

2011

Meharry Medical College  
School of Dentistry

# **ACADEMIC POLICIES AND PROCEDURES**

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## **FOREWORD**

This manual represents a compilation of Academic Policies and Procedures in the School of Dentistry (the “School”) and highlights general policies of Meharry Medical College (the “College”). The presentation of policy and procedure information is formatted to facilitate ease of understanding and compliance. The policies and procedures are specific to dental students enrolled in the predoctoral program. Policies and procedures for advanced graduate programs in Dentistry are covered in policy and procedure documents unique to those programs.

This manual does not constitute a contract, expressed or implied, between any applicant, student or faculty member and the School. The School reserves the right to request or require the withdrawal of any student who does not attain and maintain adequate didactic or clinical performance and demonstrate acceptable professional ethics.

The faculty and administration expect full cooperation from the student body in the maintenance of high moral and ethical standards. The School reserves the right to dismiss a student at any time if his/her conduct is considered unsatisfactory.

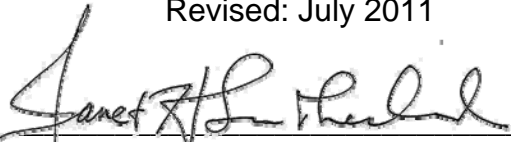
## INTRODUCTION

This manual is the official policies and procedures document of the School. The policies and procedures outlined in this manual supersede all previously published or verbally expressed policies and procedures in the School and are effective as of the published date of this manual. Policies and procedures are subject to change, as changes occur, they will be formally announced and the new policies and procedures will supersede the corresponding policies and procedure statements in this manual. All changes are announced at the beginning of each academic year and are effective immediately for all students. Additional policies and procedures which may have inadvertently been omitted in the preparation of this manual will be distributed in writing to all faculty and students and such changes will be published in subsequent editions of this manual.

The published policies and procedures of the School are consistent with College policies. These policies and procedures are intended to enhance and clarify the College's policies.

Adopted: August 2007

Revised: July 2011

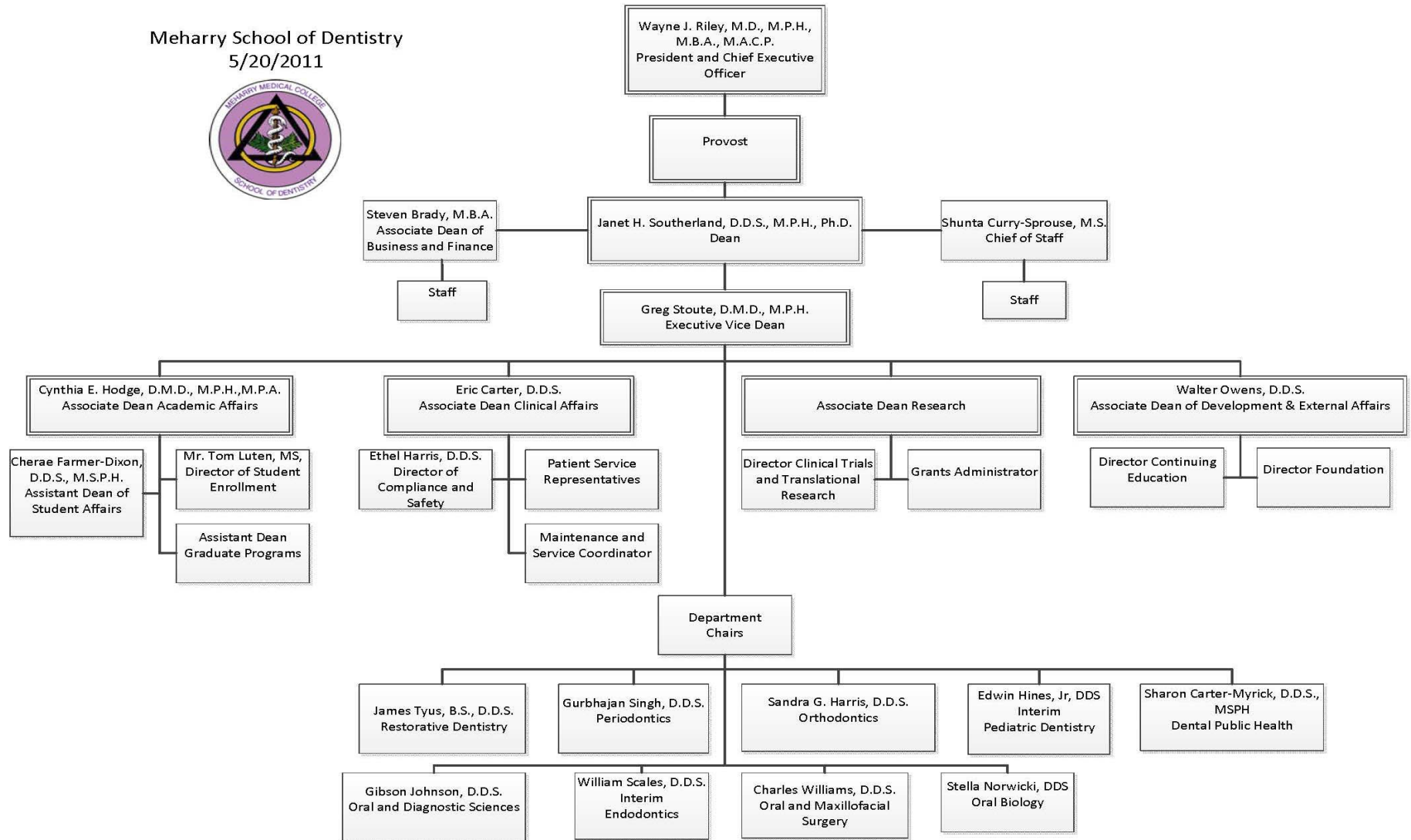


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Dean and Professor

# ORGANIZATIONAL STRUCTURE

Meharry School of Dentistry  
5/20/2011



## **1 THE ACADEMIC PROGRAM**

The School offers a four year pre-doctoral program in General Dentistry which is designed to prepare students to provide competent oral health and high quality services to the population at large. This is accomplished through an interdisciplinary curriculum of didactic and clinical experiences. These experiences provide a diverse knowledge base, clinical skills and competencies necessary in the practice of modern General Dentistry. The program is also designed to provide a solid base for scientific inquiry and lifelong pursuit of continuous education.

The first and second year of the curriculum is devoted primarily to classroom and laboratory instruction in the basic and pre-clinical dental sciences. The third and fourth year curriculum focuses on further development of clinical skills under supervision of the faculty in all areas of dental practice, with an emphasis on the concept of comprehensive patient care in every class. Students gain additional clinical experiences in other settings such as hospitals, public health facilities and other extramural environments as a part of the overall pre-doctoral program. Successful completion of the prescribed academic/clinical program and demonstration of high ethical and moral behavior lead to the Doctor of Dental Surgery (D.D.S.) degree.

The School also offers graduate programs in General Dentistry and in Oral and Maxillofacial Surgery. These programs accept Meharry graduates as well as graduates from other accredited U.S. and Canadian dental schools.

The curriculum in the School is dynamic; it is under continuous review to respond to the contemporary trends in dental education and dental practice. The School will modify any portion of the curriculum and make such changes as necessary with a commitment to maintaining an evidence based academic program that meets the highest standards.

The study of Dentistry is rigorous and demands considerable time, energy, a high degree of self-discipline and effort. It requires a cooperative effort between faculty and students toward the common goal of the student's attainment of the cognitive and psychomotor skills necessary to practice dentistry.

### **1.1 Degree Requirements**

Students must meet the following requirements to qualify for the D.D.S. degree:

- Regular dental school attendance for a minimum of four years of academic instruction. Students transferring from other dental schools must matriculate a minimum of two academic years at The School (see the School Catalog regarding admission and advance standing);

- Satisfactory completion of both Part I and Part II of the National Board Dental Examinations (NBDE);
- Satisfactory completion of all didactic and clinical courses, all clinical experiences, practical examinations and all clinical competency examinations - which constitute the prescribed curriculum;
- Demonstration of high standards of moral and ethical conduct;
- Payment of all financial obligations to the College and the School; and
- Return of all loaned equipment, patient charts, borrowed items, etc.

The degree is awarded at the annual commencement exercise in May.

## **1.2 Participation in Commencement**

Students who complete the full academic program and clinical experiences by the specified date will receive their degree at the May commencement. All senior dental students who have participated in the National Board Dental Examination (NBDE) Part II will be allowed to participate in commencement. Diplomas are awarded only after completion of the academic program, satisfactory clinical participation, and successful completion of the NBDE Part II.

## **2 ACADEMIC DEFINITIONS, POLICIES AND PROCEDURES**

### **2.1 Course Expectations**

Course directors shall:

- Exhibit professional behavior at all times;
- Maintain strict confidentiality of grades and academic performance;
- Report final grades through the Banner system; and
- Notify students who receive a failing grade ('F') by e-mail within seven (7) days of posting final grades.

Students shall:

- Exhibit professional and ethical behavior at all times;

- Comply with all rules, regulations, and policies of the College and the School;
- Be prompt and attend lectures, labs, and other official course events as identified in the course schedules and syllabi;
- Frequently monitor email (must use Meharry email account), Blackboard and student bulletin boards on MyMMC;
- Take appropriate care of all equipment and property of the School; and
- Participate in the online course evaluation program.

## 2.2 Official Transcript

Official grades for courses taken during a semester are provided to the students by the Office of Student Services and Enrollment Management at the end of each semester.

Grades assigned by the instructor will appear on the student's academic records and on the official transcript. No final grade can be overwritten or changed unless it was given erroneously. All final grades become a permanent part of the student's transcript and are used to calculate the student's G.P.A.

SEAPC determines whether a student is to be given the opportunity to remediate a final failing grade. The remediated grade will be entered onto the transcript along with the final grade and is calculated into the student's grade point average. The remediated grade shall be at the discretion of the course director.

## 2.3 Grading

Grades for all students are submitted on the Banner system by the course coordinator or department chair. Only grades which have followed the appropriate process are considered to be final grades and are placed on the permanent student transcript. The letter grades correspond to the A, B, C, P, I or F system as illustrated in the following chart:

GRADING SYMBOL	QUALITY POINTS	INTERPRETATION	EXPLANATION
A	4	Excellent	Indicates exceptional academic performance.

GRADING SYMBOL	QUALITY POINTS	INTERPRETATION	EXPLANATION
B+	3.5	Outstanding	Indicates outstanding performance, near excellence.
B	3.0	Very Good	Indicates very good academic performance, above average.
C+	2.5	Above Average	Indicates performance just above average.
C	2.0	Satisfactory	Indicates acceptable and minimally adequate academic performance.
P	0	Pass	Indicates acceptable performance in: Final Clinical Competency Examinations Part I and II NBDE Reviews Comprehensive Care National Board Review Life Long Learning Heritage Lectures Dental Success Seminars Occupational Safety and Health Administration (OSHA) Seminar Clinical Correlations I and II External Rotations Cardiopulmonary Resuscitation Dental Success Seminar Clinical Correlations I and II External Rotations Independent Study Introduction to Clinical Dentistry Other courses as needed
F	0	Failure	Indicates unacceptable academic performance.
I*	0	Incomplete	See justification for use in subsequent pages of this document.

## **2.4 Definitions and Justifications of Incomplete ('I') Grades**

Coursework is incomplete when a student fails to submit all required assignments, tests, or is absent from the clinic or final examination. An 'I' grade may be assigned in lieu of a failing grade only when:

- the student has been making satisfactory progress in the course/clinic; and
- the student is unable to complete all course work due to unusual circumstances that are beyond personal control (circumstances are outlined under "Leave"). The student presents these reasons prior to the time that the final grades are due and these reasons are acceptable to the instructor and the Office of Academic and Student Affairs.

The student must complete the coursework by the end of the subsequent semester or the 'I' grade will be changed to a 'F' grade. A 'F' grade may result in repeating the year or dismissal from the program as determined by the SEAPC.

## **2.5 Procedure to Address 'I' Grades**

All faculty awarding the 'I' grade to a student must complete the "Agreement for Awarding/Removal of 'I' Grades" form (see Appendix A). The form will outline required actions to remove the 'I' grade; the form must be signed by the faculty member and the student. A copy of the form should be retained by the faculty and the student with the original transmitted to the Office of Academic and Student Affairs.

The Registrar will notify the faculty member, student and the Office of Academic and Student Affairs of all outstanding 'I' grades by the first week of November for the fall semester and the first week of April for the spring semester.

Change of grade forms must be submitted by faculty through department chairpersons to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will submit the forms to the registrar prior to the end of the subsequent semester.

In accordance with College policy, change of 'I' grade forms not received before the conclusion of the semester will result in the posted 'I' grade being changed to an "F" grade by the Office of the Registrar.

## **2.6 Continuing Courses**

Final grades are based on repeated observation and measurement of student performance; in subjects that require acquisition and development of new skills, final grades should reflect the level of accomplishment reached by the student at the conclusion of the course/clinic. A final grade will be recorded on the student's official transcript at the end of each semester for any course considered to be a continuation course.

## **2.7 Appeal of Final Grades**

Complaints regarding grades and testing must first be discussed with the course director. If the dispute is not resolved, the student must then provide a written complaint and meet with the department chairperson to discuss the matter.

If the matter is not resolved with the chairperson, the associate dean for academic and student affairs should be notified. A written complaint by the student should be sent to the associate dean for academic and student affairs. It will be shared with the Department Chairs Committee, and a meeting will be established for further discussion within ten (10) working days of receipt of the complaint. The student will have the opportunity to discuss the complaint directly with the committee. The committee will then advise the associate dean for academic and student affairs who will make a final decision on the disposition of the complaint.

A student may appeal an official grade received in a clinic or didactic course thought to be awarded in error or for which grading criteria are missing or unclear. Appeals will follow the procedure for review of appeal of academic actions. Appeals must be submitted in writing to the dean.

The final decision will be rendered to the student in writing within ten (10) working days of the chairs meeting.

## **2.8 Examination Behavior**

The College strictly enforces its Honor Code. Each student receives a copy of the Honor Code during freshman orientation and must sign and return the acknowledgement page after reading the document. The student's signature indicates their in agreement to comply with all guidelines of the honor code during their matriculation.

Use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Any breach of educational protocol, as outlined in the Honor Code, will result in disciplinary action up to and including dismissal.

In cases of clear violations of academic integrity, the instructor in charge will:

- Dismiss the offending student from the examination; assign an “F” grade for the examination; and refer the student to the Student Disciplinary Committee (SDC) for action;
- Provide the Office of Academic and Student Affairs with all written records of citations, imposed penalties, and any discussions between the student offender and the faculty; and
- Retain a copy of the report in the involved department and with the Office of Academic and Student Affairs and the Office of Student Services and Enrollment Management.

### **3 STUDENTS WITH DISABILITIES**

The School's educational programs are open to qualified individuals and comply with all applicable state and federal non-discrimination laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The granting of the DDS degree signifies that the holder of such a degree is a dentist prepared for entry into the practice of dentistry or postgraduate training programs of diverse types. The DDS degree is, and must remain a broad undifferentiated degree attesting to the mastery of general knowledge in all fields requisite for the practice of dentistry. It follows from this that graduates must possess the knowledge, skills, and values necessary to function in a broad variety of clinical situations, and to render a wide spectrum of patient care.

It is the obligation of the dental school to seek candidates who will be best able to serve the needs of society and to ascertain that the candidates for the DDS degree are able to perform essential functions as effective and competent dentists.

Any student requiring accommodations due to a disability must meet with the associate dean for academic and student affairs and the Office of Student Services and Enrollment Management to request accommodations. The meeting should occur within the first week of the student's first semester in dental school. In the event the disability is discovered after the student enters dental school, the meeting should occur within the first week of discovery. In no event shall the meeting occur later than is necessary to permit an adequate period of time for consideration of the requested accommodation.

Any student requesting an accommodation must present appropriate documentation from a qualified professional, establishing: (a) that the disability exists, and (b) that

the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly-situated person without a disability. The documentation should be provided within the first week of the meeting to Office of Student Services and Enrollment Management. Documentation of disabilities must adhere to the following criteria:

- Documentation must be provided by a licensed professional who is qualified in the appropriate specialty area and whose primary expertise involves the adult population, and the documentation must show that the licensed professional's qualifications are in the appropriate specialty area related to the disability.
- Documentation must be recent enough to provide meaningful information.
- Original documentation must be submitted on letterhead of the professional, be signed by the professional and include the minimum of the following: (a) the specific diagnosis of the disabling condition; (b) a description of the specific way(s) in which the disability limits the student's functions; (c) recommendations for accommodation, including a statement that the professional is aware that the student's environment is a dental school rather than a graduate school, undergraduate school, or secondary school; and (d) a specific explanation of the manner in which the proposed accommodation responds to the student's limitations. Handwritten documents will not be accepted.
- Documentation of a learning disability must include a description of the diagnostic interview, a history of the student's learning disability and any accommodations provided for it, and a specific diagnosis of a generally recognized learning disability. The cost of providing the necessary documentation will be borne by the student.

### **3.1 Determination of Appropriate Accommodation**

Once documentation has been submitted as described above, the College Counseling Service will take all steps necessary to review the request and documentation, establish whether the applicant has a qualified disability for which an accommodation is due, and make or confirm recommendations for appropriate accommodations, if any, to the associate dean for academic and student affairs. The process shall be interactive, involving full input from the applicant, appropriate The School personnel, the College counseling staff and external offices possessing the technical, medical, and administrative expertise as needed to evaluate the request.

The associate dean for academic and student affairs will receive a copy of the accommodation recommendations that will be provided to the Department Chairs Committee for review and implementation. The Office of Academic and Student Affairs will be responsible for assuring that the recommendations for accommodations are met.

The Department Chairs Committee may do one of the following: (a) determine that the recommended accommodations fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program, and therefore should be denied; (b) modify the proposed accommodations because unless modified, they fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program; or (c) approve the accommodations as recommended. The decision will be communicated to the Office of Student Services and Enrollment Management.

A faculty member who is notified of an approved accommodation may inform the department chairs of special circumstances that the faculty member believes makes the accommodation unreasonable or inappropriate. The Department Chairs Committee may make a recommendation to suspend or modify the approved accommodation for the particular situation if they concur with the faculty member.

The accommodation plan will apply to the student throughout his/her tenure in dental school unless the disability changes. Each student shall, at the beginning of each school year, provide the associate dean for academic and student affairs with certification from their attending physician that there has been no change in the disability. If the disability has changed, then the appropriate accommodations must be determined as described above.

Failure to provide the updated documentation will prevent the student from receiving said accommodations.

## **4 STUDENT EVALUATION**

### **4.1 Possible Academic Outcomes**

If, at the completion of an academic year, a student has received a passing grade in all officially enrolled courses and is in good standing in all other aspects, the student will be promoted to the next academic level.

Structured remediation and technique practice sessions will be developed for students who require/request extra assistance in an attempt to achieve satisfactory course completion. Early intervention for study requiring extra assistance is provided

through structured remediation and technique practice sessions in conjunction with the involved department and the Office of Academic and Student Affairs.

## **4.2 Academic Performance Decisions**

Each student is informed of his/her progress in each didactic and clinical courses and advised in writing of deficiencies by the associate dean of academic and student affairs. Each clinical department has established criteria for clinical competency (clinical experiences) and standards of adequate performance (see Clinic Manual). Based on the evaluation of the student's performance and progress in each area, definitive final letter grades are assigned at the conclusion of the course.

The SEAPC meets monthly meetings during each semester and at the end of the summer session to evaluate student performance. This evaluation committee, after careful review of each student, makes recommendations relative to student status, academic progress and other student related issues.

Students experiencing any form of academic difficulty will be identified at monthly SEAPC meetings and will receive written notification from the SEAPC chairperson. Written notification to the student will include:

- the committee's intent to review student's academic status and consider appropriate action;
- 
- details to be considered by committee;
- the student's right to present relevant information to the committee concerning their academic performance; and
- the student's right to inspect their educational records as defined by the Family Educational Rights and Privacy Act (FERPA).

The deliberations by the SEAPC may result in dismissal, probation, recommendations for counseling, intervention, or student support. Students may also be referred to the Center for Educational Development and Support Services (CEDS) for additional academic support such as test taking skills, time management, and stress management. Recommendations will be provided in writing and will require student signature. Recommendations by the committee are not optional, students are required to complete the plan to continue enrollment. A copy of the signed recommendation is also provided to the Office of Students Services and Enrollment Management.

## **4.3 Academic Probation**

Students may be placed on academic probation if their cumulative grade point average falls below 2.0. The probationary period is one semester during which the student must return to good academic standing by raising their cumulative grade point average to 2.0 or above. If students do not raise their overall grade point average to at least 2.0 by the end of the semester, they may be forced to repeat the school year and denied clinical privileges, and subject to disciplinary action up to and including dismissal.

#### **4.4 Dismissal**

The School reserves the right to dismiss a student at any time for misconduct, unacceptable academic performance and evidence that a student is unable to successfully continue in the program. When a student is dismissed by action of the SEAPC, the associate dean for academic and student affairs will inform the student in person and writing within three (3) working days of receipt of the committee's decisions. The student is required to sign the letter of notification.

Absences of two consecutive weeks or longer in a didactic or clinical course without appropriate notification and documentation will result in immediate dismissal from the School.

A student may be dismissed from the School by the SEAPC for the following reasons:

- Academic probation for two consecutive semesters;
- Failure to pass National Board Dental Exam Part I after three (3) attempts or failure to pass National Board Dental Exam Part II after six (6) attempts;
- Violation of any rule of conduct, professionalism or ethics issued by the College or generally known in the profession; and
- Failure to maintain clinic attendance at ninety percent (90%) or higher.

Once a student is recommended for dismissal, they will receive notice in person and in writing from the associate dean of academic and student affairs within three (3) working days of the decision by the SEAPC to dismiss. Following SEAPC decision to dismiss, the process will proceed as prescribed in the College Revised Procedures for Review and Appeal of Academic Dismissal Action (see Appendix C).

The School is not only committed to the concept of academic excellence, but also to fundamental fairness for students in pursuit of excellence. As such, the institution

affords students the privilege to appeal cases of academic dismissal. Please refer to the College procedures for review and appeal of academic decisions.

#### **4.5 Specific Promotion Criteria:**

##### **4.5.1 Freshman (First Year Students) D1**

All courses in the prescribed first (1st) year curriculum must be successfully completed prior to promotion to the second (2nd) year.

##### **4.5.2 Sophomore (Second Year Students) D2**

A student is promoted to the sophomore year after successful completion of all first (1st) year (freshman) courses.

##### **4.5.3 Juniors (Third Year Students) D3**

A student is promoted to the junior year after successful completion of all courses in the second (2nd) year and the National Board Dental Examination Part I.

##### **4.5.4 Seniors (Fourth Year Students) D4**

A student is promoted to the senior year after successful completion of all third (3rd) year (junior) didactic and clinical courses.

#### **4.6 National Board Dental Examinations (NBDE)**

The NBDE, Part I and Part II, are external measures which are used by the School to evaluate student academic achievement. Successful completion of the NBDE is a requirement for graduation from the School.

The NBDE are composed of multiple choice test items, presented in the English language, which are intended to assess the ability to recall important information from basic biomedical and dental sciences, and also the ability to apply this information in a problem-solving context. Do keep in mind that the test is becoming more problem-based for part I and II. The plan is for the test to become one test by 2015 and to be completely problem-based in nature.

The Joint Commission on National Board Dental Examinations is responsible for the development and administration of National Board Dental Examination Part I and II. The Joint Commission is composed of fifteen (15) representatives of dental schools, dental practice, state dental examining boards, dental hygiene, dental students, and the public. The NBDE are intended to fulfill or partially fulfill the written examination requirements of the various dental licensing jurisdictions (i.e. states). American

Students Dental Association “Released Items” booklets will be made available through the Office of Academic and Student Affairs, to assist students with exam preparation.

#### **4.6.1 Part I**

Part I of the exam must be taken at the end of the first (1st) year as a computerized examination at a Thompson Prometric Testing Location. The Part I examination is comprehensive in nature. It will consist of 400 items; 80% will be traditional, independent or stand alone multiple choice items, and 20% will be interdisciplinary multiple choice, and a set of items associated with a scenario.

Freshman students who have successfully completed all freshman and required courses are eligible to take Part I of the NBDE. Each student, prior to taking the Part I examination, is required to participate in the review sessions. Failure to meet the attendance policy may lead to disqualification from taking Part I when next offered.

Only one standard score will be awarded to the candidate, and the candidate’s pass/fail status will be determined by this single score. If unsuccessful, candidates must retake the examination, in its entirety, if they wish to be awarded credit for Part I.

Students are limited to three (3) opportunities to successfully complete Part I of the exam. The first attempt must be made by the last day of June, following the end of the first year spring semester. If the first attempt results in a failing grade, the SEAPC will review the outcomes and monitor student progress. Each attempt must be separated by a minimum of 90 days, as stated by the Joint Commission on NBDE. Failure to pass Part I after three attempts, will result in dismissal without the right to appeal. The last attempt at Part I must be taken no later than the last day in December of the sophomore year.

#### **4.6.2 Part II**

Part II of the exam is taken at the middle of the senior year as a computerized examination. Only senior students who have satisfactorily completed junior didactic courses and have passed of NBDE Part I will be allowed to take the NBDE Part II.

Protocols and guidelines for administering Part II review sessions, advisory examinations, and necessary remedial sessions the standards established by the department chairs, course directors, and Office of Academic and Student Affairs.

The Part II exam consists of 500 clinically oriented multiple-choice test items. Approximately 100 test items are based on patient-case problems. These items are

administered in two separate test sessions over 1½ days. Part II is administered as a computerized examination at times based on examination site availability.

Students who are not currently enrolled and have completed all didactic and clinical requirements for graduation, except for successful completion of the NBDE Part II, will be required to enroll in and successfully complete a NBDE Review Program.

A student must present official documentation of successful completion of the National NBDE Part II to receive the D.D.S. degree.

Students will be allowed six (6) attempts to pass Part II of the National Board Dental Examination. A minimum of 90 days must separate each exam attempt. If the student fails the NBDE Part II after their third attempt, the candidate must wait one year from the date of third attempt, to be approved to retake the exam. The student will then have up to three (3) subsequent attempts to successfully complete Part II of the NBDE with a minimum of 90 days between each exam attempt still applies.

NOTE: Additional information regarding the NBDE may be obtained from the Office of Academic and Student Affairs, or directly from the Joint Commission on Dental Examinations, 211 East Chicago Avenue, Suite 1846, Chicago, Illinois 60611, or by telephone at (1-800-232-1694 ) or via the web at [www.ADA.org](http://www.ADA.org).

#### **4.7 Final Clinical Competency Examinations (FCCE)**

The Final Clinical Competency Examinations (FCCE) are designed to allow senior students to demonstrate clinical competencies and time management. Successful completion of the FCCE is a requirement for graduation from the School.

These clinical examinations include the following areas:

- Restorative Dentistry (to include Operative Dentistry and Prosthodontics);
- Periodontics;
- Oral Diagnostic Sciences;
- Endodontics;
- Orthodontics;
- Oral and Maxillofacial Surgery;
- Pediatric Dentistry;

- Dental Public Health; and
- Oral Pathology.

#### **4.8 Life Long Learning and Special Programs**

The dental education program is organized to promote a continuous learning process. The pursuit of continuous education is fostered in the academic program through continuing education programs and special lectures. Attendance at these programs is mandatory for all students. All students must attend eighty percent (80%) of the required programs to successfully complete the Lifelong Learning Course. Record of attendance at these programs is maintained by the director of continuing education for the School.

Throughout the course of each academic year, the School sponsors special programs and lectures to honor persons who have made significant contributions to the School and the College.

##### **4.8.1 The Heritage Lectures**

These programs provide opportunities to invite outstanding academicians and clinicians to the School and to the College to present lectures in areas of contemporary interests and concerns in education, research or clinical practice. They also provide the opportunity for faculty and students to interact with these visitors in an atmosphere of tradition and history. Questions from Heritage Lectures may be included on appropriate departmental examinations.

##### **4.8.2 Allen/Watson Lecture**

This annual lecture and program honors Dr. William H. Allen, dean emeritus and professor in the Department of Prosthodontics, and Dr. William H. Watson, emeritus professor in the Department of Operative Dentistry (established in 1981).

##### **4.8.3 Mobley/Singleton Lecture**

This lecture and program honors Dr. Eugenia L. Mobley, former dean of the School and former chairperson of the Department of Preventive Dentistry and Community Health, and Dr. J. B. Singleton, former professor and chairperson of the Department of Oral and Maxillofacial Surgery; for dedicated service and leadership to the School, the College, the Nashville Community, local, state and national organized dentistry (established in 1992).

#### **4.8.4 The S. O. Banks, Jr. Lecture**

This annual lecture and program honors Dr. S. O. Banks, Jr., professor in the Department of Oral and Maxillofacial Surgery (established in 1988).

#### **4.8.5 Turpin Memorial Day Lecture**

This annual lecture and program honors Dr. Donely H. Turpin, a pioneer in the School who was a professor of Prosthodontics and the first Black dean of the School. This celebration is co-sponsored by Omicron Omicron Chapter of the Omicron Kappa Upsilon (OKU) National Honor Dental Society. At this time, newly elected OKU members from the graduating senior class are presented to the assembly (established in 1947). Honorary and faculty OKU members are also inducted at this time.

#### **4.8.6 Occupational Safety and Health Administration (OSHA)**

This seminar is required of all students at each level of the academic program (freshman, sophomore, junior and senior years).

#### **4.8.7 Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)**

Patient safety is paramount as we aspire to provide the highest quality education for our students and dental care for our patients. It is important that all faculty, staff and students are prepared to manage with emergency situations that arise within the School. Therefore, it is required that all faculty, staff, and students/residents have BLS certification and that this certification is renewed annually. Additionally, faculty and residents in the Oral and Maxillofacial Surgery department are also required to maintain ACLS training and certification. The director of Compliance and Safety along with the associate dean of clinical affairs will be responsible for monitoring compliance and developing a plan for response to emergencies within the School.

On occasion classes and clinics will be cancelled to allow for mandatory student and faculty attendance at many of the special programs of the School and College.

If extenuating circumstances prevent the student from attending a Lifelong Learning course at the College, the student may be approved to take external continuing education courses at their own expense. The courses must be approved by the director of continuing education prior to participation in the course. Upon approval and completion of the course, documentation must be submitted to the director of continuing education within two (2) weeks of completion.

Students are encouraged, as interests dictate and time permits, to participate in the many other outstanding programs presented on a regular basis in the School of

Medicine, the School of Graduate Studies, the School of Allied Health Professions and other special centers of the College.

#### **4.9 Satisfactory Academic Standing**

A student at the College is in good academic standing if he/she is properly registered with the Office of Student Services and Enrollment Management and is unencumbered by pending academic or disciplinary citations.

#### **4.10 Satisfactory Academic Progress**

In order to achieve good academic standing, a student must satisfy the following:

- be registered and enrolled as a full-time student in the School for any semester; and
- maintain a cumulative grade point average that meets or exceeds the minimally accepted academic standard of "C" (2.0).

#### **4.11 Evaluation of Student Performance**

The Student Evaluation and Academic Performance Committee (SEAPC) reviews and makes recommendations on student performance and policies regarding promotion, dismissal, probation, remediation, reinstatement, transfers (in or out), leave of absence, and graduation. SEAPC is divided into two committees:

- First and second-year students, and
- third and fourth-year students.

The SEAPC is chaired by the associate dean for academic and student affairs. Committee members are appointed by the dean; membership may consist of seven (7) course directors or faculty with immediate knowledge of students' progress.

The associate dean of academic and student affairs along with the department chairs, establish the grading policies for examinations. Course directors will develop additional forms of student evaluation in the School courses. These policies are distributed as part of each course syllabus. At the completion of each course, each student enrolled in the course is evaluated. Each student is awarded a letter grade for the course.

#### **4.12 Academic Citations**

All citations for outstanding performance in the School are issued by the Office of Academic and Student Affairs. Students cited for excellence who have performed at an outstanding level during the academic year are selected for citation by the Student Evaluation and Academic Performance Committee.

#### **4.13 Dean's List**

A student is eligible for the Dean's List if he/she performs at an exemplary level consistent with the achievement of a cumulative grade point average of 3.50 and above during an academic year. This honor is determined at the end of each academic semester.

#### **4.14 Graduation**

At the completion of the senior year, those students who have satisfactorily completed the entire prescribed course of study, passed all FCCEs, Part I and Part II of NBDE were approved by the SEAPC, are recommended for graduation.

#### **4.15 Honor Graduates**

SEAPC recommends, to the dean, students for graduation with HONORS based on the student's scholastic record over the four-year academic program. A minimum cumulative grade point average of 3.50 is required for graduation with HONORS.

### **5 STUDENT ATTENDANCE, LEAVE OF ABSENCE AND WITHDRAWAL**

#### **5.1 Attendance**

Students must attend all scheduled classes and clinics. Clinical, hands-on experience is a basic and required competency. Proper documentation is required for all absences. A student with absences in excess of ten percent (10%) may fail the course/clinic and may be dismissed from the program. Appropriate documentation for excused absences must be provided to the Office of Academic and Student Affairs within two (2) days of the students return to school. Excused absences will be issued by the Office of Academic and Student Affairs. Excused absences **are included** in the calculation of the total percentage of absence.

Absences of two consecutive weeks or longer in a didactic or clinical course without appropriate notification and documentation will result in immediate dismissal from the School.

##### **5.1.1 Make Up Exams**

A student who is unable to take an examination due to unavoidable circumstances (hospitalization, car accident, major illness, etc.) is responsible for all missed material and make-up work for any coursework that occurred during an absence. The student must contact Academic Affairs to schedule make-up exams. The course instructor must be contacted to schedule make-up clinical competencies and practical exams.

When circumstances permit, students must notify the Office of Academic and Student Affairs prior to the date of the absence to schedule the make-up exam unless unavoidable circumstances prevent prior notification. Written exams must be completed within two (2) school days of the student's return to be proctored by the Office of Academic and Student Affairs. Practical make-up exams must be arranged with the course director upon the student's return.

Course coordinators, clinical directors, and clinical departments will monitor attendance and routinely report student absences to the Office of Academic and Student Affairs, Clinical Affairs and SEAPC, as applicable.

## **5.2 Leave of Absence**

A leave of absence is an interruption of the normal course of study requested by a student which requires prior written approval by the dean or his/her designee. A student's leave of absence shall not extend beyond one calendar year. The official date of leave shall not precede the date of the student's request. An official leave of absence form must be processed and can be obtained from the Office of Student Services and Enrollment Management. Students will be withdrawn administratively (WA) from classes during an official leave of absence.

A leave of absence may be granted upon receipt of a written request. Some reasons for the request may include personal illness, military duties, financial hardship, emotional distress and other unusual or extenuating circumstances. The dean or Office of Academic and Student Affairs may require documentation to accompany a request. If the situation is appropriate, the dean or associate dean of academic and student affairs may recommend that a student be placed on an administrative leave of absence. If a leave of absence is requested for physical or mental health reasons, a qualified and appropriate healthcare professional must provide a letter typed on original letterhead justifying the request. Please contact the Admissions and Records Office to determine appropriate documentation.

At the end of a granted leave of absence, all courses completed will be credited, however the student may be required to repeat coursework based on the recommendation of the SEAPC. Incomplete courses must be completed or repeated if indicated prior to advancement in the program. Preclinical technical skills must be demonstrated as adequately retained by relevant clinical departments.

### **5.2.1 Return from Leave**

A written request to return to the college following a granted leave of absence is required. A student must make a written request to terminate a leave of absence for reinstatement to active status to the associate dean for academic and student affairs, not less than sixty (60) days prior to the termination of leave. Failure to terminate a leave of absence will result in automatic dismissal. Copies of the written requests must be provided to the Office of Student Services and Enrollment Management and a copy provided to the dean of the School at least sixty (60) days prior to the date of anticipated return.) Exception may be granted for maternity, military duties, or other short-term leave.

Students will only be accepted for return at the beginning of each semester and will not be allowed to return after the close of the registration period of any semester.

### **5.3 Withdrawals**

A student may withdraw from the College after filing a completed withdrawal form, with the Office of Student Services and Enrollment Management. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the College policies. Students may not withdraw from courses due to poor academic performance. Withdrawals and conditions for re-matriculation must be approved by SEAPC.

## **6 DRESS CODE POLICIES**

### **6.1 Purpose**

The dress code for the School is intended to establish standards of dress of constituencies, to promote professionalism, and to meet internal and external safety and infection control standards. Compliance with dress code policies is mandatory. Administrative action will be taken for noncompliance. Scrubs are to be worn only when attending The School and are not to be worn when in a public establishment. The guidelines govern student attire during regular class and clinic hours of operation.

### **6.2 Prohibited Attire for All Students**

- Jeans;
- Open-toed shoes, canvas shoes, mules, or sandals in clinical areas;
- Shorts of any type;

- Revealing tops or bottoms for women (low cut, see through blouses);
- See through lace, chiffon or similar blouses, spandex or other tights;
- Mini skirts (women), tight clothing;
- Dresses or skirts - deep splits (women);
- Disposable gowns and masks, except in clinical areas;
- T-shirts or sweat shirts as an outer garment in clinical areas;
- Loosely fitting jewelry, bracelets, exposed necklaces, rings, and earrings in clinical areas;
- Caps, hats, scarves, and other head wear in clinical areas;
- Sagging pants or scrubs; and
- Under garments should not be exposed at any time.

### **6.3 Classroom Attire**

Freshman students are allowed to wear business attire to the classroom. Shirts with ties, turtleneck or crew neck sweaters, band collar shirts (buttoned) and slacks are considered acceptable attire for men. Slacks are also appropriate attire for women. Dresses or skirts are also acceptable attire for women; however, they must be worn at the knee or longer with hosiery. Clean, neatly pressed scrubs are acceptable classroom attire for all dental students.

All other students (D2-D4) engaged in classroom/laboratory activities will wear clean, neatly pressed scrubs. Scrub tops must be tucked inside trousers. The scrubs will be individually identified by name.

Barrier triads must be worn in the dental laboratory setting when rotary instruments and aerosol generating instruments are in use. Clean, neatly pressed, long laboratory coats must be worn when performing laboratory exercises.

### **6.4 Clinic Attire**

All students engaged in classroom/clinical activities will wear clean, neatly pressed scrubs. The scrubs will be individually identified by name. Disposable gowns should only be worn in clinical areas. Solid white, short-sleeve or long-sleeve t-shirts with

no visible print, must be worn under scrub tops. Barrier triad of facemask, gloves, and protective eyewear must be worn in all treatment settings with patient contact.

Barrier triads must be worn in the dental laboratory setting where rotary instruments and aerosol generating instruments are in use. Clean, neatly pressed, long lab coats will be worn, and reserved for lab work. They are not permitted in clinical areas where patient care is being undertaken.

## **6.5 Personal Hygiene**

Nails must be trimmed and clean. Nails should not exceed the tips of the fingers so as not to cut gloves. Shoulder length or longer hair must be pulled back or covered with a bouffant cap. Hair should be neatly groomed; beards and mustaches trimmed and well-groomed.

Good personal hygiene must be adhered to at all times. Offensive body odor will result in a recommendation for dismissal until appropriate hygiene has been established.

## **7 OFFICE OF ACADEMIC AND STUDENT AFFAIRS**

### **7.1 Mission**

The Office of Academic and Student Affairs' mission is to cultivate a supportive, caring environment conducive to personal and professional growth.

### **7.2 Purpose**

The Office of Academic and Student Affairs is responsible for advising, program coordination and consultation. These responsibilities are achieved through service provision, advocacy, and collaboration with offices on the campus engaged in student services: Admissions and Records; Financial Aid; College Student Services; the CEDS; and the College Counseling Center. In addition, the Office of Academic and Student Affairs is involved in all committees that directly affect students.

### **7.3 Communication**

Communication largely consists of resource identification and information dissemination. Class meetings and conferences account for the remaining components. Communication activities serve as the supporting link. Effective office functioning requires collective student input as well, analysis and processing/dissemination of information. Information is disseminated through class meetings, conferences, e-mail transmittal, and written correspondence. Students

must submit to the Office of Academic and Student Affairs any changes in demographic information (name change, address change, telephone, etc.).

#### **7.4 Student Involvement**

Inclusion of students is a key element in the overall operational plan of the Office of Academic and Student Affairs. The consistent involvement of students in the ongoing functioning of the School is crucial to its viability and mission. That involvement is actualized through appointments to standing and ad hoc committees and student recommendation facilitation. Recommendations can be obtained at class, organizational and informal student meetings.

Leadership opportunities assist greatly in the potential growth of *personal and professional* development. Student governance and involvement in organized dentistry at local, regional and national conferences offer leadership opportunities for students.

#### **7.5 Student Services**

##### **7.5.1 Advising**

Academic and personal advising assistance is provided. Confidentiality is strictly maintained. Appointments are available upon request.

##### **7.5.2 Appeals Assistance**

Assistance is provided for the considerations of appeals justification, letter compilation, preparation for the appeals hearing, and due process assurance.

##### **7.5.3 Mediation**

Assistance is offered with dispute resolution between faculty, administrators, staff, and/or students.

##### **7.5.4 Information Dissemination**

Information is available through the Office of Academic and Student Affairs and electronic communication for scholarships, policy and procedural changes and legislative matters affecting dental students. Information regarding externships, research opportunities, advanced education programs, and employment opportunities information are made available through the Office of Student Services and Enrollment Management.

### **7.5.5 Letters of Recommendation**

Recommendation letters are written upon request from students and forwarded to respective educational programs or agencies. These letters are based on a review of the student's academic performance, moral character and professionalism. Recommendation letters are official records of the School. Personal copies are not supplied to students. The student should request letters of recommendation directly from the Office of Academic and Student Affairs no less than fourteen (14) business days prior to the due date. Students should provide their curriculum vitae or resume, unofficial transcript, and other supporting documents at the time of request.

### **7.5.6 Student Orientation**

Orientation programs are facilitated to provide students with an introduction to the School and its policies and to assist with successful matriculation in the School and the College.

### **7.5.7 Student Conferences**

Regularly scheduled meetings are held with students to disseminate information, provide policy updates, to identify and address concerns, as well as to obtain recommendations related to School operations.

### **7.5.8 Information Requests**

Student information is provided to internal and external sources in compliance with the Privacy Act, additional details are available in the College privacy policy.

### **7.5.9 Lunch and Learn Seminars**

Small group seminars are conducted to expose students to various opportunities and educational advancements related to the dental profession including organized dentistry, military careers, practice management, post graduate training and current dental trends. These seminars are generally planned in advance and are held once per month.

## **7.6 Scholarships**

Recipients of scholarships, with the exception of the incentive scholarships, are selected by the Awards Committee for the School. This committee is composed of departmental chairs, course coordinators, and faculty. The Scholarship Awards are as follows:

### **7.6.1 Merit Scholarships**

Merit Scholarships are awarded to incoming students who display exceptional scholastic ability as evident in their undergraduate cumulative grade point average and standardized admissions test scores. These scholarships are awarded for up to four years, based on the students maintaining high academic standards during their matriculation. Friends of Meharry help enable the College to honor these deserving students.

### **7.6.2 Academic Achievement Awards**

Academic achievement awards are earned by students based on scholastic achievement. This recognition may consist of one-time departmental awards that honor top student performance within a specified time period, in their individual courses, or for their work in research. Students named to the Dean's List, national honor societies and other national recognition groups are also honored. Friends of Meharry help enable the College to honor these deserving students.

### **7.6.3 American Dental Association Scholarships (ADA)**

The ADA awards a select number of Endowment Scholarships annually. These awards are classified in the underrepresented minority students and the general student population. The Awards Committee for the School selects students who will compete for these awards.

### **7.6.4 National Dental Association Foundation (NDAF)-Colgate-Palmolive Scholarships**

These awards are granted to underrepresented minority dental students. Students submit applications to the NDAF Scholarship Committee. Recipients are selected by the NDAF Scholarship Committee.

### **7.6.5 Branches of the U.S. Military and National Public Health Service Corps**

Branches of the armed services offer various student scholarships. Obligatory service requirements are associated with these scholarship awards. The individual program can provide additional information; telephone numbers for these programs are listed below.

- National Health Service Corps (NHSC)
- Commissioned Officer Student Training and Extern Program (COSTEP)
- Toll free 1(800) 221-9393
- U.S. Air Force  
Local (615) 298-5487

- U.S. Army  
Local (615) 874-5006
- U.S. Navy  
Local (615) 332-0755
- Toll free 1(800) 334-4394
- Army National Guard  
Local (615) 355-3937  
Toll free 1(800) 424-8273

## **7.7 Student Organizations**

Students seeking a leadership position must be in good academic standing. This includes all School and College organizations and committees. A student currently in a leadership position whose academic performance is unsatisfactory must resign from that position immediately.

### **7.7.1 Ewell-Neil Dental Society**

The Ewell-Neil Dental Society is the oldest student organization in the School. This organization focuses on and promotes student involvement in research. The Ewell-Neil Dental Society is responsible for publication of the Meharrri-Dent Journal, a journal published by dental students and faculty.

### **7.7.2 American Student Dental Association (ASDA)**

The American Student Dental Association is the student affiliate organization of the American Dental Association. The central purpose of ASDA is the enhancement of the educational and professional development of dental students. Membership benefits include life insurance, special loans (Dental Education Assistance Loan) and disability insurance eligibility.

### **7.7.3 Student National Dental Association (SNDA)**

The Student National Dental Association (SNDA) is the student affiliate organization of the National Dental Association. The purpose of the organization is to enhance of communication among minority dental students and increase awareness of dental problems affecting minority communities. Benefits include scholarship and research eligibility. Upon graduation, students receive a complimentary membership to the National Dental Association.

All dental students are members of the Ewell-Neil Dental Society, the ASDA and the SNDA. Membership fees for these societies are included in tuition fees.

### **7.7.4 American Association of Women Dentists (AAWD)**

The Meharry Student Chapter of the American Association of Women Dentists (AAWD) received its official charter in May 1999. The organization promotes issues that are sensitive to and that directly impact women's health and welfare. Membership to this organization is optional and associated fees are not included in tuition and fees.

#### **7.7.5 Hispanic Student Dental Association (HSDA)**

The Meharry Student Chapter of the Hispanic Dental Association, the newest student organization receiving its charter in 2000, is the student affiliate organization of the Hispanic Dental Association. The purpose of the organization is to enhance the inclusion of Hispanics and encourage interest in problems impacting the health of the Hispanic population. Membership to this organization is optional and associated fees are not included in tuition and fees.

#### **7.8 Student Travel**

Students traveling for official School business must have advance approval from the Office of Academic and Student Affairs. Requests must be submitted at least 30 days prior to the first day of travel. In order to receive approval the student must:

- be in good academic standing and be progressing didactically and clinically at their expected level;
- submit a letter of request which includes the name and purpose of the travel, location, and projected costs within one month of the date of travel;
- provide supporting documentation, (e.g. registration materials and conference itinerary); and
- complete a travel authorization form.

Students must submit a travel expense report form upon returning from stated travel with supporting original receipts (meals, hotel, transportation fare) itemizing how funds were used. The expense report is a record of all travel related expenses. It supports cash advances that are given and in other instances supports the necessity for reimbursement to the traveler or to the College by the traveler.

## **7.9 Student Research Protocol**

All students interested in participating in summer research endeavors should meet with and submit the following information to the associate dean of research:

- a personal statement of previous experience in research and areas of interest;
- an official transcript;
- name of preceptor or project if already identified; and
- a curriculum vitae.

### **7.9.1 Qualifications for Selection**

Students pursuing such research experiences must meet the following qualifications:

- must be in good academic standing if there is an interest in participating in external research opportunities;
- must have a minimum grade point average of 3.0 to engage in external research program opportunities; and
- **must** present information on their research project at Meharry's Student Research Day regional and/or national meetings, or as deemed necessary by the School.

## **7.10 College Governance**

### **7.10.1 Pre-Alumni Association**

The Pre-Alumni Association is the central student governing body of the College. The executive arm of the Pre-Alumni Association is the Pre-Alumni Council. The council consists of an elected representative from all student organizations and classes. the College Student Service Office assists the Pre-Alumni Association in the execution of governance responsibilities.

## **7.11 Office of Student Services and Enrollment Management**

The Office of Student Services and Enrollment Management provides an array of services for students, a brief summary of these services is captured below.

Additional details are available by contacting the Office of Student Services and Enrollment Management directly at (615) 327-6792.

### **7.11.1 Health Services and Insurance**

Health Services are available to students through the Student Health Services Clinic. The College sponsors a group student health insurance plan; this is a mandatory comprehensive participatory program. Students are required to enroll or to show, at registration, proof of insurance coverage equal or superior to the College plan. The group health insurance plan is designed to defray a major portion of the cost of medical, dental, vision care and hospitalization. Insurance coverage is provided on or off campus, and includes 24-hour emergency services. The Health insurance plan is offered for each academic year. Additional coverage may be requested by contract for spouse, children and other dependents. Information packets are available in the Office of Student Services and Enrollment Management located in the D.T. Rolfe Student Center.

### **7.11.2 Housing Consultation**

The College offers consultation in identifying affordable housing, conveniently located on or near campus. To receive information on pricing, accommodations, and to schedule a tour contact the Housing Office at (615) 320-5791.

College housing options include:

#### **7.11.2.1 Dorothy Brown Hall**

The Dorothy Brown Hall is a co-ed housing facility is located on the corner of D.B. Todd Boulevard and Albion Street. The housing facility can house up to fifty-six (56) students in single rooms and double suites.

#### **7.11.2.2 Royal Towers**

Royal Towers is located on the corner of 21st Avenue and Albion Street. A 10- story residential complex, Royal Towers contains 154 one and two bedroom apartments for students, staff, and faculty and their families. Occupants are responsible for all utility costs except water service.

#### **7.11.2.3 Herman Street Apartments**

Herman Street Apartments are located between 16th and 17th Avenue North. The apartment structure contains 78 one and two bedroom apartments. Occupants are responsible for all utility costs except water service.

### **7.11.3 The Dr. David E. Ross, Jr. Family Fitness and Recreation Center**

The fitness and recreation center is located in the Lloyd C. Elam Mental Health Center. The center includes a gymnasium, a racquetball court, exercise room and an aerobics area. Ping pong tables and pool tables are also available for student use.

### **7.11.4 Counseling**

Meharry Counseling Center offers free counseling for students. The center conducts individual, couple, and group counseling sessions. Crisis prevention education, stress management techniques, and personal development services are also available. The counseling center is located in the lower level of the D.T. Rolfe Student Center. The center may be contacted at (615) 327-6915 for additional information.

## **8 EXTERNSHIPS**

Externships are learning opportunities, similar to internships, offered by educational institutions to give students short practical experiences in their field of study

Externships will be granted based on the following guidelines:

- Students must have successfully completed the course of study for their junior academic year and passed the NBDE Part I;
- The rotation experience will be performed during the summer of the junior year. The student will be required to participate in (2) three week externships; and
- The students will select sites in a lottery process

The associate dean of development and external affairs will oversee the process of rotation site selection. Requests for additional extern experiences by junior and senior students must be requested through the associate dean of development and external affairs.

## **9 CELL PHONE POLICY**

The School requires that all enrolled students have an active cell phone and provide their phone number to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will share these numbers with the Office of the Dean, the Office of Clinical Affairs, and other administrative offices of the College. The School will keep these numbers confidential and will not provide the numbers to anyone outside the College faculty and administration.

Students must have their cell phone turned on during the school day; however, all cell phones must be placed in silent mode while a student is in class and during a patient care experience. During the D-3 and D-4 year, the cell phone numbers provided will serve as the primary mechanism by which the Office of Clinical Affairs will contact the student regarding matters pertaining to patient management. Failure to answer a call from the School or College administration and/or to return a message promptly will be considered unprofessional conduct and a violation of School policy.

Unprofessional conduct will impact the student's grade. Multiple infractions may result in disciplinary action, which will prevent a student's promotion or graduation. Violations of College policies may also result in other disciplinary action up to and including dismissal.

## **10 TRANSFER REQUESTS**

Students are permitted to transfer to other dental schools. All activities regarding transfers must be submitted to the Office of Academic and Student Affairs. Requests for student status verification, required for a transfer, must be made in writing with a clear statement of the reasons for the transfer.

Students must have a conference with the associate dean for academic and student affairs and complete the college exit process as facilitated by the Office of Student Services and Enrollment Management.

Letters verifying the student's status will only reflect the academic standing of the student. Failure to comply with the requirements will result in non-concurrence with the transfer.

## **11 CONVOCATION**

This is an annual program held during the Fall Semester. This marks the official beginning of the academic year with reaffirmation of the motto of the College, "Worship of God Through Service to Mankind".

At this time, a message that sets the tone for the academic school year is presented at the annual convocation program. During the program, students from all units of the College are recognized for outstanding academic achievements and receive awards and citations for academic and clinical excellence.

## **11.1 Awards**

### **11.1.1 Convocation Awards**

Convocation awards are presented to students at various levels for outstanding didactic and clinical performance. Students are selected by the Awards Committee (AC) based on criteria of the donor and procedures and policies established by the School and the College.

### **11.1.2 Commencement Awards**

Commencement awards are presented to graduating senior students for outstanding didactic and clinical performance. Students are selected by the AC based on criteria of the donor and procedures and policies established by the School and the College.

## **12 STUDENT SUPPORT OFFICES**

### **12.1 Financial Aid Office**

The Student Financial Aid Office assists students in obtaining resources to finance their education. Students must apply annually for financial assistance. Application materials may be obtained annually after January 1. To assure funding for the Fall Semester, applications must be submitted by April 15th of each year. A copy of the parent/guardian federal income tax return (1040 or 1040A) and appropriate transcripts must be provided. Students must include a copy of their individual income tax return. Please contact this office directly for additional information (615) 327-6826.

### **12.2 Center for Educational Development and Support (CEDS)**

CEDS is devoted to the improvement of the teaching and learning environment by: (1) providing students with resources to improve and enhance their learning skills; (2) providing faculty with opportunities to develop teaching skills; and (3) increasing

the availability and quality of teaching materials and equipment. Educational support may be obtained by contacting the Office of Academic and Student Affairs or CEDS office.

CEDS Office  
(615) 327-6500

### **12.3 Campus Post Office**

The Campus Post Office is located in the Dr. Cherie Epps building. The post office functions as a mail distribution center only and does not offer the full services of a United States Post Office substation. Only completed postage authorization forms are accepted for transactions. Postage authorization forms can be requested from the Campus Post Office directly. The hours of operation are from 11:00 a.m. to 4:00 p.m., Monday through Friday.

All persons living in the Dorothy Brown Hall are required to rent mailboxes at an annual non-refundable fee, which is included in tuition fees. The campus mailbox serves as the official distribution address for college communication. Mailboxes should be checked regularly.

A ten-dollar (\$10.00) charge is required to replace a mailbox key. The campus mailing address is 1005 Dr. D.B. Todd Jr., Blvd, Nashville, Tennessee 37208-3599.

Campus Post Office  
(615) 327-6278

### **12.4 Library**

The College Library is housed on the second, third and fourth floors of the S.S. Kresge Learning Resource Center (LRC). Services and facilities include circulation, references, computerized literature searching, microcomputer learning laboratory, photocopying, interlibrary loan, information management instruction, media viewing room, and college archives. The library is open over 100 hours per week. A deposit is required to cover possible losses and damages to borrowed materials.

Director of Library Services  
(615) 327-6728

### **12.5 Safety and Security Office**

The Safety and Security Office is located on the corner of Albion Street and 21st Avenue, North in the Triplex building. The office can be contacted 24 hours per day, 7 days per week for emergencies or other matters pertaining to parking, identification badges and violations. To increase safety, students may request campus escort service to and from their vehicle 6:00 p.m. to 6:00 a.m. daily.

Safety and Security Office  
(615) 327-6254

Emergency Number  
(615) 327-6666

### **13 EXECUTIVE ORDERS/COLLEGE POLICIES**

#### **13.1 Institutional Policy Against Sexual Harassment and Complaint Resolution Plan and Procedures**

This policy is intended to set forth the College's institutional position as it relates to sexual harassment. This is the official sexual harassment policy for the institution and applies to all administrative officers, faculty, staff, students, and persons seeking employment and doing business with the College.

Sexual harassment is unacceptable conduct that will not be tolerated by the College. It interferes with appropriate relationships between supervisors and subordinates or teachers and students by unfairly exploiting the power inherent in a faculty member's or supervisor's position. The College will not tolerate behavior by any member of the institutional community that creates an unacceptable working or educational environment.

##### **13.1.1 Definition**

Sexual harassment is defined as deliberate and/or repeated advances that are unwelcome, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or

- c. Such conduct has the purpose of unreasonably interfering with an individual's work or educational performance, or environment for working or learning.

### **13.1.2 Examples of Sexual Harassment**

Sexual harassment includes any sexual attention that is unwanted. Examples of sexual harassment include but are not limited to:

- a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations;
- b. Direct proposition of a sexual nature;
- c. Subtle pressure for sexual activity, such as repeated or unwanted stares;
- d. Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes;
- e. Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures which are sexual in nature that would create a hostile or offensive work or learning environment;
- f. Sexually suggestive or obscene gestures;
- g. Attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body;
- h. Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience; and
- i. Physical assault.

### **13.2 Consensual Relationships**

No faculty member or other instructional personnel shall engage in an amorous relationship with a student who is enrolled as a student in the School.

Such relationships may easily be perceived as promoting or showing inappropriate favoritism to student(s) based on non-meritorious considerations and can have adverse effects on student learning.

Relationships between faculty and students outside the instructional context may also prove problematic, particularly when the faculty member participates in decisions that may reward or penalize students. Such relationships are also discouraged. (See College Amorous Relationship Policy)

### **13.3 Complaint Procedures**

Complaints of a violation of this policy shall be brought to the attention of the Affirmative Action Officer (AAO), a member of the Sexual Harassment Advisory Committee, or to any other appropriate member of the institutional community, including any academic or administrative officer.

The person receiving the complaint shall counsel the complainant as to the options available under this Policy, including referral to AAO or other appropriate institutional representative for help in resolving the complaint informally; or help in drafting a formal complaint.

An informal complaint is one that does not require an investigation and can be resolved between the AAO and the parties involved.

A formal complaint is one that requires a written complaint from the complainant and an actual in-depth investigation, including interviews with complainant, alleged harasser, and witnesses.

#### **13.3.1 Investigation of Complaints**

All complaints, informal and formal, shall be immediately forwarded to the AAO in the Office of the president. The AAO will consult with the institution's general counsel and the appropriate institutional academic or administrative officer to determine the appropriate method for investigating the complaint.

The purpose of the investigation is to ascertain that an actual violation of this Policy has occurred. Investigations shall include the following:

- a. An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the "who, what, when and where" of the complaint. Any evidence of or

witnesses to an alleged incident should be obtained during the interview;

- b. An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated;
- c. In a formal complaint, interviews with any other persons believed to have pertinent/factual information or knowledge of the alleged Policy violation;
- d. The person investigating the complaint will take steps to ensure confidentiality of all parties involved;
- e. The accused shall have a full opportunity to respond to all allegations; and
- f. If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken. The AAO will inform the complainant and the accused of the results of the investigation and actions to be taken to resolve the complaint.

### **13.3.2 Disciplinary Action**

Complaints and cases of sexual harassment will be dealt with promptly. Any member of the institutional community found to have engaged in sexual harassment will be disciplined. Disciplinary action for violation of this policy shall include and not be limited to any of the following courses of action, as appropriate, based upon the severity of the violation:

- a. Verbal warning;
- b. Written warning and reprimand, with letter being placed in employee's, student's or contractor's official file, and appropriate counseling;
- c. Suspension; or
- d. Termination of employment or contractual relationship, or expulsion.

### **13.3.3 Confidentiality**

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

### **13.4 Disseminating the Policy**

Information concerning the College's sexual harassment and other policies shall be made available to all students and employees. Brochures shall be maintained in all divisional, departmental and college wide offices.

The Policy shall also be reissued on an annual basis, through payroll distribution, and printed annually in an issue of the Meharry Insider and FOVEA, the student newsletter. The Policy shall also be included in the following publications:

- Faculty Handbook;
- Personnel Policy and Procedures Manual; and
- Student Services Handbook.

The institution's sexual harassment policy shall be explained during new faculty and staff orientations. A copy of the institution's Policy shall also be submitted to the campus library for display.

#### **13.4.1 Educational Component**

Education on the issue of sexual harassment is essential to eliminating the problem. Therefore, an institutional training program that sensitizes participants to the issue of sexual harassment, its effects on the complainant, the alleged harasser and institutional productivity shall be implemented. Mandatory participation requirements for all employees will reinforce the institution's commitment to eliminating sexual harassment.

Training sessions shall be divided into separate sessions as follows:

- a. Executive Management Team;
- b. Department Chairpersons;

- c. Divisional managers/supervisors;
- d. Faculty Members from each of the four schools;
- e. Employees (by department); and
- f. Student Governance Leadership.

Further design and development of the educational component shall be the responsibility of the AAO, in conjunction with the Sexual Harassment Advisory Committee and other appropriate institutional representative(s).

#### **13.4.2 Responsibility**

Responsibility for implementing the policy is delegated by the president to both the college Affirmative Action officer and the executive vice president of the College for assuring implementation by senior officers of the college.

#### **13.4.3 Notification**

The Affirmative Action Officer shall notify the college community of this policy each spring. An implementation plan for the year's program activities will also be developed. Such a plan is to be reviewed by the college Affirmative Action Committee and by the Executive Management Team.

#### **13.4.4 Effective Date**

This Executive Order is effective upon issuance and is revocable by the president at any time and without notice.

### **14 STUDENT PROFESSIONAL CODE OF CONDUCT**

#### **14.1 Purpose**

Rules set forth in this document constitute the official standards of professional conduct for students at the College.

## 14.2 Accountability

By direction of the president, the vice president for Policy Management and Legal Affairs shall ensure compliance with this policy.

## 14.3 Definitions

**Code of professional conduct** - A series of principles and rules that govern professional interactions. Such principles include both obligatory and behavioral components. Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles and which form the foundation of professional practice, teaching and learning. Ideal components refer to desirable professional behaviors that enhance professional excellence. Honesty is a central element of each component.

**Exoneration** - committee clearance of alleged violations.

**Suspension** - temporary exclusion from academic and/or clinical activities.

**Probation** - period of time in which behavior must remain free of violations prior to reinstatement or removal of restricting conditions.

**Reprimand** - written censure for specified college regulatory violations.

**Restriction of privilege** - loss or diminution of academic and/or clinical activities for a prescribed period of time.

## 14.4 Policy

Students must uphold the standards of the dental profession through ethical behavior and professional conduct. the College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior.

Among the behaviors that may lead to disciplinary action are cheating, deception, sexual harassment, fraud, destruction of property, substance or alcohol abuse, and criminal activity.

## 14.5 Specifications

Accusations involving students will be transmitted in writing to the College's Student Discipline Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions and/or

violations until a formal disciplinary hearing can be conducted. The committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the president of the College. The Procedures for Review and Appeal of Disciplinary Actions document is published in the policies and procedures manual of each school/division and is attached to this document.

As members of the college's academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Breach of rules, regulations, policies, and procedures governed by the disciplinary procedure shall include, but are not limited to:

a. **Furnishing False Information - It shall be a breach of conduct for any student to intentionally:**

- Furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College;
- Give false information to testimony during the investigation or hearing of a disciplinary matter;
- Forge, alter, destroy, damage or misuse College documents, records, or identification;
- Represent as one's own ideas the concepts or work of another individual or source;
- Submit for credit without knowledge or instructor approval, any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- Submit for credit any academic work containing unsubstantiated statement of fact or reference;
- Falsify or alter any academic record or make use of such forged or altered records;

- Misplace, misfile, or destroy information related to patient treatment or one's own academic or clinical work; and
- File false charges or accusations against another individual.

**b. Theft or Misappropriation of Funds - It shall be a breach of conduct for any student to intentionally engage in the following:**

- Theft, destruction or damage of intellectual or information property of the College;
- Theft or misappropriation of school funds;
- Theft, destruction or damage of College property;
- Theft, destruction or damage of the property of another person; and
- Theft of supplies, property, equipment or examinations.

**c. Breach of Rules**

- Unauthorized use of or entry to College facilities and/or unauthorized possession of keys to College facilities;
- Failure to comply with directives of College officials acting in the performance of their duties;
- Violation of written College policies and regulations;
- Violation of the terms of probation;
- Attempt to commit or to be accessory to the commission of any action violation of this or other standards of conduct;
- Breach of any municipal, state or federal laws, rules, regulations, ordinances on College property;
- Breach of rules of any institution while on rotation at that institution; and

- Breach of recognized ethical and professional standards applicable to health professional schools.
- d. **Physical Assault - Physical assault of any person on College-owned or controlled property, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.**
- e. **Sexual Harassment - Sexual harassment is prohibited by College policy and by law. The complete policy on sexual harassment is presented in the College Policy Manual, and each year the policy is distributed to all students and employees of the College. the College policy prohibiting sexual harassment provides that:**
- Students shall not physically, verbally or sexually assault or threaten another person with sexual assault;
  - Students shall not utilize sexually suggestive or inappropriate communications, notes, letters or other written materials or video tapes displaying objects or pictures which are sexual in nature that would create a hostile or offensive work or learning environment;
  - Students shall not make direct propositions of a sexual nature nor subtle pressure for engagement in sexual activity to peers/others (absent a consensual relationship with another student);
  - Students shall not make remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience;
  - Students shall not use sexually suggestive or obscene gestures, kiss, fondle, pinch or engage in other inappropriate touching such as brushing against the body of another person; or spread rumors about a person's sexuality; and
  - Students shall not engage in conduct intended to discomfort or humiliate, including but not limited to comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.

#### **14.6 Substance/Alcohol Abuse**

Drunkenness, distribution or possession of alcoholic beverages and/or the unlawful use, possession or distribution of illicit drugs on campus is prohibited.

It shall be a violation of the Code of Conduct to possess, distribute or consume alcohol beverages and/or any illegal drug on campus. Violation of these provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions set forth in the Substance Abuse Policy and Drug-Free Workplace statement. Violation of these standards of conduct may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing.

#### **14.7 Examination Dishonesty**

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include: communication with another student in any manner during an examination; copying material from another student's examination; permitting a student to copy from an examination; use of unauthorized books or notes; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference with an instructor's administration of an examination, and giving and/or receiving aid during an examination.

#### **14.8 Improper Patient Care**

Improper patient care includes, but is not limited to, the following:

- a. Failure to provide care for assigned patients or to carry out assigned activities;
- b. Failure to respect patient and/or professional confidentiality;
- c. Unsupervised patient care;
- d. Provision of patient care or conduct of professional activities when physical, mental or emotional factors may compromise adequate care or results;

- e. Willful disregard of patient care and other directives from supervising faculty;
- f. Rendering of patient care or other professional activities when under the influence of alcohol or other drugs; and
- g. Falsifying patient records.

#### **14.9 Review and Appeal of Disciplinary Actions**

The Student Discipline Committee (SDC) is appointed by the president of the College. Appointment of the committee shall be for a two-year term, except the student member who shall be appointed annually by the president of the Pre-Alumni Association.

The SDC reviews charges or breaches of the rules, regulations, policies, and procedures of the College by a student relating to all nonacademic matters.

Any person may inform any member of the SDC of an allegation or a breach of a rule, regulation, policy, and/or procedure of the College within the jurisdiction of the SDC.

The SDC shall determine whether the allegation or charge is governed by the procedures for review and appeal of disciplinary actions governing nonacademic matters. If the SDC determines that the allegation or charge is governed by the procedures for review and appeal of disciplinary actions, the chair shall send to the accused student a written notice of a hearing before the SDC.

The student shall receive notice of the scheduled hearing no later than seventy-two hours before the hearing. The student may request additional time which will be considered by the committee. In any case, the hearing must be held within ten (10) working days after notification.

In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic action, the vice president for Academic and Institutional Support, in consultation with the general counsel shall determine which procedure will govern. Any such challenge must be submitted in writing to the vice president for Academic and Institutional Support no less than twenty-four hours before the scheduled hearing.

The student shall have the right to be present at the hearing, to present witnesses, to rebut the evidence against him/her, and to have a the College student or faculty

member accompany him/her. Legal counsel may be present but may not participate in the hearing.

The hearing will be an informal one not governed by technical rules of evidence as employed in a court of law, but the SDC may accept any information it deems pertinent to the charge made.

The SDC shall render its decision based upon evidence presented at the hearing. The standard for determining whether the student has breached a rule, regulation, policy or procedure and is subject to disciplinary action shall be whether a preponderance of the evidence supports the Committee's decision. The burden of proof shall be upon the College.

The SDC shall maintain a record of the hearing pending final determination of the charges against the student.

The SDC shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Student Services and Enrollment Management, within fifteen days. The Student Discipline Committee's outcome/actions may include exoneration, suspension from one or more classes for a specific or indefinite period of time, probation, reprimand, and restriction of privileges. The committee may use its discretion in requiring alternative disciplinary actions. A student may appeal the decision by writing a letter of appeal to the president no later than seventy-two hours from receipt of the decision of the Student Discipline Committee.

The president or his designee review the decision of the Student Discipline Committee, and notifies the student by certified or registered mail at the student's address as recorded by the Office of Student Services and Enrollment Management. The president shall also inform the dean of the student's school and the Office of Admission and Records. At his discretion, the president may request that the student and/or the SDC provide additional information prior to issuing a final decision. The decision of the president or his designee is final. The student shall be notified of the president's decision in writing no later than fifteen days from the receipt of the student's appeal.

The student shall be allowed to continue in the academic program during proceedings unless circumstances exist that pose a threat to him/her or others.

In compliance with stipulations of the Family Educational Rights and Privacy Act of 1974, any information pertaining to alleged infractions of the College Student Professional Code of Conduct or of outcomes of judicial proceedings are

confidential. No information of said processes or outcomes are to be discussed by participants outside of formal proceedings.

#### **14.10 Review and Appeal of Academic Actions**

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee.

The responsible faculty awards definitive grades. The instructor or course committee designates a grade for the student and submits it electronically to the Office of the Registrar.

The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee (SEAPC), which consists of members of the teaching faculty appointed by the Dean. The Dean of the School concerned determines the number and mix of each SEAPC.

The appropriate SEAPC recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If SEAPC makes a dismissal recommendation, the associate vice president for enrollment management will notify the associate dean of academic and student affairs of the SEAPC recommendation within 24 hours. The associate dean of academic and student affairs will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days. The student will be required to sign for the letter.

The associate vice president for enrollment management will also notify the financial aid office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.

If a student is recommended for dismissal, they will be invited to appear in a dismissal hearing with the appropriate School's Ad Hoc Dismissal Committee where they can present their case and respond to questions from the Committee. The School's dean, in consultation with the associate dean of academic and student affairs, will establish the Ad Hoc Dismissal Committee's membership. The dismissal hearing must occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation. For the hearing, the Committee will accept, either in person or in writing, up to three (3) expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted. The Committee will then deliberate and make a decision detailing specific curricular and/or behavioral requirements and stipulations, if the

student is allowed to continue. The associate dean of academic and student affairs will communicate the committee's decision to the student and dean within twenty-four hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.

If a student is dismissed, they may appeal the dismissal decision to the dean of their respective School. However, the basis for the appeal must be a compelling reason such as obvious bias or the committee's failure to follow due process. A student must notify the dean's Office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal. The dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days. The dean will not rehear the case itself, but will evaluate the merit of the appeal claim. The dean can either uphold or overturn the dismissal decision. All decisions at the dean's level are final and must be communicated to the student, appropriate dean of Student Affairs Office, appropriate dean of Academic Affairs Office, Office of the Registrar, Treasurer's Office, and Financial Aid Office within five (5) calendar days.

A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial Aid and Training Grant directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial Aid and Training Grant directors will also protect the College's interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not receive any award of financial aid in excess.

If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the College's refund policies would apply as of that date.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

## **15 STUDENT RECORDS, POLICIES AND PROCEDURES**

### **15.1 Definitions**

The Office of Academic and Student Affairs (OAA) of the School is responsible for management, maintenance and safekeeping of all student academic records at the

School. The School policy is the prevailing document for OAA, The School. We adhere to requirements of Family Educational Rights and Privacy Act of 1974 (FERPA) b and policies of the College Office of Student Services and Enrollment.

Students may arrange to view their own official educational records in the presence of course/clinical director upon written request. Only College faculty with a legitimate “educational need” may view records and this request must meet certain stipulations as determined by the associate dean of academic and student affairs.

For the purposes of this policy, the College has used the following definitions or terms:

**Student** - any person who seeks admission, attends or has attended the College

**Education Records** - any record (in handwriting, print, tapes, film, or other medium) maintained by the College which is directly related to a student, except:

- A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
- Records maintained by the College, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the College;
- Medical, personal counseling and cognitive assessment records maintained by the College's health and counseling professionals, if the records are used only for evaluation, treatment of a student and counseling and made available only to those persons providing the evaluation, treatment or counseling; and
- Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

## **15.2 Annual Notification**

Students will be notified of their rights under the Family Educational Rights and Privacy Act (FERPA) annually by publication in the student handbook and at registration through an information bulletin published by the Office of Student Services and Enrollment Management.

## **15.3 Procedure to Inspect Education Records**

Students may inspect and review their education records upon request to the appropriate record custodian (i.e., director, Office of Student Services and Enrollment Management; department chairs, deans, etc.).

Students should submit to the appropriate staff person a written request which identifies as precisely as possible the record or records he or she wished to inspect.

The staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

## **15.4 Right of the College to Refuse Access**

The College reserves the right to deny transcripts or compiles of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid financial obligation to the College; and/or
- There is an unresolved disciplinary action against the student.

## **15.5 Fees for Copies of Records**

the College does not charge a fee to search for or retrieve the education records of a student. However, a reasonable fee may be charged for copies, unless the imposition of a fee effectively prevents exercising the right to inspect and review records.

## **15.6 Types, Locations, and Custodians of Education Records**

The following is a list of types of records that the College maintains, their location, and their custodians:

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Admission Records	Office of Student Services and Enrollment Management	Director
Cumulative Academic Records (Current students)	Student/Academic Affairs except School of Graduate Studies and Research	Assistant/Associate Dean
Cumulative Academic Records (Former students; After graduation or withdrawal)	Office of Student Services and Enrollment Management	Director/Registrar
Cumulative Academic Records (Current students-School of Graduate Studies and Research)	Office of Student Services and Enrollment Management	Director/Registrar
Financial Records	Office of the Treasurer Office of Student Financial Aid	Director/ Treasurer
Academic Progress Records	Dean's Office	Dean
Disciplinary Records	Office of Academic and Student Affairs	Assistant/Associate Dean
Alumni Records	Office of Alumni Relations	Executive Director
Occasional Records (Student education records not included in the types listed above such as minutes of faculty committee meetings,	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection	the College staff person who maintains such occasional systems records

Types	Location	Custodian
copies of correspondence in offices not listed, etc.)	and review	
Official Transcripts	Office of Student Services and Enrollment Management	Director/Registrar

### 15.7 Disclosure of Educational Records

The College will disclose information from a student's educational records only with the written consent of the student, except:

- a. To school officials who have a legitimate educational interest in the records. A school official is:
  - A person employed by the College in an administrative, and/or, academic, student support capacity;
  - A person elected to the Board of Trustees; and
  - A person employed by or under contract to the College to perform a special task, such as attorney or auditor.
  
- b. A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or by a contract agreement;
  - Performing a task related to a students' education;
  - Performing a task related to the discipline of a student; and
  - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
  
- c. To officials of another school, upon request, in which a student seeks or intends to enroll. (Note: FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its policy that it intends to forward records on request.)

- d. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- e. In connection with a student's request for receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- f. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- g. To organizations conducting certain studies for or on behalf of the college.
- h. To accrediting organizations to carry out their functions.
- i. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- j. To comply with a judicial order or a lawfully issued subpoena.
- k. To appropriate parties in a health or safety emergency.

### **15.8 Record or Requests for Disclosure**

the College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, and additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining information. The record may be reviewed by the parents or eligible students.

### **15.9 Directory Information**

the College designated the following items as directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended and photograph. the College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student.

### **15.10 Correction of Educational Records**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The procedures for the correction of records is as follows:

- a. A student must ask the appropriate official of the College to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his or her privacy or other rights;
- b. the College may comply with the request or it may decide not to comply. If he/she decides not to comply, the College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights;
- c. Upon request, the College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing;
- d. The hearing will be conducted by a hearing officer, the vice president for Academic and Institutional Support Services. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney; and
- e. the College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons of the decision.

If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.

If the College decided that the information is inaccurate, misleading, or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

### **15.11 Notification to Students of Official Actions**

Each student in the School must have their current local address and telephone number on file with the Office of the Dean, the Office of Academic and Student Affairs, the Office of Clinical Affairs, and the College director of Student Services and Office of Student Services and Enrollment Management. Each student should also have the current address and telephone number of next of kin or other emergency contacts on file at the above mentioned offices. Any changes must be updated immediately.

All official communications to individual students will be forwarded by the Office of Student Services and Enrollment Management, via certified mail, to the student's address on record and to the student's campus mailbox. Neither the School nor the Office of Student Services and Enrollment Management shall be held responsible for difficulties associated with communication due to unreported moves or changes of address.

### **15.12 Policy on Student Status and Refund**

#### **15.12.1 Determination of a Student's Status**

A student is classified as full-time if he/she is properly registered in the Office of Student Services and Enrollment Management and is pursuing a course of study which will lead to a terminal degree or certificate from the College in accordance with College policies and procedures.

Full fees and appropriate tuition are due and payable on or before the day of registration. However, the dean may defer a student's payment of tuition on the day of registration if the following conditions have been met:

- a. The student has been awarded a loan;
- b. The student presents proof of pending scholarship aid; an amount equal to or greater than the tuition due which has been processed through the Office of Student Financial Aid prior to the day of registration; and

- c. The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.

Students who are required by the faculty to repeat a course(s) must pay full fee charges during the fall semester in question, but their tuition will be prorated in accordance with the number of hours repeated for the year. Students enrolled during the summer session will pay on a prorated basis only if the course(s) they take are being repeated; such charges are payable when the student registers for the summer session. Students who fail to register and pay the appropriate charges will not be awarded credit for the course(s) in question.

A student who is not repeating any courses, but who is required to pursue a modified program of study (inclusive of courses to remediate deficiencies) will do so by approved direction from the respective dean of the School concerned. Such students must pay all appropriate fees, but his/her tuition will be prorated in accordance with the number of hours carried.

Students who are admitted to take specific predetermined courses and are not in pursuit of a degree or certificate from the College shall not receive credit for courses taken toward a degree/certificate from Meharry. Their enrollment shall automatically terminate upon completion of the course(s) concerned. Such students will pay a prorated tuition appropriate to the number of hours taken and their payable fees shall be designated based upon their circumstances or enrollment.

#### **15.12.2 Student Refund Policy (Excluding Post-2 Clinical Year Students)**

the College will refund tuition and fees according to the following schedule if the student meets the eligibility requirements.

- a. **Fees:** Fees are refundable in full on or before the last day of registration if a student officially withdraws from the college. After the last day of registration, there is no refund of fees. Students are not entitled to refund of tuition or fees paid by third parties; such will be refunded to the agency concerned.
- b. **Tuition:** Refundable tuition for each semester shall be governed by the following schedule if a student officially withdraws from the College, from official registration in a course(s) or takes a leave of absence. Students on third-party payments shall not be entitled to tuition refunds; such will be refunded to the agency concerned.

Period of Enrollment of Refund	Percent
1st and 2nd week	90%
3rd and 4th week	70%
5th and 6th week	50%
7th and 8th week	25%
9th week and over	0%

### **15.12.3 Eligibility for Disbursement of Refunds**

Before refunding any tuition or fees, the Office of the Treasurer shall examine all student financial obligations to the College (tuition, fees, rent, dental storeroom, bookstore, library, etc.) as well as matured and/or past due emergency loans.

Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, requests for refunds can be approved only for the amount of cash receipts and/or other credits in excess of charges as shown in the student's account.

Disbursement forms are prepared by the Office of the Treasurer upon official notification from the Office of Student Services and Enrollment Management that a student has withdrawn from the College. Ten (10) working days after an application for refund has been made, the check should be in the Treasurer's Office for distribution.

Lending agencies will be notified immediately of any changes in the student's status.

### **15.12.4 Student Refund Policy**

Before making any refunds, the Office of the Treasurer shall examine all student financial obligations to the college i.e., tuition, fees, rent, dental storeroom, bookstore, library, etc., as well as matured and/or past due emergency loans.

Promised student Financial Aid cannot be considered in the calculation of student refunds. Exceptions will be made only at the discretion of the Treasurer.

Within five (5) working days after an application for refund has been made a check will be in the Treasurer's Office for distribution.

### **15.12.5 Post-2 Clinical Year Student Tuition and Fee Refund**

Post-2 Clinical Year Students shall register each semester as full-time students, that is, the student must register for a minimum of 14 semester hours in Independent Study (Course #ASDD 611-01).

Students who complete all requirements before the end of the semester may have tuition costs prorated based upon the number of clock hours actually used to complete their requirements.

To facilitate adjustments, the associate dean for academic and student affairs will verify the date in which students completed all internal requirements.

The total clock hours used by the student are calculated for the date of the beginning of clinical activity (including clinic orientation) to the actual date of the submission of final grades. The total number of semester hours is calculated by dividing the total number of clock hours used by 18 (clock hours used/18 = number of semester hours used). Final tuition is assessed based on the cost for each semester hour used. Adjustments must be made prior to the student's final clearance from the institution.

Full tuition will be assessed for students who use fourteen (14) or more semester hours to complete the necessary work.

Fourteen semester hours is considered as full-time status (NO REFUND). Institutional fees are non-refundable.

Example A:      Clock hours used  $108/18 = 6.0$  semester hours  
                         \$687.33 x 6 semester hours = \$4099.98 tuition

Example B:      Clock hours used  $252/18 = 14$  semester hours.  
                         Full-time tuition = \$9622.62 for 14 semester hours.

### **15.13 Student Health Insurance**

the College, a self-insured institution, offers a major Medical and Dental Plan for students and their covered dependents. The health plan must be elected at registration unless the exemption specified in subsection B is met. Coverage cannot be dropped or added prior to the next enrollment period, normally one year in duration, unless a 'life event' is experienced (marital status change, increase or decrease in dependents, termination of special/parental insurance, etc.).

Students who present proof of health insurance coverage equal to or greater than that provided by the College, as determined by the director of student services, may be exempted for the payment of the health insurance fee.

Health insurance fees shall be governed by the following schedule if a student officially withdraws from the college or from official registration in a course(s). Students on third-party payment shall not be entitled to health insurance refunds; such will be refunded to the agency concerned. Exemptions will only be made at the discretion of the director of the student services and the dean.

The percentage of refund that is based on the period of enrollment for tuition refunds, applies to the student health insurance fees.

### **15.14 Policy on Smoking**

As an institution committed to providing quality in its health care services and health professional education, the College tries to provide an environment which is conducive to good health. Accordingly, as of January 1, 1989 all campus buildings are considered "smoke free". No smoking will be allowed inside any building on campus. Smoking directly outside of campus buildings or facilities, on campus grounds, is prohibited.

The only exception to this policy will be when a physician determines that smoking is a necessary part of a patient's therapy. In such cases the patient will be allowed to smoke within the confines of his/her assigned room, subject to reasonable supervision by the nursing staff. Permission for smoking in these cases must be documented by the attending physician on the patient's chart.

The sale of any and all tobacco products is prohibited on the campus of the College.

### **15.15 Substance Abuse Policy**

Any student or employee found to be in violation of the following drug and alcohol policy may be subject to one or more of the disciplinary sanctions described. The College reserves the right to exercise discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any college-sponsored activity may result in required participation in a drug or alcohol treatment of rehabilitation program and placed on probation, suspension, expulsion or termination.

The distribution of illicit drugs on campus or at any college-sponsored activity may result in required participation in a treatment program, suspension, expulsion, termination and/or referral of the matter for criminal prosecution.

Much has been written in the press about the prevalence and effects of substance abuse in our society. While we are not aware of widespread alcohol or drug abuse at the College, it would be naïve to assume that no problems exist. Each student has a responsibility to pursue his/her academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. The College has instituted this policy to address the risk of substance abuse at the college and to make certain that a high quality of academic achievement and integrity is maintained.

#### **15.15.1 Purpose**

The College regards substance abuse (alcohol and chemical dependencies) as an illness which may respond to medical treatment. This policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration and referral for treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

#### **15.15.2 Definition**

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with his/her academic and/or clinical performance, interpersonal skills and relationships.

### **15.15.3 Policy**

When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Student Affairs office in the respective school and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.

When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.

Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.

It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Student Affairs Office in the respective school and/or Counseling Center.

Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.

The off-campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.

The illegal use, sale or possession of narcotics, drugs or controlled substances while on college and/or hospital premises is grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.

Where there is reasonable suspicion of a violation of this policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their

possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Student Affairs Office in the respective schools and/or the Counseling Center, with assurance that inquiries will be kept confidential.

Copies of the full policy, which includes criminal sanctions and counseling services, can be found in the policies manual of the respective schools.

## **16 INFECTION CONTROL**

Applicants who know they are carrying certain viruses should consider carefully their intention to become a doctor and govern themselves accordingly.

### **16.1 Immunization Policy**

At the time of registration, students must present proof of immunity to measles, mumps, rubella, varicella, Hepatitis B and polio as well as an updated Tetanus-diphtheria (Td) booster within the last six years (good for ten years in usual circumstances). Proof should also be provided documenting a tuberculosis skin test (PPD-purified protein derivative) within the last year.

Students that do not provide proof of documented immunity must obtain the proper immunizations to continue matriculation. Costs for all immunizations are provided at the student's expense and are not covered by most insurance policies.

### **16.2 Tuberculosis Skin Testing**

Tuberculosis skin testing is required annually for all students enrolled in the School. Any student who has not been appropriately immunized or who failed to receive such annual screening will not be allowed to continue clinical rotations.

Any student who has tested positive for tuberculosis during the course of their dental training will be evaluated and must have their condition monitored routinely in the Student Health Center without charge. The student must notify the Office of Academic and Student Affairs of such occurrence to facilitate appropriate follow-up. Students may opt, however, to receive treatment from their private physician at their own expense. The student must provide documentation of such treatment both to the Office of Academic and Student Affairs and the Student Health Center in order for the student to be cleared to return to duty.

The School will assume responsibility for the cost of the initial chest x-ray(s) and such medication as deemed appropriate by Meharry Student Health.

### **16.3 Students with AIDS**

- a. When a student or resident is symptomatic of AIDS, the student will not be involved in direct patient care.
- b. Each asymptomatic AIDS student (HIV positive) shall be evaluated on a case by case basis, with the involvement of the chief of Infectious diseases, as well as the individual's private physician. It shall be determined that:
  - the student in the conduct of their normal coursework or duties are free from transmissible infection, and
  - the student is not duly susceptible to infections he/she might come in contact with, in the line of performing patient care duties.
- c. Patient care responsibilities shall be assigned according to an ongoing clinical evaluation of the AIDS student's status.
- d. the College reserves the right to evaluate and determine appropriate action on a case by case basis, instances involving an AIDS student's refusal (or restriction by their personal physician) to perform his/her clinical coursework or duties.

### **16.4 Students Working with AIDS Patients/Employees**

- a. Pregnant students or residents must not engage in direct care of patients with AIDS because of the possible risk of acquiring cytomegalovirus.
- b. Students or residents sustaining a needle puncture associated with the care of AIDS patients shall be treated according to the protocol for needle puncture exposure for potential hepatitis.
- c. the College reserves the right to evaluate and determine appropriate action, on a case by case basis, when a student refuses to perform

his/her coursework or clinical duties which requires interaction with an AIDS patient and/or employee.

- d. To prevent the risk of transmission of AIDS from the student to the patient, the patient to the student, and/or student to student:
  - Students diagnosed by their personal physician (or other treating physician) as having AIDS or indication the probability of its development, or are HIV positive, have a responsibility to notify one of the physicians on the Student Health Services staff. The notified physician shall collaborate with the chief of infectious diseases and the student's personal physician in determining whether the student can continue to carry out their normal coursework responsibilities and what, if any, reasonable accommodation can be made.
  - Students, who believe they are at high risk for infection from AIDS patients because of their immune status, are encouraged to discuss their coursework responsibilities with their personal physician, along with their course instructor. The nurse epidemiologist should also be notified should a circumstance such as this arise.
  - If the above-referenced physicians determine that there are certain assignments, positions or duties which are inappropriate for the student, this shall be communicated in writing to the Office of Academic and Student Affairs, and a determination made whether reasonable accommodations would permit the student to continue their coursework for which the student is otherwise able to complete.

### **16.5 Student AIDS Specific Provisions**

In addition to the following specific provisions, all HIV/AIDS policies listed under student and patient care procedures are generally applicable to students and trainees.

- a. Admission of students: The existence or diagnosis of HIV infection shall not be a factor in decisions regarding admission to the College, so long as the individual's physical condition is such that he or she can participate fully in the required activities of the school to which application is made.
  - It is recognized, however, that this later proviso might prevent acceptance of certain infected persons, particularly those with clinically evident AIDS. the College at this time does not

undertake programs of routinely screening students for antibody to HIV.

- b. **Managing Students with Positive Antibody Tests for HIV:** During the student orientation process all students shall be informed of their responsibility, if they know themselves to be antibody positive, to report this fact to a physician on the Health Services staff, in order to obtain medical treatment and consultation for their protection and for the safety of others. The same responsibility is applicable to students who are diagnosed as HIV positive or develop symptomatic AIDS infection at anytime during their course of study. Every effort will be made to preserve the confidentiality of the student's medical record. Information concerning a student's positive HIV antibody status shall be limited to those with a demonstrable need to have such information.
- c. **Curricular Implications of HIV Infection:** Any student known to have a positive HIV antibody test shall be counseled regarding the transmission of this virus and the means to minimize risk of such transmission. All health science professionals and students must scrupulously observe the recommendations of the U.S. Public Health Service regarding prevention of HIV transmission. Students known to have asymptomatic HIV infection or AIDS shall be counseled as to the potential risks to themselves posed by exposure to certain infectious agents, such as Mycobacterium-tuberculosis. The need, if any, for restrictions of clinical assignments will be made on a case by case basis. Given the implications of a diagnosis of AIDS - regarding physical vigor, mental acuity, and longevity - strong consideration may be given to granting the student who develops this disorder an indefinite leave of absence:
  - Due to their special curriculum needs, health professional students may be required to obtain and process the blood and other body fluids of patients. Persons responsible for teaching laboratory techniques will establish guidelines for safe conduct of experiments involving blood and bodily fluids when such experiments are part of the curriculum.
  - the College subscribes to the safety guidelines proposed by the Public Health Service for protection of personnel in its hospitals, clinics, clinical laboratory techniques, and day care facilities. The appropriate infection control committees or other responsible groups in college-operated health care facilities will establish

guidelines and procedures to assure the protection of students and patients against the possible transmission of the HIV virus.

- Faculty responsible for educational training activities for students in hospitals, clinics, and day care facilities will establish guidelines to assure that students in training are required to perform possibly hazardous procedures only if appropriate to their level of training and experience.

In general, all statements made here with regard to students also apply to other trainees at higher levels, e.g. residents and fellows. However, because of duties of residents, unlike students, vary greatly with the particular department with which they are associated, it is required that each department establish its own discipline specific written guidelines.

### **16.6 Evaluation of Occupational Exposure, Illness and Injury**

Students who are accidentally exposed to blood and body fluids via needle stick, mucous membranes, or exposure of non-intact skin or become ill or injured, as the result of a clinical assignment will be evaluated at the Student Health Center during the Center's normal operating hours. Students must also notify the Office of Academic and Student Affairs of such injury. A reportable event form must be completed in addition to individual affiliate hospital or clinic forms. If the Student Health Center is closed, the student will be referred to Metropolitan Nashville General Hospital Emergency Room.

The Student Health Center staff will triage the student and record the following information on the referral form:

- Student's current immunization status with regard to Hepatitis B and tetanus vaccines and any other pertinent laboratory information; and
- Type of injury, when and how the injury occurred, and any pertinent information regarding the incident or the student's condition.

If the student is located at an external rotation, or in cases of dire emergency, the student must first contact the designated administrator at the work site. Any necessary emergency medical and/or nursing care will be made available to the student through the regular procedures in effect at Metropolitan Nashville General Hospital on the College Campus. The student will be referred for further follow-up, if indicated.

In clinical orientation and the Tennessee Occupational Safety Administration Seminar, educational sessions are given which deal with the occupational exposures to infectious and environmental hazards anticipated in the day to day practice of dentistry. These sessions are mandatory and cover instruction in the prevention of occupation exposures; procedure for evaluation after exposure; and the effects of infectious and/or environmental disease or disability on student educational activities.

**APPENDICES**



OAR 1997

**APPENDIX B: Request for Recommendation**

**SCHOOL OF DENTISTRY  
OFFICE OF THE DEAN**

Name \_\_\_\_\_ Class of \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ hereby authorized the release of the following information contained in my Dental School record per this request.

**REQUEST FOR:**

\_\_\_\_\_ Dean's Letter of recommendation                      Number of schools applied to \_\_\_\_\_

Please allow 30 days to process Dean's letter of recommendation. Letters of recommendation and forms, incident to this request are retained as records of the Dean's Office and are not released to students.

**FIELD OF SPECIALIZATION:** (Must submit your current Curriculum Vitae)

AEGD \_\_\_\_\_ GPR \_\_\_\_\_ ORTHO \_\_\_\_\_ PEDO \_\_\_\_\_

ORAL SURG \_\_\_\_\_ ENDO \_\_\_\_\_ PROSTH \_\_\_\_\_ PERIO \_\_\_\_\_

Are you applying through PASS? \_\_\_\_\_

Internship \_\_\_\_\_ Externship \_\_\_\_\_

**TO BE MAILED TO:**

Name (Include Title) \_\_\_\_\_

Program \_\_\_\_\_

Company/University \_\_\_\_\_

Address \_\_\_\_\_

—

City/State/Zip \_\_\_\_\_

—

**TO BE COMPLETED BY THE OFFICE OF THE DEAN:**

\_\_\_\_\_ Class Standing                      \_\_\_\_\_ GPA                      \_\_\_\_\_ Enrollment Certification

\_\_\_\_\_ National Board Scores                      \_\_\_\_\_ Certification of Graduation

C:                      Academic Affairs Office



## **APPENDIX C: Revised Procedures for Review and Appeal of Academic Dismissal Actions**

**Effective: September 9, 2009**

(This document supersedes all previously published procedures governing academic actions involving students)

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee.

The process is as follows:

1. The responsible faculty awards definitive grades. The instructor or course committee designates a grade for the student and submits it electronically to the Office of the Registrar.
2. The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee (SEAPC), which consists of members of the teaching faculty appointed by the Dean. The Dean of the School concerned determines the number and mix of each SEAPC.
3. The appropriate SEAPC recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If SEAPC makes a dismissal recommendation, the AVP for Enrollment Management will notify the appropriate Academic Affairs Dean of the SEAPC recommendation within 24 hours. The Academic Affairs Dean will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days. The student will be required to sign for the letter.
4. The AVP for Enrollment Management will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.
5. If a student is recommended for dismissal, they will be invited to appear in a dismissal hearing with the appropriate School's Ad Hoc Dismissal Committee where they can present their case and respond to questions from the Committee. The School's Academic Dean in consultation with the Dean will establish the Ad Hoc Dismissal Committee's membership. The dismissal hearing must occur within ten (10) working days of the date

of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation. For the hearing, the Committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal proceeding. Therefore, representation by legal counsel is not permitted. The Committee will then deliberate and make a decision detailing specific curricular and/or behavioral requirements and stipulations, if the student is allowed to continue. The Academic Dean will communicate the Committee's decision to the student and Dean within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.

6. If a student is dismissed, they may appeal the dismissal decision to the Dean of their respective School. However, the basis for the appeal must be a compelling reason such as 1) bias or 2) failure to follow due process on the part of the SEAPC or Ad Hoc Dismissal Committee. A student must notify the Dean's Office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal. The Dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days. The Dean will not rehear the case itself, but will evaluate the merit of the appeal claim. The Dean can either uphold or overturn the dismissal decision. All decisions at the Dean's level are final and must be communicated to the student, appropriate School Academic and/or Student Affairs Dean, Executive President/Provost, General Counsel, AVP for Student Services and Enrollment Management, Office of the Registrar, Treasurer's Office, and Financial Aid within five (5) calendar days.
7. A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial Aid and Training Grant Directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial Aid and Training Grant Directors will also protect the College's interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not have been overawarded financial aid.
8. If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the College's refund policies would apply as of that date.

Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

September 9, 2009