

!

NOTICES

Student Handbook and Catalog Notice

The College of Dental Medicine Doctor of Dental Medicine Student Handbook and Roseman Student Catalog

!

!

The White Coat Pledge:

I, _____, in becoming a Doctor of Dental Medicine, commit to the preparation and development of conduct and performance which will conform to the highest goals, ethics and attributes of the dental profession. I will be diligent in my pursuit of academic excellence and mastery. I will devote my time and energies to acquiring comprehensive dental knowledge and appropriate surgical skills necessary to expertly serve the public to whom I will be accountable, and to bring honor to myself and to the profession.

I accept the premise that my primary responsibility is to the patients I will be treating. My goal is to establish and maintain a



TABLE OF CONTENTS

Topic	Page Number
Student Handbook and Catalog Notice	

!

ACADEMIC CALENDAR

COLLEGE OF DENTAL MEDICINE ACADEMIC CALENDAR – 2022-2023

Pre-Orientation	July 29, 2022
Orientation	August 1 - August 4, 2022
Classes Begin	August 5, 2022
White Coat Ceremony	August 26, 2022
Labor Day	September 5, 2022
Thanksgiving Break	November 23-25, 2022
Winter Break	December 19 – January 2, 2023
Classes Resume	January 3, 2023
DMD 2023 Program Completion Date	April 7, 2023
Hooding Ceremony	April 10, 2023
Memorial Day	May 29, 2023
Summer Break	July 3 - July 7, 2023

!

ACADEMIC POLICIES AND PROCEDURES

1. Overview of DMD Curriculum

! progress from outcomes stated in the syllabi. The Roseman CODM DMD Predoctoral education competency's upon which the outcomes are based are listed in the online Roseman Student Catalog.

!

ATTENDANCE

Attendance is assessed as part of Patient and Oral Health Care Team Communication. Attendance is an essential component of Roseman's active learning, collaborative learning and competency-based educational model. Therefore, the College of Dental Medicine will assess if the student's attendance satisfies the College's Student Code of Conduct.

Clinic: Students must be present 90% of scheduled clinic days. Appropriate Patient Care Leader (PCL) will document attendance.

Didactic/Simulation Clinic: 90% attendance is required. Due to the dynamic nature of the didactic curriculum, the

!

- a. Tattoos may not be visible.

10. Piercings:

- a. Tongue, head, and neck piercings of any type, with the exception of religious traditions, must be removed during any College/University sponsored activities on or off campus.
- b. Earrings that are in compliance with the guidelines of the Clinic Manual are acceptable.
- c. College administration reserves the right to require immediate removal of any jewelry or adornments that are not in compliance with CODM standards or policies.

Noncompliance may be reflected in professionalism assessments.

STUDENT ATTIRE IN SIMULATION LAB AND CLINIC

1. Scrubs

- a. Clean and proper fitting scrubs will be worn during normal school hours (8 am to 5 pm) for all activities in the simulation lab or clinic. Should a Simulation Lab exercise or clinical procedure extend beyond

!

CLASSROOM & CLINIC PROTOCOL

!

STUDENT GRADES

GRADING SYSTEM FOR DIDACTIC COURSES

!

Four 1

!

	<p style="text-align: center;">!!</p> <p style="text-align: center;">-JJ!FJKGLMKNOI P!NOEQ!NOKMI !QKNI HIROHI PISS\$J!QIG!3JKGLMU!!</p>	<p style="text-align: center;">!!</p> <p style="text-align: center;">!* . *!@>5".!@>5#!@>57:!A>5":!A>5#:!A>57:!B>5":!B>5#!B>57:!C>5":!C>5#!!</p>
<p>!!</p>	<p>ONRHI QN!OEM!QKN!GK\WJ!NI HI!PI XRTPI \VI QNM!QI GI MMEPY!NK!TMMRI !E! ZPEHI !K[! !KP! =!OWI GI!TG!PI XRTPI \VI QNM!RMI H!NK! HI NI PV!QI !!TOE!J!ZPEHI !!KP!I EGO!FJKGL!EP! !QKNI HI!Q!NO! !FJKGL! MYJJEFRM=, O I MI !TOG!RHI !:FRN!EP! !QKN!J!V!NI H!NK!\PTNNI Q! EMMI MM\VI QNM:![KP\VENT] I !HEJY!WPK^I GMM!8)_ ' M,:!KP!MR\VENT] I !MLTJMI! EMMI MM\VI QNM!8/_ -M;=!!</p> <p>!</p>	<p>ONRHI QN!OEM!QKN!GK\WJ!NI HI!PI XRTPI \VI QNM!QI GI MMEPY!NK!TMMRI !E!ZPEHI ! K[! !KP! =!OWI GI!TG!PI XRTPI \VI QNM!RMI H!NK!HI NI PV!QI !E!TOE! ZPEHI !!KP!I EGO!G!Q!G!FJKGL!EP! !QKNI HI!Q!NO! !FJKGL!MYJJEFRM=! !! T-I =!3JKGL!EMMI ZQ\VI QNM:!)_ ' M!EQH?KP!/_ -M!EM!HI MIZQENI HI!Q!NO! !FJKGL! MYJJEFRM!!</p>

!

!

PROGRESS AND PROMOTION

STUDENT PROGRESS AND PROMOTION

Student progress and status in the curriculum is determined by the Assessment Team. This determination is made by monitoring student performance data submitted by individual Block Directors, supervising faculty, or the students Patient Care Leader. Systematic review of each student occurs each quarter. However, Roseman’s electronic assessment database will alert the Assessment Team when a student begins to fall below established benchmarks to allow for timely intervention when needed.

Progression to the next academic year requires completion of all requirements from the current year (e.g., all D1 requirement must be completed to advance to the D2 year).

The integrated and dynamic nature of the CODM curriculum must allow for the possibility of students attaining competency in curriculum components at different times, however certain benchmarks have been established to guide students toward on time graduation.

"= Determination of Student Progress! valuation te numbe

Performance data includes:

- E= Didactic and clinic end of block grades!
- F= Entrustment scoring for simulated and clinic skills assessments. This is evaluated using a 4-month rolling average of the students Daily Evaluation scores. Students are expected to progress ahead of the established Daily_Eval benchmark. !
- G= Self-Assessments. Students must self-

e

o qualify fo t() 7 Dm deee() 7 R6 6 (t) 6 (u) 2 (d) 2 (e) 3 (n) 2 (t) 6 R6 6 () 7 (m) 2 (u) 2 (s)4 (t) 6 (:)]TJ ET

!

- iii. Pass the Integrated National Board Dental Examination that is given between the D3 and D4 years.

!

Please register for the INBDE as noted above. However, **DO NOT SCHEDULE YOUR TEST DATE BEFORE** the end of Remediation (including any appeal) (refer to academic schedule). You will be able to schedule your exam after you know your remediation schedule.

- b. Students will not be certified to take the examination until all required remediation(s) have been successfully completed (including any appeal). The Associate Dean for Academic Affairs will provide guidance on the procedures, policies, and appropriate test dates.
 - l= Due to the nature of these deadlines, students who experience problems with the Prometric Testing Center that impact on their compliance with the above deadlines must report these problems immediately to the Office of the Associate Dean for Academic Affairs.!

!

@= To Register for INBDE:!

- a. Log on to



!

summative assessments at regular intervals throughout the academic year. Faculty will attempt to allocate assessment items proportional to the number of classroom days included in the assessment. The “pass” criteria for these summative assessments will be a score of 90% or higher. Students who do not achieve a 90% score are expected to attend a focused and intense remediation process on a scheduled dedicated day for remediation, which will involve mentoring by faculty. Following that day’s remediation process, students will complete a new and different assessment to determine if the mastery criterion has been achieved.

The faculty reserves the right to des 3 () 7 (r)q 053 (ev) -1 (ed) -19eved 108 (t) 6 (o) -19q 0 T3 1 Tf [(Th)24 0 (

!



!

- B) Following the individual assessment. Students are bound by the Honor Code to refrain from discussing the Assessment with their classmates and must remain seated until the team assessment.

- C) Ordinarily, restroom breaks will not be permitted during the Assessment. However, when exceptions occur, students will sign out with the proctor. In these cases, only one student at a time will be allowed to leave. Students may not speak to anyone during this break, and no learning materials may be viewed. No discussion of the Assessment is allowed before the Team Assessment and no discussion of the assessment questions is

!

7) Tardiness

- a) Students will not be permitted to enter the assessment room any later than 5 minutes after an assessment has begun. Unexcused tardiness will be considered an unexcused absence and will result in the student forfeiting participation in that assessment.
- b) For the team assessment, failure to be present in its entirety will result in the student forfeiting his/her additional points.

8) Seating Arrangements

- a) Faculty and proctors reserve the right to designate a pre-arranged seating order. Faculty and proctors reserve the right to move students during the assessment.
- b) Students may ask to be moved at any time prior to, or during the assessment. Granting this request is at the discretion of the assessment proctor.

9) Student-Initiated Clarifications during Assessments

Students may not ask questions of proctors during the assessment unless it is to clarify a typographical error.

!

For assessments, reassessment and winter/summer remediation using Exam Soft, the results will be retained by the college. Assessment grades will be posted to the Exam Soft portal. Students may temporarily access a copy of the assessment upon request in the Office of Academic Affairs for the purpose of submitting written appeals or reviewing material. Due to the complexity of the Exam Soft software, individual student copies of the assessment may only be

!

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC AND

!

Academic/Clinic Monitoring

Upon receipt of “No Pass” or “Incomplete” a student is placed on Academic Monitoring (didactic blocks) or Clinic Monitoring (clinic blocks) and an Action Plan is created, signed by the student, and submitted to the Student Assessment Team.

!

[= Receipt of six (6) or more Active/Unresolved Action Plans that involve No Pass Remediations will require the student to withdraw from the program “not in good academic standing”:]

The student’s status in that case will be withdrawal “not in good academic standing”, and the student may subsequently request re- admission through the College’s Admissions application process (See Withdrawal).

If a student is readmitted to the program, the Assistant Dean for Integrated Education & Assessment will work with the appropriate Associate/Assistant Dean(s) to determine how the student will be reintroduced to the curriculum.

!

The procedure for Mandatory Withdrawal is as follows:

- a. The Associate Dean for Academic Affairs will inform the Dean, the Senior Associate Dean for Administration, the student, the Associate Dean for Admissions and Student Services, and the Assessment Team in writing that, due to unsatisfactory academic progress, the student is required to withdraw from the College
- b. The Associate Dean for Admissions and Student Services the Associate Dean for Academic Affairs and

!

LEAVE OF ABSENCE

LEAVE OF ABSENCE

A student in good academic standing (i.e., not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy.

Students requesting a leave of absence must apply in writing to the Assistant Dean of Integrated Education and Assessment. In the event of a medical problem, the request must be accompanied by a letter from a physician on his/her letterhead describing the nature of the condition(s) for which the leave is requested, and the estimated length of time needed for recovery. The Assistant Dean of Integrated Education and Assessment shall convene a meeting with the Associate Dean for Academic Affairs, Associate Dean for Admission and Student Affairs, the Assistant Dean for Clinical Education and Patient Care, the Senior Associate Dean for Administration to discuss the request for a leave of absence. The Senior Associate Dean discusses the recommendations of the Assistant and Associate Deans with the Dean who then shall determine whether the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is needed, the student must apply for a leave of absence before the registration date for the following year.



!

STUDENT APPEAL PROCESS

STUDENT APPEAL PROCESS

- 1) Appeal of Assessments/Reassessments

! Probation/Withdrawal “Not in Good Academic Standing”). The requirement to withdraw and any stipulations or conditions regarding the student’s return to the program will be based on a joint recommendation of the Associate/Assistant Deans for Academic Affairs and the Assistant Dean for Integrated Education & Assessment of the Dean. The decision of the Dean is final.

3) Appeal of Probation Decisions

If a student feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of probation. The Dean shall consider the appeal and render his/her decision which shall be final and effective immediately. The Dean shall communicate this decision in writing to the student and the College Associate/Assistant Deans. A copy of the decision will be provided to the Vice President of Student Services.

If the issue does not involve patient care, the student shall have the right to continue to attend classes, continue clinical activities, and participate in all sanctioned College activities until such time as any/all probation appeals are exhausted. Otherwise, all appeals involving patient care will require the student to obtain the written permission of the Assistant Dean for Clinical Education and Patient Care through a recommendation by the Dean to continue patient care activities during the time that the appeal is being considered. The Assistant Dean for Clinical Education and Patient Care will consider and be assured that patient safety will not be compromised.

4) Appeals of Suspension Decisions

A student may be suspended as decided by the Dean. If a student feels he/she has been treated unfairly in a matter involving suspension, he/ she may appeal that decision to the Chancellor of the South Jordan Campus. The

!

!

Education and Patient Care, a student who has started the series prior to matriculation may be allowed to complete the series within the first six months of the DMD program.

5) Varicella (Chicken Pox):

All matriculating students must satisfy one of the following three requirements:

- e) Documented administration of two doses of varicella at least 28 days apart or
- f) History of varicella disease or herpes zoster (shingles) based on healthcare provider diagnosis or
- g) Laboratory evidence of immunity (Titer)

6) Tuberculosis Skin Test:

Each student who matriculates into the DMD program must provide results from an initial Two-Step skin test for Tuberculosis within the three months prior to the first day of orientation. Note Change: CDC recommends TB screening for incoming personnel, after that no annual screening except: “Annual TB testing of health care personnel is **not** recommended unless there is a known exposure or ongoing transmission at a healthcare facility.” Students who test positive for Tuberculosis must have additional medical evaluation, which may include retesting, chest x-ray, liver function tests, anti-tuberculin drug regiment and other tests deemed necessary and appropriate.

7) Annual Flu Vaccine

! If a student voluntarily and knowingly chooses not to be immunized with any of the required vaccines regardless of waiver status provided by Roseman, CODM, or affiliated training sites, will prevent the student from participating in any clinical activities. A student cannot graduate without completing required clinical activities.

Information regarding the immunization requirements for specific clinical training sites will be available through the Assistant Dean for Clinical Education and Patient Care.

Student immunization and related medical records are retained in the Office of the Associate Dean for Admissions and Student Affairs in accordance with HIPAA standards.

OTHER POLICIES AND PROCEDURES

CRIMINAL BACKGROUND CHECK

Each student must complete a criminal background check prior to admission and annually thereafter on or before the date



!

!





!

including Corrective Actions, imposed on the student for violating the Honor Code. A copy of the letter signed letter and other documentation may be provided to the Vice President and Dean.

- b. The Senior Associate Dean for Administration will provide a confidential update to the Assistant Dean of Integrated Education and Assessment as Corrective Actions could affect the student's academic performance and progression within the DMD program.
- c. The Senior Associate Dean for Administration will provide updates to the Dean, the Assistant Dean for Integrated Education and Assessment and Vice President as needed or when requested.
- d. The Assistant Dean for Integrated Education and Assessment will monitor compliance with or fulfillment of Corrective Actions. Other administrators or faculty with specific responsibilities or expertise related to the Corrective Actions will be asked to provide information to the Assistant Dean to confirm progress with and completion of these actions.
- e. When evidence suggesting that terms for all corrective actions have been met, the Assistant Dean





