistry, dental anatomy, microbiology, occlusion, pathology, and physiology and part II which tests mastery of behavioral science, operative dentistry, pediatric dentistry, periodontology, endodontics, public health, oral surgery, oral pathology, orthodontics, pharmacology, and prosthodontics. Successful completion of the Part I National Board Dental Examinations is an important indication of the student's preparedness to render comprehensive oral health care during the third and fourth years while successful completion of Part II is an important indication of the student's preparedness for independent practice and dental licensure.

The School's current policy on the National Board Dental Examination requires completion of the part I NBDE prior to the third year and requires completion of the part II NBDE prior to awarding the DDS degree. Accordingly, students who have not demonstrated mastery of the basic sciences and dental anatomy by successful completion of the Part I NBDE will not permitted to continue to render comprehensive oral health care to patients.

To better ensure uniformity in student progress through the curriculum, and to require mastery of basic science and dental anatomy prior to permitting students to render comprehensive oral health care during the third and fourth years, the School's policy on the National Board Dental Examinations is as follows:

University at Buffalo, School of Dental Medicine
National Board Dental Examination Policy for Predoctoral (DDS) Students

1. Students are permitted three attempts to pass the part I National Board Dental Examination and four attempts to pass the part II National Board Dental Examination. If the student is unsuccessful in passing the Part I board examination after three attempts or the part II board examination after four attempts, he or she will be dismissed from the School of Dental Medicine.

2. Students are permitted to take the Part I National Board Dental Examination following satisfactory completion of all courses covering material on the board examination. Accordingly, the School may withdraw approval for a student to take the part I board examination if the student has not satisfied these requirements. Students may not take the part I board examination prior to the third week of the spring extension at the end of the second year and must pass the part I board exam by September 1 of the third year. It is the student's responsibility to schedule the examination to allow sufficient time to ensure that the scores are received by the school prior to September 1.

Following completion of the board review course, students will be eligible to take the part I exam over a four-month period from approximately mid-May to mid-September. In this way, students will have sufficient time to take the exam twice should they so require (NB: the national board mandates 90 days between attempts and permits only three attempts within a year after which the student must wait one year for re-testing).

3. Students who fail the Part I examination:

Will be allowed to progress into the third year on probation. They must re-take (second attempt) the Part I examination by the end of the third year fall semester. Students who do not re-take the Part I board examination prior to the end of the third year fall semester will have their clinic privileges suspended effective the first day of the third year spring semester and will be considered for a recommendation of dismissal or other recommendation as the situation might merit by the Student Progress and Promotions Committee at its January meeting.

- Upon notification that the student has been successful in their second attempt at the Part I examination, they will be removed from probation for that cause in the third year spring semester.

- Upon notification that the student has been unsuccessful in their second attempt at the Part I examination, they will become a special status student on probation to take third year spring semester didactic and preclinical courses as well as a special remedial course designed by the Associate Dean for Academic Affairs in consultation with the First and Second Year Committees. They will not be allowed to register for clinical courses or to render oral health care to patients in the School's clinics or clinical rotation sites. This will afford the student additional time to prepare for a second re-take (third attempt) which must occur by the end of July. A second failure of the Part I examination by these students will, consequently, lengthen their program by at least one semester.
• Upon notification that the student has been successful in their third attempt at the Part I examination, they will be allowed to re-enter the third year fall semester in August as a special status student on probation in the third year. Their specific program will be determined by the Third Year Committee. Prior to being allowed to provide comprehensive oral health care in the School's clinics and clinical rotation sites, each clinical chair may require these students to demonstrate their retention of clinical technical skills through completion of one or more preclinical exercises.

• If the student is unsuccessful in passing the Part I board examination after three attempts, they will be dismissed from the School of Dental Medicine.

4. Students who have not taken the Part I examination will not be permitted to take third year courses. Their status will be reviewed by the Student Progress and Promotions Committee who may recommend to the School's Executive Council that the student be placed on a leave of absence until such time as notification is received that the student has passed the Part I examination or other recommendation as the situation might merit.

5. Students are required to successfully complete the Part II National Board Dental Examination prior to conferral of the DDS degree.

• Students are required to take the Part II National Board Dental Examination prior to December 31 of the fourth year. Students who do not take the Part II examination prior to December 31 of the fourth year will be placed on probation.

• If a student fails the first attempt at the Part II examination, they will be placed on probation and must re-take the examination (second attempt) in the fourth year spring semester. Notification of successful completion of the part II examination must be received prior to June 1 for a June 1 conferral date of the DDS degree.

• If the student fails, they must re-take (third attempt) the examination 90 days from the second attempt exam date. Notification of successful completion of the part II examination must be received prior to September 1 for a September 1 conferral date of the DDS degree.

• Students who do not provide evidence or for whom notification is not received from the National Board Dental Examination of having completed the Part II examination prior to the first day of the next fall semester will be required to register as a special status student in the fourth year. If notification is received from the National Board Dental Examination that the student has successfully completed the Part II examination after the fall semester has begun, they will be allowed to withdraw from registered courses consistent with university policies. The student's remedial program will be determined by both the Third Year Committee and the Fourth Year Committee focusing on the clinical areas covered on the Part II examination. The student will register as a full time student and will pay dental school tuition and fees for the fall semester. The student will be required to re-take the Part II examination in December. Notification of successful completion of the part II examination must be received prior to February 1 for a February 1 conferral date of the DDS degree. If the student is unsuccessful in this fourth attempt, they will be dismissed from the School and will not receive a degree.
APPENDIX K: DDS Background Check Policy

Disclaimer
The background check (BC) process does not guarantee the safety of students, patients, faculty or staff. An acceptable BC does not guarantee the student will be eligible to complete the DDS program or obtain a license to practice dentistry upon graduation. Experiential sites and/or state boards of dentistry make their own determinations on qualifications to practice dentistry and may treat information differently or uncover newer information not revealed in previous record searches. The School of Dental Medicine (“SDM”) is not responsible for any determination by an experiential site and/or state board of dentistry.

Introduction and Rationale
Dentists are required to be of good moral character and work to the highest levels of ethical and legal conduct. They are entrusted with the health, welfare and safety of the patients they serve. Dentists and dental students have the ethical and legal responsibility to safeguard patient information, which requires the utmost levels of integrity.

Many employers including independents, chains, health systems and federal and state governments require the use of BC’s and/or drug testing for employment purposes. Although the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) (www.jcaho.org) does not specifically require background checks, its standards reinforce any state, local or organizational policies which do.

Policy
All provisionally accepted applicants to the University at Buffalo School of Dental Medicine (SDM) doctor of dental surgery program (DDS) must submit to and complete a BC from a vendor approved by SDM at the student’s expense. Students who refuse to submit to the BC may be dismissed from the program. A provisionally accepted applicant must initiate the BC review within 15 days of receiving the notice of this policy. Failure to request a BC review in a timely manner is grounds for SDM to withdraw the offer for admission.

A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the DDS curriculum, regardless of whether an official Leave of Absence has been approved for that time period.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the SDM.

Criminal activity that occurs while a student is in attendance at SDM may result in disciplinary action, including dismissal, and will be addressed pursuant to the policies and procedures set forth in the SDM Student Handbook.

Confidentiality and Recordkeeping
Background check reports and other submitted information are confidential and will be kept in the student’s academic file under the direction of the Background Check Review Committee. The information contained in the BC section of the student’s file may only be reviewed by university officials, the designated background check provider, and affiliated clinical facilities in accordance with the Family Educational Rights and Privacy Act (FERPA).

The SDM will designate the provider to conduct the BC. It is student’s responsibility to pay for all charges incurred by the designated company and for providing a copy of the results to the SDM by the specified deadlines.

The BC may include a review of the student’s or provisionally accepted applicant’s criminal history for at least seven years prior to the requesting date. The BC may include, but is not limited to, any or all of the following:

- Social Security number validation
- Criminal Records:
  - Federal criminal history
  - State and county criminal history.
  - Felonies, deferred adjudications, pending charges.
- Civil searches
- Sex offender and predatory registry search
- Adult and child abuse registries
• Office of the Inspector General (OIG) List of Excluded Individuals/Entities
• General Services Administration (GSA) List of Parties Excluded from Federal Programs
• Fraud and Abuse Control Information System
• Nationwide Healthcare Fraud and Abuse scan
• Interpol or country of origin checks for international students
• Patriot Act/Terrorist Watch List

Background Check Review Committee
Professional dental students who have been arrested and/or charged with any criminal activity must report this activity in writing and include the appropriate information including court documents, arrest records, and a detailed description of the incident to the Associate Dean for Academic Affairs no later than five days following the charge of any crime. The Background Check Review Committee (BCRC) will meet to discuss those findings and may request additional information from the student or request an additional BC. Students who fail to provide this information within the required time frame will be subject to dismissal from the SDM. If the student’s BC includes adverse information, the BCRC will meet to discuss those findings and may require additional information from the student (e.g., court documents, arrest record etc.). Adverse information may lead to withdrawal of the offer for admission or a dismissal from the SDM.

Any student or provisionally accepted applicant who elects to dispute any aspect of their BC with the vendor is responsible for notifying the Associate Dean for Academic Affairs in writing at the time of submission of the dispute and at the time of resolution of the dispute. The vendor does not notify the SDM of disputes, and therefore student failure to notify the SDM will result in review of existing BC reports and may lead to withdrawal of the offer for admission or a dismissal from the SDM.

In reviewing the background check reports and any information submitted, the BCRC may consider the following factors in making its decision:

• The nature and seriousness of the offense or event
• The circumstances surrounding the offense or event
• The relationship between duties to be performed as a part of the educational program and the offense committed
• The age of the person when the offense or event occurred
• Whether the offense or event was an isolated or repeated incident
• The length of time that has passed since the offense or event
• Past employment and history of academic or disciplinary misconduct
• Evidence of rehabilitation
  • The accuracy of the information provided by the candidate who has received an offer of admission
  • The accuracy of the information provided by the student in the application materials, disclosure forms and other materials
• Experiential site or state board licensure policies.

The BCRC reserves the right to request a repeat BC at any time for any student from the current vendor or any alternate vendor at the student’s expense. Students who fail to submit to a repeat BC may be dismissed from the SDM.

Rights of Appeal

Provisionally Accepted Students
All students completing the BC upon conditional admission to the SDM will be informed of the BCRC decision upon review of their BC. These decisions are final and not subject to appeal.

Continuing Students
All students completing the BC after a break in enrollment will be informed of the BCRC decision upon review of their BC. A student who wishes to appeal a decision of the BCRC must submit a letter of appeal to the Dean of the School of Dental Medicine within five (5) school days of notification of the BCRC decision. The Dean shall consider the students’ appeal request, BC results, and BCRC decision and render a final decision. This final decision from the Dean shall be submitted in writing to the student within ten (10) school days from receiving the letter of appeal.
APPENDIX L: Policy On Readmission to the DDS Program

The Student Admissions Committee, a standing committee of the School of Dental Medicine, oversees readmission to the DDS program.

Students who are formally dismissed from the program for any reason or who withdraw from the program without written notification are not eligible to apply for readmission.

Students who formally withdraw (in writing) from the DDS program may apply for readmission to the program. Readmission applications may be submitted no later than two years since the last semester of enrollment in the DDS program. Application for readmission is made by writing a letter to the Director of Student Admissions. The applicant’s letter must:

- Request readmission for a specific semester and point in the DDS program (e.g., Fall 2010 as a first semester, second year student)
- Detail the reason(s) for taking time away from the program
- Describe relevant activities undertaken during the absence
- Explain why he/she feels readmission is warranted
- One recommendation letter in support of the applicant’s request for readmission and ability to successfully complete the DDS curriculum.

Not required but strongly recommended:

- Documentation supporting reason(s) for time away from the program (e.g., physician’s letter)
- Official transcripts from any coursework completed since withdrawing from the DDS program.
- Additional letters of recommendation in support of the applicant’s request for readmission and ability to successfully complete the DDS curriculum.

The request for readmission, including any supporting documentation, must be received by the Director of Student Admissions on or before the School’s December 1 application deadline for consideration for the following academic year.

The Student Admissions Committee will review the application. An interview may be required, at the discretion of the Committee. Following the application review, the Student Admissions Committee will make a recommendation to the Dean. The Dean shall consider the committee’s recommendations and render a final decision. The applicant shall be notified in writing of the final decision.
APPENDIX M: American Student Dental Association at Buffalo
Constitution & Bylaws

Amended and approved by the ASDA Executive Council and ratified by the Dental Student Body

2009 CONSTITUTION

Preamble

We, the students of the State University of New York at Buffalo School of Dental Medicine, in order to further the welfare of the student body at this institution through student self-government, do hereby establish and ordain this Constitution for student government. This governing body shall assume the name of the American Student Dental Association at Buffalo (hereinafter known as ASDA at Buffalo or the Association).

Mission and Objectives

Article I: Mission Statement of the American Student Dental Association
The American Student Dental Association is a national student-run organization, which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

Article II: Objectives
The objectives of ASDA at Buffalo shall be:
1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may have participation in and communication with the American Student Dental Association (ASDA), American Dental Association (ADA), the Eighth District Dental Society, and other organizations associated with the State University of New York at Buffalo School of Dental Medicine.
3. To provide representation to SubBoard I, Inc., with the appointment of one representative to sit on their board of directors.

Article III: Membership
Membership is open to all pre-doctoral and postdoctoral dental students enrolled in the University at Buffalo School of Dental Medicine. ASDA at Buffalo shall participate in automatic-enrollment of pre-doctoral students unless deemed necessary to change this method by a two-thirds majority vote of the Governing Body. Membership as non-voting members is also available to pre-dental students and other persons at dental health or research facilities who have an interest in the association’s goals.

Article IV: Dues
1. National dues shall be set by the national ASDA organization.
2. Local dues are set by the ASDA at Buffalo Executive Council and Senate.
3. The dues of this Association shall be payable by September 1 of each year.
4. Any member whose dues are in arrears shall forfeit membership in this Association.
5. Payment of national and local dues provides membership in ASDA, student membership in the ADA, and ASDA at Buffalo.

Article V: Organization
1. Membership of the Executive Council and Senate
   A. The governing body of ASDA at Buffalo is the Executive Council and the Senate (hereinafter known as the Governing Body).
   B. The Executive Council shall be comprised of the following positions: President, President Elect, Secretary, Treasurer, and Co-treasurer.
   C. The Senate shall be comprised of seven representatives from each of the four classes. The seven representatives of each class shall consist of the Class President, Class Vice President, Class Secretary, Class Treasurer, and three ASDA representatives-at-large. Also included are the Ex-officio Members of the Senate, which shall include Social Chair, Fundraising Chair, Legislative Liaison, Co-Legislative Liaison, Webmaster, Historian, and Pre-dental liaison. Ex-officio members are entitled to all of the privileges granted to other members of the Senate.
2. Duties of the Officers
   A. President/First Delegate
a. Serve as chairperson of the Executive Council and ASDA First Delegate, preside at chapter meetings and oversee all activities of the Association.
b. Carry out the affairs of the Association in accordance with this Constitution and its Bylaws.
c. Appoint all committees and additional officers deemed proper to conduct business of the Association.
d. See that all recommendations of the Governing Body are promptly forwarded to the proper person, committee, or office.
e. See that all legislation approved by the Governing Body is implemented.
f. Represent the Association as ASDA First Delegate and ASDA President, and to attend the national ASDA Annual Session and regional meetings in this capacity.
g. The First Delegate will have previously held the Second Delegate position.
h. The outgoing President shall continue to consult and assist the Executive Council until the time of his or her graduation.

B. President Elect/Second Delegate
a. Assist the President in the performance of his or her duties.
b. Preside at the chapter meetings in the absence of incapacity of the President.
c. Serve as chair for the Elections Committee governing elections to the Senate.
d. Assume, upon resignation, permanent absence or other incapacity of the President, the duties of said office, for the duration of the unexpired term. In such event, a new ASDA President Elect shall be duly elected.
e. Represent the Association as ASDA Second Delegate and President Elect, and to attend the national ASDA Annual Session and regional meetings in this capacity.
f. This position shall be a one-year term, and the voted member will assume the duties of President following completion of said term.

C. Secretary
a. Take minutes at Association meetings and maintain records of all pertinent Association business.
b. Maintain the files and facilities of the ASDA at Buffalo office.
c. Preside at chapter meetings in the absence of the other Executive Council members.
d. Notify members of the Governing Body of meetings.
e. Keep accurate records of said meetings and to dispatch photocopies of electronic texts of meeting minutes to all members of the Governing Body, and to the Dean, Associate Dean for Student Affairs, the Faculty Advisor and any other person as directed by the President.

D. Treasurer
a. Act as the official custodian of the funds and accounts of the Association, and dispense Association funds as directed by the Executive Council.
b. Submit a report to the Executive Council at the end of each semester on the financial affairs of the Association.
c. Serve as a representative of the Association to SubBoard I, Inc. and represent the Association at Board of Directors meeting.

E. Co-Treasurer
a. Assist the treasurer with the above listed duties in a capacity deemed appropriate by both parties.
b. Assume the duties of the Treasurer following completion of said term.

F. Committee Chairperson
a. Duties are described below under committee guidelines.

G. Legislative Liaison
a. Present ADPAC to the student body and coordinate the ADPAC student fundraiser.
b. Represent the Association as ASDA Legislative Liaison, and attend the national ASDA Annual Session and regional meetings in this capacity.

H. Co-Legislative Liaison
a. Assist the Legislative Liaison with the above listed duties in a capacity deemed appropriate by both parties.
b. Assume the duties of Legislative Liaison following completion of said term.

I. Webmaster
a. Maintain the ASDA at Buffalo chapter website.

J. Historian
a. Provide photographic evidence of all ASDA functions for display on ASDA website.
b. Assist in the creation and organization of the Buffalo Ideal ASDA application.

K. Pre-dental liaison
a. Coordinate a relationship between the University at Buffalo ASDA and Pre-Dental chapters.

**Article VII: Legislative Powers of the Executive Council and Senate**

1. Powers of the Executive Council and Senate
A. Appropriate student activity funds in accordance with guidelines prescribed by SubBoard I, Inc.
B. Make recommendations to the Dean concerning any considered changes in rules, policy and curriculum concerning dental students in the School of Dental Medicine and in the University at large.
C. Make rules regulating student government elections and dental school representative elections.
D. Require, at its discretion, a report from any organization receiving appropriations from the student activity budget.
E. Recognize student organizations in the School of Dental Medicine.
F. Impeach and remove from office any member of the Governing Body with a three-fourths majority vote of the entire Governing Body.
G. Make recommendations necessary and proper to promote the general welfare of the student body.
H. The Executive Council will have the power to vote on matters pertinent to the student body and the association in between the association meetings. Such matters will include decisions that must be made prior to the next scheduled ASDA meeting but do not require additional general session or approval by the Governing Body.

Article VII: Amendments
Amendments shall require a two-thirds majority vote of the entire Governing Body plus ratification by the entire student body, consisting of a majority of those students voting.

Article VIII: Ratification
The Constitution must be approved by a simple majority vote of the Governing Body.

BYLAWS

Article I: Rules of Order
In all other matters not specified by these Bylaws, the rules and regulations, as specified in the current edition of the Roberts Rules of Order, shall be used.

Article II: Elections
1. Election to the Executive Council and Senate
   A. Executive Council
      a. Nominations for ASDA Executive Council and Ex-officio Members are made during April of the academic year at a meeting designated by the current President.
      b. The members of the Executive Council and Ex-officio Members shall be elected by secret written ballot at the meeting immediately following that at which nominations were made.
      c. Election to office shall be by a simple majority of the Governing Body members present at the time of the election. Absentee ballots will be considered “present” and will be accepted until 5:00 PM on the day of the elections. A quorum must be present in order for the elections to be valid. If a quorum, which includes absentee voters, is not present, elections will be held at a meeting determined by the outgoing President.
      d. A tie shall be broken by secret written ballot by all five members of the outgoing Executive Council.
      e. The term of the members of the Executive Council and Ex-officio members will begin in the spring semester following elections and end upon election of the new members.
   B. The Senate:
      a. The Ex-officio members of the Senate shall be elected at the Executive Council Elections (Bylaws Article II:1.A).
      b. Class officer elections shall be coordinated by the ASDA President Elect and shall take place prior to the fall semester for the rising second, third and fourth-year classes.
      c. The elections shall include the class officer positions included in the Senate (Constitution Article V:1.C) as well as auxiliary positions that serve the individual class governments. All class officer descriptions may be found in the Student Handbook.
      d. Each current class president is responsible for administering the elections of the immediately following class. The fourth-year elections will be administered by the ASDA President and President Elect.
      e. The first-year class elections will take place in the month of September and will be administered by the second-year Class President.
      f. Nominations to the Senate will be at least four days prior to a written ballot. Nominations taken via email are acceptable.
      g. The Senate shall be elected by secret ballot. Elections shall be by a simple majority of each respective class. Ballots will be counted by the officers administering the election. Ballots may not be counted by any member of the given class.
      h. Only members of a given class may vote for officers of that class. Ties are to be broken by the current ASDA President.
      i. The new Senate shall assume office in the first month of the fall semester following their election, on a date established by the current ASDA President.

Article III: Term of Office
Each officer shall serve a term of one year, with the understanding that the President Elect will assume the position of President, the Co-treasurer will assume the position of Treasurer, and the Co-Legislative Liaison will assume the position of Legislative Liaison.

Article IV: Qualifications for Executive Council and Senate
1. Executive Council
A. Candidates for ASDA President: Must be a second-year (rising third-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.

B. Candidates for ASDA President Elect: Must be a first-year (rising second-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.

C. Candidates for ASDA secretary: Must be any dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.

D. Candidates for ASDA treasurer: Same as Secretary (Bylaws Article IV:1.C).

E. Candidates for ASDA co-treasurer: Same as Secretary (Bylaws Article IV:1.C).

F. Nominations of any dental student may be accepted from members of the Governing Body. In the event of a lack of qualified or interested candidates as described above, a member will be assigned by the President.

2. Senate and Ex-Officio members of the Senate

A. Candidates for Senate office must be in good academic standing and must be a member of their respective class throughout the term of office.

Article V: Unexpired Terms

1. In the event of a vacancy, the President Elect will succeed the President for the remainder of the unexpired term.

2. For any other Executive Council vacancy, nominations should be taken from members of the Governing Body, and successors shall be elected by simple majority of the Governing Body by secret ballot.

3. For any Senate vacancy, nomination should be taken from each respective class, and successor shall be elected by a simple majority of that class by secret ballot.

4. All replacement appointments will end at the conclusion of the unexpired term.

Article VI: Removal from Office

1. A member of the Executive Council or Senate can be removed from office for:
   A. Infringement of any of these Bylaws.
   B. Unexcused absences from one-third or more of official business meetings of the Association.
   C. Failing to fulfill the duties and responsibilities of the position specified in the Constitution or in the official position description.
   D. In the case of an officer who also serves as First or Second Delegate to the ASDA House of Delegates (in addition to above conditions): three instances of failing to submit necessary materials to the ASDA national central office or misappropriating chapter funds.

2. If any of the above conditions exist, the removal procedure is as follows:
   A. Notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Council.
   B. In the case of an officer who also serves as First or Second Delegate to the ASDA House of Delegates: notifying the regional trustee and chapter faculty advisor that removal procedures are being implemented.
   C. A probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office.
   D. A three-fourths majority vote of the Executive Council is required for removal from office.

Article VII: Meeting and Quorum

1. The regular sessions of the Governing Body shall be held at least once a month during the academic year unless otherwise ordered.

2. The schedule of regular sessions shall be determined and announced by the President at the outset of the elected term.

3. Special sessions of the Governing Body may be called by the ASDA President or by petition of a simple majority of the entire Governing Body. No business shall be transacted except that mentioned in the call.

4. A quorum for all meetings of the Governing Body shall consist of two-thirds of the members on the roll.

5. All student groups should be encouraged to send at least one representative to Association meetings. These representatives shall not be voting members unless they are also elected representatives of ASDA at Buffalo or specifically designated as Ex-officio members of the Senate.

6. The ASDA President has the right to declare an executive session, which only members of the Executive Council can attend.

7. The ASDA Secretary is responsible for taking and distributing minutes at all Association meetings. Minutes shall be made available upon request to all members of ASDA at Buffalo.

Article VIII: Voting Procedures

1. Resolutions and motions may be introduced by any member of the Governing Body and voted on only by members therein.

2. Motions
   A. All main motions shall be presented in writing to the ASDA Secretary after the meeting at which the motion was introduced.
   B. All main motions and resolutions introduced shall be discussed and duly disposed of at the same meeting at which they are made, unless referred to committee by the ASDA President for further consideration. A simple majority vote of those members of the Governing Body present is required and voting shall be required to reverse this decision of the chair.
3. Resolutions
A. Resolutions and motions concerning proposed amendments to the Bylaws shall require a two-thirds majority of those present and voting for passage.
B. Resolutions or motions proposing the expulsion of any member of the Governing Body shall require a three-fourths majority of the Executive Council.
C. Resolutions or motions proposing censure of any member shall require a simple majority of those present and voting for passage.

**Article IX: Debate**
Permission for any non-member to address the Governing Body or permission to invite any non-members to address the Governing Body must be obtained by approval of a simple majority vote of the Governing Body.

**Article X: Committees**
1. Committee Guidelines
   A. Committee chairperson shall be elected in April of the academic year for one-year term.
   B. Committee members shall include one person from each class, to be appointed by the committee chairperson by the next meeting following elections, and approved by the Executive Council.
   C. Each committee chair shall submit a monthly report to the Executive Council and Senate.
2. Social Affairs Committee
   A. The duties of the Social Affairs Committee shall be to plan social activities for dental students and to present these plans to the Governing Body for approval.
3. Fundraising/Charity Committee
   A. The duties of the Fundraising/Charity Committee shall be to plan fundraising activities for the Association and to present these plans to the Governing Body for approval. These funds shall be used to plan charitable activities, other ASDA approved activities and sending students to ASDA national meetings.

**Article XI: Ad hoc Committees**
1. Ad hoc committees shall be appointed by the ASDA President, when the Governing Body deems necessary, to study and report on special matters as they arise.
2. These ad hoc committees shall be dissolved automatically after a final report on the matter under study has been presented to the Executive Council.

**Article XII: Amendments to the Bylaws**
1. Motions to amend the Bylaws shall require a two-thirds majority of entire Governing Body.
2. Amendments can include both isolated changes and general revisions.
3. Amendments of general revision should be considered section by section.
4. Amending a proposed amendment to the Bylaws requires a simple majority vote of the entire Governing Body.