

**ACADEMIC POLICIES AND PROCEDURES
REVISED EDITION
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FOREWORD

This manual represents a compilation of Academic Policies and Procedures in the School of Dentistry and highlight general policies of 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 Meharry Medical College, School of Dentistry. 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.

ORGANIZATIONAL INTERACTION

The Dean will primarily interact with the Associate/Assistant Deans, Chairpersons, Faculty Council Chairperson, and Director of Continuing Education. There is ongoing interaction between the Dean, Department Chairpersons, and the faculty.

Each Associate/Assistant Dean may interact with individual faculty as well as with the chairpersons of departments and divisions.

The Faculty Council Chairperson provides a link of communication between the Dean(s), other administrative officers, and the faculty of the School of Dentistry.

The Director of Continuing Education will interact with all administrators and faculty in meeting the objectives of its program. Appropriate contact will be made with the department chairpersons when interacting with individual faculty as it relates to continuing education issues.

Chairpersons will consult with various Associate/Assistant Deans and Directors, for matters directly related to their activity, i.e., Executive Associate Dean for Academic Affairs - academic matters; Associate Dean for Student Affairs - liaison and student governance matters; Associate Dean for Clinical Affairs - matters relating to clinical activities and patient treatment; Associate Dean of Research - research activities; Director of Business and Finance - business and billing matters; and Associate Dean of Graduate Programs.

The Basic Science Chairpersons (in the School of Medicine) report directly to the Dean of the School of Dentistry regarding School of Dentistry matters.

Faculty members report to their respective chairperson.

INTRODUCTION

This manual is the official document of policies and procedures of the Meharry Medical College School of Dentistry. The policies and procedures outlined in this manual supersede all previously published or verbally expressed policies and procedures in the School of Dentistry 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 these 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 of Dentistry are consistent with general college policies. These policies and procedures are intended to enhance and clarify the college's policies.

Acknowledgment is given to the department chairpersons for their review and aid in revising this document. Recognition is also given to the entire faculty for critically discussing and approving the content of this manual. We are grateful to the personnel of the Office of Student Affairs for their assistance in the preparation of this manual. These persons contributed much time and thought in making this a workable document.

Adopted: August 2007



William B. Butler, D.D.S., M.S.
Dean

THE ACADEMIC PROGRAM

The School of Dentistry offers a four year pre-doctoral program in general dentistry which is designed to prepare the matriculant to provide competent oral health 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 geared to provide a solid base for scientific inquiry and for a lifelong pursuit of continuous education.

The first and second years of the four year curriculum are devoted primarily to classroom and laboratory instruction in the basic and pre-clinical dental sciences. The third and fourth years focus on further development of clinical skills under supervision of the faculty in all areas of dental practice. Emphasis in all years is placed on the concept of comprehensive patient care. Students gain 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 evidence of high ethical and moral behavior leads to the Doctor of Dental Surgery (D.D.S.) degree.

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

The curriculum in the School of Dentistry is dynamic. It undergoes constant change in response to contemporary trends in dental education and dental practice. The School of Dentistry will modify any portion of the curriculum and will make such changes as necessary with a commitment to maintaining an overall 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.

Letters of Recommendation

Recommendation letters are written upon request from students and forwarded to respective educational programs or agencies. These letters are based on an overview 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 must request letters of recommendation a minimum of thirty (30) days prior to the due date and provide a resume' with the request.

Requirements to qualify for the D.D.S. Degree

1. 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 Meharry Medical College School of Dentistry (see the School of Dentistry Catalog regarding admission and advance standing).
2. Satisfactory completion of both Part I and Part II of the National Board Dental Examinations (NBDE).
3. Satisfactory completion of all didactic and clinical courses, all clinical experiences, practical examinations and all Clinical Competency Examinations - which constitute the prescribed curriculum.
4. Demonstration of high standards of moral and ethical conduct.
5. Payment of all financial obligations to Meharry Medical College and the School of Dentistry.
6. Return of all loaned equipment, patient charts, borrowed items, etc.

The degree is awarded at the annual commencement exercise in May. The degree may be dated for May, June 30th, the last Friday in October, or December 31st for students who complete the academic course of study after the commencement date.

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 Part II will be allowed to participate in commencement. Diplomas are awarded only after completion of the academic program, all clinical experiences, and successful completion of the NBDE Part II.

ACADEMIC DEFINITIONS, POLICIES AND PROCEDURES

Satisfactory Academic Standing

A student at Meharry Medical College is in good academic standing if he/she is properly registered with the Office of Admissions and Records and is unencumbered by pending action of the Office of the President or Dean pursuant to recommendations from a faculty evaluation committee arising from academic or other difficulties.

Satisfactory Academic Progress

In order to attain and/or maintain good academic standing, a student enrolled full-time must satisfy the following conditions:

1. The student must be registered and enrolled in a course load that meets a minimal number of credit hours (fifteen (15) hours) established by the School of Dentistry for full-time student status for any semester.
2. The full-time student must maintain a cumulative grade point average that meets or exceeds the minimally accepted academic standard of "C" (2.0 GPA) Part-time students (taking less than 15 credit hours) in enrichment programs must also meet or exceed the minimally accepted cumulative grade point average (GPA) for the School of Dentistry in courses in which they are enrolled. Each student must maintain a minimum grade point average of "C" (2.0 GPA). A student who has a GPA below "C" (2.0 GPA), is automatically placed on academic probation.

Auditing

Students in the School of Dentistry may be required by the Dean or the Student Evaluation, Promotions, Honors, and Awards Committee (SEPHAC) to audit one or more courses previously passed based on academic performance. The students must be officially registered to audit. The 80% required attendance policy as described in subsequent pages of this document applies to audited courses. Auditing students must participate in and complete all phases of an audited course at a passing level. In the event of an unsatisfactory audit, the student will be dismissed for poor academic performance.

Academic Citations

All citations for outstanding performance in the School of Dentistry are issued by the SEPHAC. Students cited for excellence who have performed at an outstanding level during the academic year are selected for citation by the appropriately involved faculty.

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 GPA of 3.50 and above during an academic year.

Honor Graduates

The School of Dentistry faculty recommends to the Dean, students for graduation with **HONORS** based on the student's scholastic record over the four years of the academic program. A minimum cumulative GPA of 3.50 is required for graduation with **HONORS**.

Honors, prizes, and awards are recommended by the SEPHAC. This committee processes awards based on stated criteria of the Donor, the Department, the Dental School, and the College.

Withdrawal from a Course

To withdraw from a course, a student must first obtain approval from the appropriate Instructor/Department Chairperson, Executive Associate Dean for Academic Affairs, and the Associate Dean for Student Affairs of the School of Dentistry. The written approval must then be filed by the student in the Office of Admissions and Records of the College. Only at this point will the student's name be deleted from the official class roster.

A student may not withdraw from a School of Dentistry course unless unusual or extenuating circumstances beyond the student's control make it extremely difficult to complete the course. The form may be obtained from the Office of Admissions & Records.

Poor Academic Performance Alone Does Not Constitute Sufficient Justification For Withdrawal From a Course.

Faculty are not authorized to allow a student to withdraw from a course due to poor academic performance. Students withdrawing from a course for medical or other acceptable circumstances prior to sixty (60) percent of course completion will receive "WV" (Withdrawal/Voluntarily), which will be recorded on his/her transcript. If a withdrawal is secured **after** 60% of a course has been completed, the student will receive either a "WP" (Withdrawal/Passing), or "WF" (Withdrawal/Failing), the grade which reflects the student's performance on the date of the withdrawal. The appropriate grade will be recorded on the student's transcript.

Academic Probation

A student with a semester or cumulative GPA below a "C" (2.0 GPA) will be automatically placed on academic probation. A student who is unsuccessful on the National Dental Board Examination Part I or Part II will be placed on academic probation. A student on academic probation is not eligible to hold student leadership positions

Withdrawal from Meharry Medical College

A student may withdraw from Meharry Medical College after filing an official Withdrawal Form properly executed, with the Office of Admissions and Records. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the policies of the School. Based on the review of the student's performance, he/she may be dropped from the College for poor academic performance.

Grades for completed courses shall be recorded on the official transcript. If, at the time of withdrawal from the College, 60% or more of a course in which the student is enrolled is completed, the student will receive a "W/F" or "W/P". The "W/F" or "W/P" indicates the student's performance at the time of withdrawal. Should the student seek to return to Meharry following withdrawal, the regular application process must be completed.

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 antedate the date of the student's request. An official leave of absence form must be processed and can be obtained from the Office of Admissions and Records. 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 be personal illness, personal and/or family extenuating circumstances (i.e., pregnancy, military duties, or other matters), financial hardship, emotional distress and other unusual or extenuating circumstances. The Executive Associate Dean for Academic Affairs may require documentation to accompany a request. If the situation is appropriate, the Executive Associate Dean for Academic Affairs may recommend to the Dean that a student be placed on an administrative leave of absence. A student must make a written request to terminate a leave of absence for reinstatement to active status. Failure to terminate a leave of absence will result in automatic dismissal. If a leave of absence is requested for physical or mental health reasons, a qualified and appropriate healthcare professional must provide a letter justifying the request. A similar letter justifying the student's readiness to return after a granted leave is required.

At the end of a granted leave of absence, all courses completed will be credited with the exception of preclinical-didactic and technique courses which may require repeating. Incomplete courses must be completed or repeated if indicated prior to advancement in the program. Preclinical-didactic and technique skills must be demonstrated as adequately retained by relevant clinical departments. Preclinical courses must be repeated successfully in order to receive credit and advancement in the academic program. Students who are on conditional reinstatement provisions are ineligible for leave of absence.

Return from Leave

A written request to return to the college following a granted leave of absence is required. (This correspondence must be provided to the College Office of Admissions and Records and a copy provided to the Dean of the School of Dentistry not less than **two** months prior to the date of anticipated return.) Exception may be granted for maternity, military duties, or other short-term leave.

Students will be accepted for return at the beginning of class periods (semesters) only and will not be allowed to return after the close of the registration period of any semester.

CLASS AND CLINIC ATTENDANCE/ABSENCE

Attendance

Students are required to attend all scheduled classes and clinics. Absences in didactic courses in excess of twenty percent (20%) may result in failure in the course without the right to appeal. Excuses are required for all absences. Experience is basic to clinical competence; therefore, attendance at clinical activities is required at all times. A student with a clinic absence in excess of ten percent (10%) may result in failure to progress to the next academic level.

Students may not attend and will not receive credit for any class for which he/she is not officially enrolled. Credit will **not** be given for a non-enrolled course after the completion of that course.

A student that arrives within ten (10) minutes after class starts will be considered tardy, after fifteen (15) minutes will be considered absent. Two (2) tardies will be considered as one (1) absence.

Excused Absence Guidelines

Excused absences will be issued by the Executive Associate Dean for Academic Affairs for class or clinic absences. All student absentees **are included** as a part of the maximum allowable percentage of absence by a student.

Appropriate documentation must accompany requests. Retroactive excused absence requests will **not** be granted if a two (2) week time limit following the absence has expired.

The student is responsible for all missed material and course coordinators have the right to require make-up for any work occurring during an absence.

In order to assure student compliance with attendance policies, course coordinators, clinic directors, and clinic departments will maintain attendance records and routinely report student absences to the Office of Academic Affairs and/or Clinical Affairs as applicable. This information is made available for SEPHAC deliberations.

INDEPENDENT STUDY

The Independent Study course is provided in the curriculum for students who are matriculating on a nontraditional basis. This course of study is provided for students on an individual basis as determined by the SEPHAC.

EXTERNSHIPS

Externships may be granted based on the following guidelines:

- Students must have successfully completed the course of study for that academic year including the summer clinical session.
- Request must be submitted in writing to the Associate Dean for Academic Affairs thirty (30) days prior to the requested date of the externship. Requests must provide all pertinent information and utilizing the “Externship Request and Approval Form”, which is available in the Office of Academic Affairs.
- The student must be in good academic standing with the School of Dentistry to be considered for an externship program.
- The externship must occur at a time that does not significantly interfere with classes or clinics. This will be reviewed for approval by the Executive Associate Dean for Academic Affairs.

MISSION TRIPS

Mission trips may be granted based on the following guidelines:

- Students must have successfully completed the course of study for that academic year including the summer clinical session.
- Request must be submitted in writing to the Executive Associate Dean for Academic Affairs sixty (60) days prior to the requested date of the mission trip. Requests must provide all pertinent information and utilizing the “Mission Request and Approval Form”, which is available in the Office of Academic Affairs.
- The student must be in good academic standing with a minimum GPA of 2.5 to be accepted to participate in a mission trip.

- The mission trip must occur at a time that does not significantly interfere with classes or clinics. This will be reviewed for approval by the Executive Associate Dean for Academic Affairs.

DISMISSAL FROM THE SCHOOL OF DENTISTRY

The School of Dentistry reserves the right to dismiss a student at any time for misconduct, unacceptable academic performance and evidence that a student is unfit to continue as a student or a potential practicing dentist. When a student is dismissed by action of the SEPHAC or the Disciplinary Committee, the Executive Associate Dean for Academic Affairs will inform the student in writing within seven (7) working days of receipt of the Committee's decisions.

Absences of two consecutive weeks or longer in a didactic of clinical course without prior notice will result in dismissal as a student in the School of Dentistry.

A dismissed student reapplying for admission will be ranked on the basis of his/her competitive standing in relationship to the total pool of **new** applicants. The student must also provide to the Admissions Committee some evidence which suggests a renewed likelihood of success in the academic program.

The School of Dentistry is under no obligation, implied or otherwise, to provide preferential consideration for admittance to previously dismissed students.

The School of Dentistry is not only committed to the concept of academic excellence, but also to a concept of fundamental fairness to a student in pursuit of excellence. As such, the institution affords students the privilege to appeal cases of academic dismissal. The procedures for review and appeal of academic actions are detailed in later sections in this document.

REQUEST FOR TRANSFER FROM THE SCHOOL OF DENTISTRY, MEHARRY MEDICAL COLLEGE

All activities regarding transfers must be submitted to the Office of Academic Affairs. Requests for letters of student status 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 Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. Students must execute an Exit Form obtained from the Office of Admissions and Records.

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

EVALUATION OF STUDENT PERFORMANCE

Department chairs and course coordinators establish the examination and grading policies for examinations and all additional forms of student evaluation in the School of Dentistry 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 by the faculty and course coordinator. Each student is awarded a letter grade for the course. The letter grades correspond to the A, B, C, I, P or F system as illustrated in the following chart.

Academic Policies & Procedures

GRADING

GRADING SYMBOL	QUALITY POINTS	INTERPRETATION	EXPLANATION
A	4	Excellent	Indicates exceptional academic performance.
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; (1) Final Clinical Competency Examinations (2) Part I & II NBDE Reviews (3) Comprehensive Care National Board Review (4) Life Long Learning Heritage Lectures Dental Success Seminar Occupational Safety and Health Administration (OSHA) Seminar Clinical Correlations I & II External Rotations (5) Cardiopulmonary Resuscitation (6) Dental Success Seminar (7) Clinical Correlations I & II (8) External Rotations (9) Independent Study (10) Introduction to Clinical Dentistry (11) Other courses as needed
F	0	Failure	Indicates unacceptable academic performance.
S	0	Satisfactory	Indicates acceptable performance in a continuing course.
U	0	Unsatisfactory	Indicates unacceptable performance in a continuing course.
I*	0	Incomplete	See justification for use in subsequent pages of this document.
IP	0	In Progress	Indicates enrollment at the end of a semester for courses which require more than one semester for completion or remediation.
WV	0	Withdrawal Voluntarily	Indicates withdrawal from a course prior to 60% completion
WA	0	Withdrawal Administrative	Indicates student's status during an official leave of absence
WP	0	Withdrawal Passing	Indicates student's performance at time of withdrawal
WF	0	Withdrawal Failing	Indicates student's performance at time of withdrawal

Grades for all students are recorded by the course coordinator and department chair on official grade forms. The Office of Admissions & Records delivers the grade forms to the Office of Academic Affairs of the School of Dentistry. From this office, the grades are submitted to the Office of Admissions and Records of the College. Only grades which have followed the appropriate process are considered to be final grades and are placed on the permanent student transcript, after approval by the SEPHAC.

Names of students registered in error will be removed from the official class roster immediately upon identification by the Office of Admissions and Records.

Academic Performance and Progress

The student's performance and subsequent progress is evaluated at mid-semester and at the end of the semester. These evaluations are based on departmental reports submitted to the SEPHAC of the School of Dentistry. Each student is informed of his/her progress in each didactic course and clinic and advised in writing of deficiencies. 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, a grade of "S" or "U" is assigned at mid-semester. At the end of the first semester, "IP" (in progress) grades are awarded for courses extending beyond one semester. Definitive final letter grades are assigned at the end of the semester when the course ends.

The SEPHAC consists of course coordinators, department chairs, the Executive Associate Dean for Academic Affairs, the Associate Dean for Student Affairs, and the Associate Dean for Clinical Affairs. The SEPHAC meets on a regular basis, minimally at mid semester, at the semester end, and at the end of the summer session, to monitor student performance. This evaluation committee, after careful review of each student, makes recommendations to the Dean relative to student status, academic progress and other student related issues. The deliberations may include recommendations for counseling, intervention, student support, or other student needs. Students may also be referred to the Academic Support Service personnel for additional academic support, e.g. test taking skills, time management, and stress management.

Official grades for courses taken during a semester are provided to the students by the Office of Admissions and Records at the end of each semester.

No student can advance in the program with an outstanding “F” grade.

If a student receives an “F” grade within an academic year, this student will be required to repeat the failed course. A student cannot advance to the next level until the failed course is passed.

Minimum Passing Grade

The **minimum** passing grade in the School of Dentistry shall not be **above** 75% (Grades above 75% cannot be failures). Exceptions to this policy are based only on grading policies of external agencies and/or institutions.

Incomplete Grades

Students with outstanding "I" (incomplete) grades at the end of the summer session will be promoted conditionally according to college policy for "I" grades.

Definitions and Justifications of "I" Grades

The grade of "I" (Incomplete), indicates (1) that the student has satisfactorily completed at least three-fourths of a course, but for legitimate reasons, a small fraction of work remains to be completed; or (2) that the student's record indicates that he/she can obtain a passing grade, but that he/she lacks a specific requirement, such as the final examination, because of illness or some other unique or extraordinary circumstance beyond the student's control.

Faculty awarding the "I" grade in a didactic course must complete the "Agreement for Awarding/Removing the "I" Grade(s) Form (see appendix). The form will specify what the student must do to remove the "I" and the date by which the "I" must be removed. The form must be signed by the faculty member and the student. Each faculty and student should retain a copy of the form with other copies transmitted to the other designated offices attached to the grade sheet.

Continuing Courses

There are didactic and clinical courses (clinics) that extend beyond one semester in duration. Progress is evaluated throughout the year, although final grades are assigned only at the end of the final semester. A record of student academic progress is reported at mid-term and at the end of the first semester, using the terms "Satisfactory" or "Unsatisfactory". A grade of "IP" (in progress) will be awarded at the end of the first semester. The final grade is reported in the usual manner at the end of the course. Students may request information regarding their progress from the course coordinator at any reasonable time that is convenient for both the student and course coordinator.

Students will receive official copies of all grades at the end of each semester from the Office of Admission and Records.

All **final** grades will be recorded on the student's permanent transcript.

Appeal of Final Grades

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 found in subsequent pages of this document. Appeals must be submitted in writing to the Dean.

EXAMINATION BEHAVIOR

The School strictly enforces the College's Honor Code. Each student receives a copy of the College's Honor Code during freshman orientation and must sign the signature page after reading the document. The student's signature indicates their agreeing to comply with all guidelines of the honor code during their matriculation. Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior and will result in disciplinary action. Examples of this serious breach of educational protocol include, but are not limited to the following:

1. Communicating in any manner with another student during an examination, (e.g. signals with hands, feet or eyes; deliberate body movements; directional signals using pencils, pens, tufts of hair, etc.)
2. Copying material from another student's examination
3. Allowing a student to copy from an examination
4. Using unauthorized notes, books, etc
5. Interference with an instructor's administration of an examination
6. Falsifying or misrepresenting academic/clinical performance
7. Communication using electronic devices
8. Honor code – code of conduct must be followed at all times

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

1. Dismiss the offending student from the examination; assign a grade of "F" for the examination; and refer the student to the Disciplinary Committee for action.
2. Maintain written records of all citations, imposed penalties, and any discussions between the student offender and the faculty.
3. Maintain a written report in the involved department and with the Office of Academic Affairs.
4. Any such information may be used in reports regarding a student's academic performance to the SEPHAC.

STUDENT EVALUATION

Possible Academic Outcomes

1. 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.
2. 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 personnel in the Center for Educational Development & Support (CEDS) during the time of course offering.

3. If a student receives a grade of "F" in one course within a given academic year, the student will be required to repeat the course failed. Failed courses may be repeated during the summer session at Meharry Medical College or at another institution, if offered. An application for off-campus courses must be completed and affixed with the signatures of the Department Chair and Dean (or their designees). The rules and grading system of the off-campus institution will apply. If the student cannot repeat the failed course in the summer, the student will not be allowed to enroll in any courses at the next level. The student must successfully repeat the failed course and all other courses taken in that academic year, before being promoted to the next academic level.
4. Any student receiving a grade of "F" in two (2) courses within the same academic year will be subject to dismissal or required to repeat all courses taken in that academic year. During the repeat academic year the student will be placed on academic probation. While on academic probation, the receipt of a failing grade in any course will result in immediate dismissal.
5. Any student who has been dismissed for poor academic performance may appeal this decision to the Dean. If the appeal is granted, the student may be required to repeat the year. The appeal will follow the revised procedures for review and appeals of academic actions located in subsequent pages of this document
6. Any student receiving two (2) failing grades in a semester will be dismissed for the remainder of the academic year with the potential to re-enroll in the fall semester for the same academic level based on the recommendation(s) of the Student Evaluation and Promotions Committee and the Dean. During the repeat academic year the student will be on academic probation. While on academic probation, the receipt of a failing grade in any course will result in immediate dismissal without the right to appeal.
7. Any student receiving a grade of "F" in three (3) or more courses in a single academic year will be dismissed for poor academic performance without the right to appeal.

8. Any student receiving a grade of "F" in a course taken a second (2nd) time (regardless of whether the second (2nd) attempt was made internally or at an external site) will be dismissed from the School of Dentistry for poor academic performance without the right to appeal.
9. If an examination is taken to remove an "I" grade, the examination will be scheduled by arrangement with the course coordinator, chairperson, and the student. Examinations will not be scheduled in conflict with other required class or clinic activities.
10. Students with outstanding "I" grades at the end of a semester may not enroll in any subsequent semester courses for which the incomplete course is a prerequisite without clearance by the department chairperson offering the advanced course.
11. A student with a grade point average below 2.0 in any semester is automatically placed on academic probation.
12. A student will be dismissed for poor academic performance if academic probationary status is not removed in two consecutive semesters.

Procedure to Address "I" Grades

1. All faculty members awarding the "I" grade to a student must complete the "Agreement for Awarding/Removal of "I" Grades" form (see appendix).
2. The Registrar will notify the faculty member, student and the Office of Academic Affairs in each school 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.
3. Change of Grade forms must be submitted by faculty members through department chairpersons to the Office of Academic Affairs. The Office of Academic Affairs will submit the forms to the registrar by the end of the subsequent semester.
4. In accordance with college policy, Change of "I" Grade forms not received by the conclusion of each semester will result in the posted "I" grade being changed to an "F" grade by the Office of the Registrar.

Specific Evaluation Circumstances

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.

Sophomore (Second Year Students) D2

1. A student is promoted to the sophomore year after successful completion of **all** first (1st) year (Freshman) courses.
2. A student must successfully complete all second (2nd) year courses and the National Board Dental Examination Part I to register for third (3rd) year courses.

Juniors (Third Year Students) D3

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

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.

NATIONAL BOARD DENTAL EXAMINATIONS (NBDE)

The Joint Commission on National Board Dental Examinations is responsible for the development and administration of National Board Dental Examination Part I & 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). Successful completion of the NBDE is a requirement for graduation from the School of Dentistry. Currently, all fifty-three (53) United States licensing jurisdictions recognize NBDE results. 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.

The NBDE is organized into two examinations referred to as "Part I and "Part II."

Part I must be taken at the end of the second (2nd) year as a computerized examination at Meharry Medical College School of Dentistry. 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, testlet-dependent items i.e., a set of items associated with a scenario.

Because this is a comprehensive examination, only one standard score will be awarded to the candidate, and the candidate's pass/fail status will be determined by this single score. Candidates will have to retake the entire 400-item examination if they wish to be awarded credit for Part I.

Part II is taken during the Senior year as a computerized examination. It 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 one and one half days. Part II is administered as a computerized examination at times based on examination sites availability.

NOTE: Additional information regarding the NBDE may be obtained from the Office of Academic 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.

DENTAL SCHOOL POLICIES ON THE NATIONAL BOARD DENTAL EXAMINATIONS

The NBDE, Part I and Part II, are external measures which are used by the School of Dentistry to evaluate student academic achievement.

Successful completion of both Part I and Part II of the NBDE is required to receive the DDS degree from Meharry Medical College, School of Dentistry.

In order to assist all students in preparation for both Part I and Part II of the NBDE and to help assure representative student performance on these examinations, the School of Dentistry has established policies which govern clearance by the Office of Academic Affairs for each student to take the NBDE Part I and Part II.

Part I NBDE

A student may be allowed up to three (3) times to successfully complete Part I of the NBDE. Failure to successfully pass the NBDE Part I on the third attempt will result in dismissal as a student in the School of Dentistry without the right to appeal.

Examination Performance

If a candidate's average score on Part I is below 75, the candidate is recorded as a failure on Part I and must retake the entire comprehensive examination.

A candidate who is a unsuccessful after three attempts will be dismissed as a student in the School of Dentistry.

Part I Eligibility

1. Sophomore students who have successfully completed all freshman and sophomore level required courses are eligible to take Part I of the NBDE.
2. Each student, prior to taking the Part I examination, is required to participate in the following:
 - a. A battery of diagnostic pre-tests to provide feedback to the students as a guide of their strengths and weaknesses in board preparation.
 - b. A battery of structured review examination sessions, including the Kaplan Review program. These are conducted by the Basic Science faculty, the Dental faculty, and Kaplan Review lecturers.
 - c. Attendance at the review sessions is required. Failure to meet the attendance policy may lead to disqualification from taking the Part I when next offered.
 - d. Complete the Kaplan Review Program for the National Board Dental Examination Part I.
3. A student with a failure of the National Board Dental Examination Part will be referred to the Center for Educational Development and Support (CEDS) and matriculate on independent study.

Part II National Board Dental Examination (NBDE)

Prior to taking the Part II NBDE, each senior student is required to take senior board review courses and a NBDE advisory examination. This examination will follow the format of the Part II NBDE.

Only fourth (4th) year students with acceptable completion of junior didactic courses (and earlier courses) will be allowed to take the Part II NBDE.

The protocols and guidelines for administering the Part II review sessions, the advisory examinations, and the remedial sessions, if necessary, will follow the protocols and guidelines that were described for the Part I sessions and examinations.

- Current students who have not completed clinical and didactic requirements must enroll in and successfully complete the structured National Board Dental Examination Part II review program at Meharry Medical College, School of Dentistry in order to be authorized by the School of Dentistry for participation on the National Board Dental Examination Part II.
- Students who are not currently enrolled and have completed all didactic and clinical requirements for graduation, except for successful completion of the National Board Dental Examination Part II, will be required to enroll in and successfully complete a National Board Dental Examination Review Program recommended by Meharry Medical College, School of Dentistry. A structured review program at an external site, with prior approval by the Dean of the School of Dentistry, may also be acceptable.
- Non-enrolled students choosing to participate in an approved external review program must provide documentation of external review program participation as a prerequisite for the School authorizing an applicant for the administration of the National Board Dental Examination.
- A student must present official documentation of successful completion of the National Board Dental Examination (Part II) to receive the D.D.S. degree pursuant to this policy.

- Students will be allowed three (3) attempts within the thirty (30) month period **after their first (1st) attempt** to pass Part II of the National Board Dental Examination. If the student fails the NBDE Part II as a fourth (4th) attempt, the student will be dismissed from the School of Dentistry for unsatisfactory academic performance.

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 of Dentistry.**

These clinical examinations include the following areas:

1. Restorative Dentistry
 - Operative Dentistry
 - Prosthodontics
2. Periodontics
3. Oral Diagnostic Sciences
4. Endodontics
5. Orthodontics
6. Oral and Maxillofacial Surgery
7. Pediatric Dentistry
8. Dental Public Health
9. Oral Pathology

Each student must complete the three examination components of the FCCE listed below during one scheduled examination week. Failure to participate in any section of the examination will prevent participation in subsequent sections of the examination. This battery of examinations will include the following disciplines:

1. Restorative Dentistry
 - Operative Dentistry
 - Prosthodontics
2. Periodontics
3. Endodontics

STATE / REGIONAL LICENSURE BOARDS

If the student has applied to participate on a state/regional board examination which tests the candidate for licensure in any discipline(s) other than the three listed above, the student will be required to successfully complete the FCCE in that discipline(s) as a qualifier to take that state/regional board examination.

Violation of the above stated guidelines will result in immediate suspension of the student for one semester.

ADVANCEMENT

Student promotion to successive classes or to graduation status requires satisfactory completion of all courses in previous years. A student cannot be advanced with a failing ("F") grade. Students with Incomplete ("I") grades at the end of the summer session will be promoted conditionally according to college policy on "I" grades. In cases where the conditions of promotion are **not** met, the student's academic status will be re-evaluated by the Student Evaluation and Promotions Committee.

All promotions are enacted by recommendation from the Student Evaluation and Promotions Committee of the School of Dentistry. In the case of senior dental students, the entire faculty of the School of Dentistry approves students for graduation, following recommendation by the Student Evaluation and Promotions Committee. Recommendations for promotion and/or graduation are forwarded to the Dean of the School of Dentistry.

GRADUATION

At the completion of the senior year, those students who have satisfactorily completed the entire prescribed course of study and have passed Part I and Part II of NBDE and the FCCE and who, in the judgment of the Student Evaluation and Promotions Committee, give evidence of fitness for the practice of Dentistry, are recommended for graduation by the faculty.

LIFE LONG LEARNING AND SPECIAL PROGRAMS

The dental education program is organized to promote a continuous learning process in the profession. 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 of Dentistry.

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

These programs provide the 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.

The Heritage Lectures are:

Allen/Watson Lecture

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

Mobley/Singleton Lecture

This lecture and program honors Dr. Eugenia L. Mobley, former Dean of the School of Dentistry 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 of Dentistry, Meharry Medical College, the Nashville Community, Local, State and National organized dentistry (established in 1992).

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).

Turpin Memorial Day

This annual lecture and program honors Dr. Donley H. Turpin, a pioneer in the School of Dentistry who was a Professor of Prosthodontics and the first Black Dean of the School of Dentistry. 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.

Occupational Safety and Health Administration (OSHA)

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

All classes and clinics are cancelled to allow for mandatory student and faculty attendance at these special programs of the School and College.

If extenuating circumstances prevent the student from attending a lifelong learning course at Meharry, 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.

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 the Special Centers of the College.

CONVOCATION

This is an annual program held on Monday during the week of October 13th. This marks the official beginning of the academic year with reaffirmation of the motto of Meharry Medical 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. Also at this assembly, students from all units of the College are recognized for outstanding academic achievements and receive awards and citations for academic and clinical excellence.

AWARDS

Convocation Awards

These awards are presented to students at various levels for outstanding didactic and clinical performance. Students are selected by the SEPAC based on criteria of the donor and procedures and policies established by the School and the College.

Commencement Awards

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

DRESS CODE POLICIES

Purpose

The dress code for the School of Dentistry 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 Meharry Medical College School of Dentistry and are not to be worn when in a public establishment.

Prohibited Attire for All Students

1. Jeans
2. Open-toed shoes, canvas shoes, and sandals without hosiery/socks in the classroom or clinic
3. Shorts of any type
4. Revealing tops or bottoms for women (low cut, see through blouses)
5. Mini skirts (women), tight clothing
6. Dresses/skirts - deep slits (women)
7. Disposable gowns and masks, except in clinical areas
8. "T" shirts/sweat shirts as an outer garment
9. See through lace, chiffon or similar blouses, spandex or other tights
10. Loosely fitting bracelets, exposed necklaces, rings, and earrings
11. Caps, hats, scarves, and other head wear

Attire for Freshman Students

Female Attire

Dresses or skirts at the knee or longer with hosiery, along with, slacks are considered to be appropriate attire for women. Clean, neatly pressed scrubs are acceptable classroom attire for sophomore, junior, and senior dental students.

Barrier triads must be worn in the dental laboratory setting when rotary instruments and aerosol generating instruments are in use. Long laboratory coats must be worn when performing laboratory exercises.

Students may wear non-traditional dental school attire for Basic Science courses conducted in the West Basic Science Building.

Male Attire

Shirts with ties, turtleneck or crew neck sweaters, band collar shirts (buttoned) and slacks are considered appropriate attire for men. Hair should be neatly cut; beards and mustaches well-groomed. Good personal hygiene should be adhered to at all times. Clean, neatly pressed scrubs are acceptable classroom attire for sophomore, junior, and senior dental students.

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.

Students may wear non-traditional dental school attire for Basic Science courses conducted in the West Basic Science Building.

Attire for Sophomore Students

1. All students engaged in classroom/laboratory activities will wear clean, neatly pressed scrubs. The scrubs will be individually identified by name.
2. 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.
3. Scrub tops must be tucked inside trousers.

Attire for Junior and Senior Students

Clinic Attire

1. 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. T-shirts worn under scrub tops must be solid white only with no visible print. Barrier triad of facemask, gloves, and protective eyewear must be worn in **all** treatment settings with patient contact
2. 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.

3. All faculty will be provided long white clinical coats for patient contact. Barrier triads will be worn for all patient care encounters.

Personal Hygiene

1. 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.
2. Good personal hygiene must be adhered to at all times. Offensive body odor will result in a recommendation for patient dismissal until appropriate hygiene has been established.
3. Scrub tops must be tucked inside trousers.

STUDENTS WITH DISABILITIES

Meharry Medical College School of Dentistry'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 requesting accommodation because of a disability must meet with the Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs to request accommodations. The meeting should occur within the first week of the student's first semester in dental school, or, in the case of a disability that is discovered after the student has begun dental school, within the first week of the discovery of the disability. 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 initial meeting with the Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs and the following requirements apply to documentation of disabilities:

1. 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 be established that the licensed professional's qualifications are in the appropriate specialty area related to the disability.
2. Documentation must be recent enough to provide meaningful information.
3. 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.
4. 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.

Determination of Appropriate Accommodation

Once documentation has been submitted as describe above, the Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will forward the documentation to the College Counseling Service for review. 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 Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. The process shall be interactive, involving full input from the applicant, appropriate School of Dentistry personnel, the College

Counseling staff and external offices possessing the technical, medical, and administrative expertise as needed to evaluate the request.

The Executive Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will present the accommodation recommendations to the Student Evaluation and Promotion Committee, or in the case of an applicant to the School of Dentistry, to the Admissions Committee. The identity of a student applying for admissions will not be revealed to the Admissions Committee.

The appropriate 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.

A faculty member who is notified of an approved accommodation may inform the Committee of special circumstances that the faculty member believes makes the accommodation unreasonable or inappropriate. The Committee may 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 Executive Associate Dean for Academic Affairs and the Associate Dean for 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.

Student Affairs Office

School of Dentistry

MISSION: The cultivation of a supportive, caring environment conducive to personal and professional growth.

PHILOSOPHY AND ROLE

Student Affairs is located in the School of Dentistry. The general role of the Associate Dean for Student Affairs is the promotion of a positive environment conducive to personal growth and learning. This necessitates the assurance of student familiarity with resources, assistance with resource acquisition and provision of personal and supportive services. Specific Student Affairs responsibilities include advising, coordinating special student programs and consulting.

The major responsibilities of the Office of Student Affairs in the School of Dentistry are: *transition, facilitation, advocacy, communication, inclusion, and personal and professional growth*. These key elements work in tandem to cultivate a responsive and caring student environment.

Transition/Facilitation begins with the admissions process and continues as accepted students matriculate and progress through the educational program. The recruitment of promising students with firm commitment to the College and School of Dentistry's mission is paramount in promoting institutional and professional goals. The transition process is aided through the freshman orientation program and regularly scheduled class meetings.

Advocacy involves supportive assistance of students at a disciplinary or academic appeals hearing as well as advising/counseling functions and policy proposals and review. These activities are instrumental in the assurance of due process and basic student rights.

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. Among the various elements, effective office functioning requires collective student input as well as the compilation, 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 Affairs any changes in demographic information i.e. name change, address change, telephone, etc.

Inclusion of students must also occur as a key element in the overall operational plan. The consistent involvement of students in the on-going functioning of the School is crucial to its viability and mission. That involvement is actualized through appointments to standing/ad hoc committees and student recommendation facilitation. Recommendations are 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.

Student Affairs responsibilities include 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 Student Affairs is involved in all committees that directly affect students.

SERVICES

Advising

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

Leave of Absence Requests

Leave of Absence requests are coordinated with the Office of Student Affairs in the School of Dentistry and the Office of Admissions and Records. Official leave forms must be obtained from the Office of Admissions and Records. A leave of absence may be for the entire academic year or for shorter periods of time based on the circumstances surrounding the request. Leave of absence requests must be approved by the Dean of the School of Dentistry

Appeals Assistance

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

Mediation

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

Information Dissemination

Information is available through the Office of Student Affairs and electronic communication for scholarships, policy and procedural changes and legislative matters affecting dental students. Externships, research opportunities, advanced education program information, and employment opportunities information is also made available.

Student Orientation

Orientation programs are planned and implemented to assist the student in a smooth introduction and matriculation in the School of Dentistry and the College.

Student Conferences

Regularly scheduled meetings are held with students to disseminate information/policies, to identify/address concerns, as well as to obtain recommendations related to the School of Dentistry operations.

Response to Information Requests

Student information is provided to internal and external sources in compliance with the Privacy Act.

Lunch and Learn Seminars

Seminars are conducted on an average of one (1) per month 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.

SCHOLARSHIPS

Incentive Scholarships

Recipients of scholarships, with the exception of the incentive scholarships, are selected by the SEPHAC for the School of Dentistry. This committee is composed of Departmental Chairs and Course Coordinators. The Scholarship Awards are as follows:

Merit Scholarships

Merit Scholarships are awarded to incoming students who display exceptional scholastic ability as evident in their undergraduate cumulative grade-point averages 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.

Academic Achievement Awards

Academic Achievement Awards and Prizes are earned by students for scholastic achievement. They consist of one-time Departmental Awards and Prizes that recognize top students within a time period, in their individual courses, or for their work in research. Students named to Meharry's Dean's Lists, national honor societies and other national recognition groups also are honored. Friends of Meharry help enable the College to honor these deserving students. Where applicable, information on the individuals or groups these awards and prizes honor is included.

ADA/NDA Scholarships

American Dental Association (ADA)

A selected number of ADA Endowment Scholarships are awarded annually to dental students. The National Awards are classified into two categories – underrepresented minority students and the general student population. The SEPHAC selects students who will compete for these awards.

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.

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

Branches of the armed services offer student scholarships. Obligatory service requirements are associated with these scholarship awards. Telephone numbers for these programs are listed below.

National Health Service Corps (NHSC) &
Commissioned Officer Student Training &
Extern Program (COSTEP)
U.S. Air Force
U.S. Army
U.S. Navy
Army National Guard

1-800-221-9393
(615) 298-5487 - local
(615) 874-5006 - local
(615) 332-0755 - local or 1-800-334-4394
(615) 355-3937 - local or 1-800-424-8273

STUDENT ORGANIZATIONS

Students seeking a leadership must have a minimum GPA of 2.5. This includes all school/college organizations and/or committees. A student currently in a leadership position whose academic performance is as described above must resign from that position immediately.

Ewell-Neil Dental Society

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

American Student Dental Association (ASDA)

The American Student Dental Association is the student affiliate organization of the American Dental Association. The central purpose of the American Student Dental Association (ASDA) organization 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. All students are ASDA members.

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 the enhancement of communication among minority dental students and the increased awareness of dental problems affecting minority communities. Benefits include scholarship and research eligibility. Upon graduation, students are inducted as complimentary full members of the National Dental Association for a period of one (1) year. All students are SNDA members.

Membership fees for the above named School of Dentistry student organizations are included in student fees.

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 is on a voluntary basis.

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 interests in problems impacting the health of the Hispanic population. Membership is on a voluntary basis.

STUDENT TRAVEL

Students traveling to attend meetings/conferences on behalf of the School of Dentistry and Meharry Medical College must have approval of the Associate Dean for Student Affairs. The following guidelines must be followed:

- A letter of request must be submitted which includes the name and purpose of the conference, location, and projected costs within one month of the date of travel.
- Supporting documentation, e.g. registration materials and conference itinerary.
- A Travel Itinerary form must be completed at least three (3) weeks prior to travel and signed by the faculty advisor and/or Associate Dean for Student Affairs, Director of College Student Services (if applicable) and the Dean.
- Students traveling on behalf of the School must submit an 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 individual traveling or to the College by the person who has traveled.
- A student traveling on behalf of the School must have a minimum GPA of 3.0 and be progressing clinically at their expected level.

STUDENT RESEARCH PROTOCOL

All students interested in participating in summer research endeavors must submit the following information to the Student Research Coordinator, no later than February 1.

1. A completed research application
2. A personal statement of previous experience in research and areas of interest
3. An official transcript
4. Areas of interest in research
5. 2 - letters of recommendation from faculty
6. A curriculum vitae

Qualifications for Selection

- Students must be in good academic standing with a minimum grade point average of 3.0 for external programs. Any student with deficiencies will not be eligible.
- Applications must be completed no later than February 1.
- Junior students applying must have completed a minimum of 75% of their clinical experiences in order to be eligible to participate in off site research experiences during the summer session.
- Junior students applying must have successfully completed the National Board Dental Examination Part I.
- Student must present information on their research project at Meharry's Student Research Day as well as regional and/or national meetings or as deemed necessary by the School.

The Curriculum Vitae

The personal/professional resume should contain information regarding previous research experience, title of the project, mentor/research associate, title of research publication/presentation time and place.

The Personal Statement

The personal statement should be no more than two pages long, doubled spaced, Times New Roman font size 12. Research interests as well as previous experience should be included. Previous research experience should include details describing the project and the applicant's involvement. Courses previously taken that are related to research should also be included. List involvement in presentations and/or publications.

Letter of Recommendation

Two letters of recommendation must be submitted attesting to the applicant's academic performance, character, and research potential.

COLLEGE GOVERNANCE

Pre-Alumni Association

The Pre-Alumni Association is the central student governing body of Meharry Medical 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.

COLLEGE STUDENT SERVICES

The College Student Services Office provides the following services:

- **Telephone: 327-6792**

Health Services and Insurance

Health Services are available to students through the Student Health Services Clinic. Meharry Medical 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 Meharry 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 explaining benefits are available in the College Student Service Office located in the D.T. Rolfe Student Center.

Housing Consultation

Meharry housing consists of the following complexes:

Dorothy Brown Hall

Located on the corner of D.B. Todd Boulevard and Albion Street, a female housing facility for 56 students in single rooms and double suites.

Royal Towers

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

Herman Street Apartments

Located between 16th and 17th Avenue North, contains 78 one and two bedroom apartments. Occupants are responsible for all utility costs except water service.

- **Housing Office**
320-5791

Recreation

The Dr. David E. Ross, Jr. Family Fitness and Recreation Center will open October 16, 2007. The center includes a gymnasium, exercise room and an aerobics area. In addition, housed within the center is a racquetball court, ping pong tables and pool tables for student use.

Counseling

Meharry Counseling Center offers free personal 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 any time.

- **Counseling Office**
327-6915

OTHER COLLEGE STUDENT OFFICES

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 Parent/Guardian Federal Income Tax Return (1040 or 1040A) and appropriate transcripts must also be provided.

To be eligible for financial assistance, a student must be accepted for enrollment as a full-time student and maintain a grade point average of 2.0. Students must also demonstrate financial need and meet citizenship requirements. Documentation of citizenship may be requested.

- **Financial Aid Office**
327-6826

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 Student and Academic Affairs, School of Medicine.

- **CEDS Office**
327-6500

Postal Service

Meharry Medical College Postal Service is located in the D.T. Rolfe Center. The postal service functions as a mail distribution center only and does not offer the full services of a United States Post Office substation. Only cash is accepted for transactions. The hours of operation are from 11:00 a.m. to 4:00 p.m., Monday through Friday. All students are required to rent mailboxes at an annual non-refundable fee. Fees are included in college student fees. A ten-dollar **(\$10.00)** charge is required to replace a mailbox key.

- **Post Office**
327-6278

Campus Mail Address:

1005 D. B. Todd Boulevard

P.O. Box#

Nashville, Tennessee 37208

THE CAMPUS MAILBOX SERVES AS THE OFFICIAL DISTRIBUTION ADDRESS FOR COLLEGE COMMUNICATION. MAILBOXES SHOULD BE CHECKED REGULARLY FOR CORRESPONDENCE.

Library

Meharry Medical 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, reference, 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, mutilation, and non-return of borrowed materials.

- **Director of Library Services**
327-6728

Safety and Security Office

The campus Safety and Security Office is located on the corner of Albion Street and 21st Avenue, north. 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.

Academic Policies & Procedures

- **Safety and Security Office**
327-6254
Emergency Number: 327-6666

EXECUTIVE ORDERS/COLLEGE POLICIES

EXECUTIVE ORDER 93-5
INSTITUTIONAL POLICY AGAINST SEXUAL HARASSMENT
AND
COMPLAINT RESOLUTION PLAN AND PROCEDURES

1.0 INTRODUCTION

This policy is intended to set forth Meharry Medical 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 Meharry Medical College.

Sexual harassment is unacceptable conduct that will not be tolerated by Meharry Medical 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. Meharry Medical College will not tolerate behavior by any member of the institutional community that creates an unacceptable working or educational environment.

2.0 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:

- 2.1 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.
- 2.2 Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- 2.3 Such conduct has the purpose of unreasonably interfering with an individual's work or educational performance, or environment for working or learning.

3.0 EXAMPLES OF SEXUAL HARASSMENT

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

- 3.1 Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations.
- 3.2 Direct proposition of a sexual nature.
- 3.3 Subtle pressure for sexual activity, such as repeated or unwanted stares.
- 3.4 Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.
- 3.5 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.
- 3.6 Sexually suggestive or obscene gestures.
- 3.7 Attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body.
- 3.8 Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience.
- 3.9 Physical assault.

4.0 **CONSENSUAL RELATIONSHIPS**

- 4.1 No faculty member or other instructional personnel shall engage in an amorous relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member, even when both parties involved appear to have consented to the relationship.

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

- 4.2 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.

5.0 **COMPLAINT PROCEDURES**

- 5.1 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.

- 5.2 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.

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

- 5.4 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.

6.0 INVESTIGATION OF COMPLAINTS

- 6.1 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.
- 6.2 The purpose of the investigation is to ascertain that an actual violation of this Policy has occurred. Investigations shall include the following:
 - 6.2.1 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.
 - 6.2.2 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.
 - 6.2.3 In a formal complaint, interviews with any other persons believed to have pertinent/factual information or knowledge of the alleged Policy violation.
- 6.3 The person investigating the complaint will take steps to ensure confidentiality of all parties involved.
- 6.4 The accused shall have a full opportunity to respond to all allegations.
- 6.5 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.

7.0 DISCIPLINARY ACTION

7.1 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:

7.1.1 Verbal warning

7.1.2 Written warning and reprimand, with letter being placed in employee's, student's or contractor's official file, and appropriate counseling.

7.1.3 Suspension

7.1.4 Termination of employment or contractual relationship, expulsion

8.0 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.

9.0 DISSEMINATING THE POLICY

9.1 Information concerning Meharry Medical College's sexual harassment policy shall be made available to all students and employees. Brochures shall be maintained in all divisional, departmental and college wide offices.

9.2 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:

9.2.1 Faculty Handbook

9.2.2 Personnel Policy & Procedures Manual

9.2.3 Student Services Handbook

9.3 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.

10.0 EDUCATIONAL COMPONENT

10.1 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.

10.2 Training sessions shall be divided into separate sessions as follows:

10.2.1 Executive Management Team

10.2.2 Department heads/faculty chairs

10.2.3 Divisional Managers/supervisors

10.2.4 Faculty Members from each of the four schools

10.2.5 Employees (by department)

10.2.6 Student Governance Leadership

10.3 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).

11.0 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.

12.0 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.

13.0 EFFECTIVE DATE

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

MEHARRY MEDICAL COLLEGE
STUDENT PROFESSIONAL CODE OF CONDUCT
CODING: 6.9
EFFECTIVE February 23, 1998

Purpose:

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

Accountability:

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

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.

Policy:

Meharry Medical 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.

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/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 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:

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.

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- 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;
- File false charges or accusations against another individual.

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;
- Theft of supplies, property, equipment or examinations.

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.

Academic Policies & Procedures

- 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.
- Breach of recognized ethical and professional standards applicable to health professional schools.

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.

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, giving and/or receiving aid during an examination.

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

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

Academic Policies & Procedures

- Willful disregard of patient care/other directives from supervising faculty.
- Rendering of patient care or other professional activities when under the influence of alcohol or other drugs.

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.
- 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.

Substance/Alcohol Abuse - The following behaviors constitute conduct code violations:

- Possession of illegal drugs/substances.
- Sale of illegal drugs/substances.
- Drunken or disorderly conduct on the campus or in the community.

PROCEDURES:

REVIEW AND APPEAL OF DISCIPLINARY ACTIONS

The Student Discipline Committee and its chairperson shall be appointed by the President. 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 Student discipline Committee reviews charges or breaches of the rules, regulations, policies, and procedures of Meharry Medical College by a student relating to all nonacademic matters.

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

The Student Discipline Committee shall determine whether the allegation or charge is governed by the procedures for Review and Appeal of Disciplinary actions governing nonacademic matters. If the Student Discipline Committee 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 Student Discipline Committee.

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 Discipline Committee. In any case, the hearing must be held within ten 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 Meharry Medical College General Counsel shall determine which procedure shall 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 Meharry Medical 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 Student Discipline Committee may accept any information it deems pertinent to the charge made.

The Student Discipline Committee 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 Student Discipline Committee shall maintain a record of the hearing pending final determination of the charges against the student.

The Student Discipline Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records, 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 Admissions and Records. 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 Student Discipline Committee 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 of 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 Meharry Medical 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.

**MEHARRY MEDICAL COLLEGE
REVISED PROCEDURES FOR REVIEW
AND APPEAL OF ACADEMIC ACTIONS**

EFFECTIVE July 1, 1998

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

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

The following is the order of the process:

1. Definitive grades are awarded by the responsible faculty. The instructor or course committee designates a grade for the student and sends it on the official school grade report form to the Department Chairperson.
2. The Department Chairperson sends the grade on the official school grade report form to the Office of the Dean or his/her designee of the appropriate school.
3. The Dean or his/her designee reviews and transmits the grade report form to the Office of Admissions and Records.
4. The Director of Admissions and Records (or his/her designee) receive all grades from each of the schools and provides them to the appropriate Evaluation Committee, which consists of members of the full-time teaching faculty appointed by the Dean. The number and mix of each Evaluation Committee is determined by the Dean of the School concerned.
5. The appropriate Evaluation Committee decides the academic status of students enrolled in the schools of the College.

The decisions are recorded by the Office of Admissions and Records and grade reports are issued to the appropriate Dean and students within seven (7) working days.

6. Once the Evaluation Committee decides that a student should be dismissed, all financial aid monies and/or stipends awarded or payable to that student will be held in the Financial Aid Office and/or Treasurer's Office. No disbursement of monies will be made until there has been a final decision on the matter.

7. If the student desires to appeal the action of the Evaluation Committee, he/she must write a formal letter of appeal to the Dean of the appropriate school within ten (10) working days of the date of issuance of grade reports by the Office of Admissions and Records. In those instances involving the dismissal of a student, the student may include in the letter to the Dean a request for permission to maintain his/her student status while his/her appeal is pending. The Dean may in his/her sole discretion choose to grant a stay of student status when the student reasonably demonstrates that he or she has a meritorious basis upon which the prior decision is likely to be overturned. This request and grant of a stay of student status is not automatically or routinely provided. The Dean shall base the decision on whether to grant a student's stay request on the likelihood of the student being granted the relief sought in his/her underlying appeal and other information available in the record pertaining to the matter. **Absent a grant of the stay of student status by the Dean, all the rights and privileges of a student dismissed by action of the appropriate evaluation committee of a school or educational program of Meharry Medical College, (including but not limited to the right to attend classes, participate in clinical and/or research activities, or otherwise be involved in the academic program enrolled), are suspended pending final disposition of the student's appeal pursuant to this procedure.** Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.

8. As provided for herein, the Dean has the discretion to determine what form the review of a student's appeal will take. When a student appeals, the Dean may sustain, modify or overturn the evaluation Committee's recommendation, or the Dean may refer the appeal to the academic appeals committee advisory to the Dean, appointed on an ad hoc basis by the Dean. At the discretion of the Dean, a student may be appointed to the committee. The Dean will notify the appealing student of the option selected within seven (7) working days after receipt of the letter of appeal. In those instances of a student also requesting a stay of student status, the Dean shall also inform the student of the decision to grant or deny the request in the same letter. The Dean shall, within three (3) day, inform the student, the Office of Admissions and Records, the Treasurer's Office and the Student Financial Aid Office of his/her decisions(s) relating to the handling of the appeal and the request for stay of student status.
9. If the appeal is referred to the academic appeals committee, the committee reviews the appeal within seven (7) working days of its referral and makes recommendations(s) to the Dean within three (3) working days thereafter. The Dean makes the final decision on the appeal and informs the student of said decision within seven (7) working days of receipt of the committee's recommendation. The Dean shall inform the student, the President, the Office of Admissions and Records, the Treasurer's Office and the Student Financial Aid Office of the decision reached.
10. If the Dean retains jurisdiction over a student's appeal without referring it for consideration by the academic appeals committee, he/she shall make and communicate his/her decision in writing to the student within five (5) working days after informing the student of the option chosen for considering the appeal. The Dean shall inform the student, the President, the Office of Admissions and Records, the Treasurer's Office and the Student Financial Aid Office of the decision reached.
11. If the student's appeal is denied by the Dean of the appropriate school, the student may appeal to the President of the College in writing within seven (7) working days.

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12. The President of the College reviews the appeal and sends the decision reached (from which there is no further appeal within the College) within fourteen (14) working days to the student, the Office of Admissions and Records, the Treasurer's Office, the Office of Student Financial Aid and the Dean of the appropriate school.
13. Students who have been dismissed and have exhausted the procedures for appealing an adverse academic action must reapply through the regular admission process.

**Student Records, Policies and Procedures
for
Meharry Medical College**

Definitions

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

Student - any person who seeks admission, attends or has attended Meharry Medical College

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

1. 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.
2. 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.
3. Records maintained by Meharry Medical 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 Meharry Medical College.
4. 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.
5. Alumni records which contain information about a student after he or she is no longer in attendance at Meharry Medical College and which do not relate to the person as a student.

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 Admissions and Records.

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 Admissions and Records; 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.

RIGHT OF MEHARRY MEDICAL COLLEGE TO REFUSE ACCESS

Meharry Medical 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:

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

FEES FOR COPIES OF RECORDS

Meharry Medical 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.

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.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
1. Admission Records	Office of Admission & Records	Director
2. Cumulative Academic Records (Current students)	Student/Academic Affairs except School of Graduate Studies & Research	Assistant/ Associate Dean
3. Cumulative Academic Records (Former students; After graduation or withdrawal)	Office of Admission & Records	Director/ Registrar
4. Cumulative Academic Records (Current students-School of Graduate Studies & Research)	Office of Admission & Records	Director/ Registrar
5. Financial Records	Office of the Treasurer Office of Student Financial Aid	Director/ Treasurer
6. Academic Progress Records	Dean's Office	Dean
7. Disciplinary Records	Office of Student/ Academic Affairs	Assistant/ Associate Dean
8. Alumni Records	Office of Alumni Relations	Executive Director

9. Occasional Records (Student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	The College staff person who maintains such occasional systems records
10. Official Transcripts	Office of Admissions & Records	Director/ Registrar

DISCLOSURE OF EDUCATIONAL RECORDS

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

1. 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.
- A person employed by or under contract to the College to perform a special task, such as attorney or auditor.

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.

Academic Policies & Procedures

- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
2. 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.)
 3. 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.
 4. 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.
 5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of the college.
 7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 9. To comply with a judicial order or a lawfully issued subpoena.
 10. To appropriate parties in a health or safety emergency.

RECORD OR REQUESTS FOR DISCLOSURE

Meharry Medical 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.

DIRECTORY INFORMATION

Meharry Medical 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.

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. Following are the procedures for the correction of records:

1. A student must ask the appropriate official of Meharry Medical 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.
2. Meharry Medical college may comply with the request or it may decide not to comply. If he/she decides not to comply, Meharry Medical 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.
3. Upon request, Meharry Medical College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. 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.
5. Meharry Medical 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.

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

NOTIFICATION TO STUDENTS OF OFFICIAL ACTIONS

Each student in the School of Dentistry must have their current local address and telephone number on file with the Office of the Dean, the Office of Academic Affairs, the Office of Student Affairs, the Office of Clinical Affairs, and the College Director of Student Services and Office of Admissions and Records. Each student should also have on file in these offices the current address and telephone number of next of kin or other person(s) to be contacted in case of emergency. Any changes must be updated immediately.

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

**OFFICE OF ADMISSION AND RECORDS
POLICY ON STUDENT STATUS AND REFUND**

1. Determination of a Student's Status

- A. A student is classified as full-time is he/she is properly registered in the Office of Admissions and Records and is pursuing a course of study which will lead to a terminal degree or certificate from Meharry Medical College in accordance with College Policies and Procedures.
- B. 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: 1). The student has been awarded a loan, 2). 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. 3). The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.
- C. Students who are allowed to register under the deferment provision are required to pay tuition upon notification of his/her check in the Treasurer's Office.
- D. 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 bases only if the courses(s) they take is/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 shall not be awarded credit for the course(s) in question.
- E. 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.

- F. Students who are admitted to take specific predetermined courses are not in pursuit of a degree or certificate from Meharry Medical College and 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.

II. Student Refund Policy (Excluding Post-2 Clinical Year Students)

Meharry Medical 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.

<u>Period of Enrollment</u>	<u>Percent of Refund</u>
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%

III. Eligibility for and disbursement of Refunds

- A. Before refunding any tuition or fees, 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.

- B. 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.
- C. Disbursement forms are prepared by the Office of the Treasurer upon official notification from the Office of Admissions and Records that a student has withdrawn from the College. Ten working days after an application for refund has been made, the check should be in the Treasurer's Office for distribution.
- D. Lending agencies will be notified immediately of any change in student status.

IV. Student Refund Policy

- A. 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.
- B. Promised student Financial Aid cannot be considered in the calculation of student refunds. Exceptions will be made only at the discretion of the Treasurer.
- C. Within 5 (five) working days after an application for refund has been made a check will be in the Treasurer's Office for distribution.

V. Post-2 Clinical Year Student Tuition and Fee Refund

- A. 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).
- B. 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.
- C. To facilitate adjustments, the Executive Associate Dean for Academic 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.

- D. 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
 $\$687.33 \times 6$ semester hours = \$4099.98 tuition

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

VI. Student Health Insurance

- A. Meharry Medical 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 i.e., marital status change, increase or decrease in dependents, termination of special/parental insurance, etc.
- B. Students who present proof of health insurance coverage equal to or greater than that provided by Meharry Medical College, as determined by the Director of Meharry Medical College Student Services, may be exempted for the payment of the health insurance fee.
- C. 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).

Exemption: 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 Meharry Medical College Student Services and the Dean.

<u>Period of Enrollment</u>	<u>Percent of Refund</u>
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%

**MEHARRY MEDICAL COLLEGE
POLICY ON SMOKING**

As an institution committed to providing quality in its health care services and health professional education, Meharry 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 will be allowed outside of buildings as long as it does not create a hazardous condition.

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 Meharry Medical College.

**MEHARRY MEDICAL COLLEGE
SUBSTANCE ABUSE POLICY
CODING 7.7
EFFECTIVE FEBRUARY 24, 1998**

PURPOSE:

Drug and alcohol abuse jeopardizes the success of the College's programs and negatively impacts operations in terms of productivity, safety, and attendance. It is the purpose of this policy to address the risk of substance abuse in the workplace and to make certain that our high quality of education and service are maintained. Each employee has a responsibility to our students, residents, patients, and visitors to impart education and services in a safe and conscientious manner. In order to ensure that this responsibility is met, employees must be able to work free from the effects of alcohol and other performance impairing substances.

ACCOUNTABILITY:

By direction of the President, the Vice President for Business and Finance and the Vice President for Policy Management and Legal Affairs shall ensure compliance with and implementation of this policy.

DEFINITIONS:

College Premises - All areas in which the College (including its various programs, departments or services) operates including, but not limited to its property, College owned or leased equipment, privately owned vehicles entering, leaving or parked on College property, or in use on its property (lockers, desks, sidewalks, buildings, equipment, work space, land, storage facilities, etc.).

Employees Affected - All persons who are employed by the College or who the College is considering for employment on a regular, part-time or temporary basis are subject to testing. If an employee is found to have identifiable traces of a prohibited drug or substance in his or her system, regardless of when and where the drug or substance entered the employee's system, he or she will be considered in violation of this policy, may be removed from the College premises, and will be subject to disciplinary action(s), up to and including discharge.

Illegal Drugs - For the purpose of this policy, illegal drugs include such things as narcotics, hallucinogens, depressants, stimulants, or other substances which can affect or hamper the senses, emotions, reflexes, judgments or other physical or mental activities; and controlled medication not prescribed for current personal treatment by a licensed physician in a medical setting to address a specific physical, emotional or mental condition.

Medication or Prescribed Drugs - Medication or prescribed drugs, for the purposes of this policy, are drugs an individual may be taking under the direction of a licensed physician in a medical setting to address a specific physical, emotional or mental condition.

Drug Paraphernalia - Illegal or Unauthorized Drug Paraphernalia

- Blenders, bowls, containers, spoons, mixing devices used or intended for use in compounding controlled substances.
- Capsules, balloons, envelopes and other containers used or intended for use in concealing or packaging small quantities of controlled substances.
- Hypodermic syringes, needles or other objects designed or intended for injecting controlled substances into the human body.
- Objects used, intended for or designed for use in inhaling or ingesting marijuana, cocaine, hashish, hashish oil, etc. into the human body, such as: metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, hashish heads or punctuated metal bowls; water pipes, carburetion tubes and devises; smoking and carburetion masks; roach clips or other objects used to hold smoking materials, such as a marijuana cigarette that has become too small or too short to be held by hand; charier pipes; electric pipes, air-driven pipes; chillum; bonges; ice pipes; rolling paper not associated specially with tobacco products.
- Literature specifically related to illegal or unauthorized substances or paraphernalia.

BACKGROUND:

This policy is intended to support the **1998 Drug-Free Workplace Act (Public Law 100-690) and the 1989 Drug-Free Schools and Communities Act (Public Law 101-226)**, which require that, *as a condition of receiving funds or any other form of financial assistance under any federal program, the College must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of any College activity.*

POLICY:

No student, faculty member, resident, staff member or volunteer is permitted to unlawfully manufacture, use, distribute, dispense or possess a controlled substance in any Meharry Medical College Facility or while conducting official business. Individuals who violate this policy will be subject to appropriate disciplinary action.

POLICY IMPLEMENTATION:

Any employee who reports for work in an intoxicated condition or becomes intoxicated while acting in the course and scope of employment as a result of the illegal use of drugs or alcohol consumption, shall be subject to appropriate disciplinary action(s), up to and including discharge.

Employees "acting in the course and scope of employment" include, but are not limited to, employees on paid travel time to and from the College, and employees conducting College business on other premises.

The off-the-job use of alcohol or illegal drugs which results in impaired work performance, including, but not limited to, absenteeism or tardiness, may be grounds for discipline according to the provisions of this policy.

Independent Contractors who perform work for the College, on or off the premises, or other third parties on the College premises, are subject to this policy. Any such individual found in violation of this policy will be subject to immediate removal from the premises. Furthermore, violation of this policy by Independent contractors may cause the cancellation of the contract of the contract between Meharry Medical College and the contractor.

The illegal use, sale or possession of narcotics, drugs or controlled substances while on College premises or while acting within the scope of employment is grounds for discharge. The illegal sale of narcotics, drugs or controlled substances while off the job, or otherwise outside the scope of employment, and away from the premises is also grounds for discharge. The College regards such activities performed off-the-job as severely as if they were performed within the scope of employment because of the potential adverse effects on the employee's job performance and because such activities undermine the public confidence in our institution.

PROCEDURE:

DRUG AND ALCOHOL TESTING AND OTHER PROCEDURES

The College reserves the right, within limits prescribed by law, to test employees and prospective employees for the illicit use of drugs and alcohol. The College also reserves the right to investigate and search employees and their personal effects while on College premises when there is reason to suspect drug use or alcohol misuse under the terms of this policy.

Employees are subject to clinically accepted physical or behavioral tests (urinalysis, blood tests, etc.) which may be deemed appropriate by the College to detect the presence of alcohol, illegal drugs or other prohibited substances.

Any employee who, as a result of testing, is found to have identifiable traces of prohibited or unreported drugs or other intoxicating substances in his or her system, regardless of when or where these substances entered his or her system, will be considered in violation of this policy and subject to disciplinary action including discharge.

Employee consent will be sought before personal effects will be searched. Employees refusing to cooperate in any investigation, search, screening test or found to be in possession of illegal drugs or other prohibited items will be subject to immediate discharge.

Independent Contractors and visitors found to be in violation of the College rules in these matters will be banned immediately from the College premises and will be prohibited from having future access to College premises. This provision should not be construed to apply to patients or other individuals receiving treatment at the College.

College representatives shall coordinate and be in charge of all investigations and testing procedures within the scope of the specific guidelines herein. The College may delegate the responsibility for any or all portions of this policy to other qualified individuals or firms.

PRE-EMPLOYMENT TESTING

Applicants and Independent Contractors may be required to consent to a pre-employment physical examination as requested. As part of this examination, the individual must successfully pass a drug/alcohol screening test prior to working for the College. Prospective employees who are to undergo a physical examination will be asked to carefully read and sign an authorization and release form.

The Medical Review Officer will review the laboratory findings of each applicant along with the applicant's voluntary consent form and will rely upon authorities knowledgeable on the scientific aspects of drug testing to determine if a positive test result is associated with the authorized drug use listed by the applicant of the consent form. Alcohol and drug testing results will be deemed privileged and confidential information and access to test results will be restricted to uses which are consistent with this policy.

Candidates whose test result in a positive finding for drug or alcohol abuse will receive no further consideration for employment for a period of two years beginning with the date of the test.

EACH EMPLOYEE'S RESPONSIBILITY

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs their ability to perform their job duties, 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 their immediate supervisor.

REASONABLE SUSPICION TESTING

Whenever the College has reason to suspect that an employee is using illegal drugs, or alcohol illegally, or otherwise is in violation of this policy, it reserves the right to require the employee to submit to a breath, blood or urine test. Refusal to submit to such a test when requested shall be grounds for immediate discharge. Grounds for reasonable suspicion include, but are limited to, an employee's involvement in an accident or an incident resulting in damage to College property or personal injury.

Where there is reasonable suspicion of a violation of this policy, and at the discretion of the College, any and all College premises and personal items on College premises may be searched without prior notice to ensure a work environment free of illegal drugs or alcohol. Any employee found to have illegal drugs and/or drug paraphernalia in their locker, vehicle or personal area, or to be responsible for the placement of drugs anywhere on College premises, will be subject to immediate disciplinary action up to and including discharge.

RANDOM TESTING

The College reserves the right to require any employee to submit to a drug or alcohol screening test at any time. Employees will be selected individually, in teams or work areas, or based on position classification, on a random basis as determined by the College in an effort to control the use or presence of alcohol, illegal drugs or other prohibited substances. The moderate, non-intoxication use of alcohol at College-approved meetings, in connection with business meals, travel or entertainment or in an appropriate social setting is not prohibited by this policy.

REGULATIONS:

Legally prescribed drugs and over-the-counter medications may be allowed in the workplace provided the supply does not exceed the prescribed amount required for the duration of the normally appropriate work day or other work cycle.

Any employee undergoing medically prescribed treatment with a controlled substance which may limit the employee's ability to perform on the job must report that treatment to his/her supervisor just prior to beginning work, or immediately upon prescription of such drug. Failure to report this to the supervisor shall be cause for appropriate disciplinary action. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance. Without limitation, this would include drugs such as a muscle relaxants (valium,etc.), pain medication (darvon, perconol, etc.) and antidepressants. This information will be treated as confidential.

Legally prescribed drugs and over-the-counter medications may be allowed in the workplace for reasonable uses not inconsistent with this policy.

Employees may use only those prescription drugs or medications which have been personally prescribed to them.

DRUG TREATMENT PROGRAM

Employees found in violation of this policy may be provided one opportunity, at the College's sole discretion, to participate in a treatment program at the employee's own expense as a condition of continued employment. Following successful completion of a treatment program, the employee will be permitted to return to active employment.

Following rehabilitation and the return to active employment, the employee must agree to be subjected to additional drug screening for a period of two (2) years. Any subsequent violations of this policy, or refusal to submit to subsequent screening will result in immediate termination of employment.

**INFECTION CONTROL
ACQUIRED IMMUNE DEFICIENCY SYNDROME**

AIDS POLICIES

A. Employees with AIDS

1. When an employee (which includes all faculty and staff) is symptomatic of AIDS, the employee will not be involved in direct patient care.
2. Each asymptomatic AIDS employee (HIV positive) shall be considered on a case by case basis, with intervention by the Chief of Infectious Diseases, as well as the individual's private physician. It shall be determined that:
 - a. the employee in the conduct of their normal duties is free from transmissible infection, and
 - b. the employee is not duly susceptible to infections he/she might come in contact with, in the line of performing patient care duties.
3. Patient care responsibilities shall be assigned according to an ongoing clinical evaluation of the AIDS employee's status.
4. Meharry Medical College reserves the right to evaluate and determine appropriate action on a case by case basis, instances involving an AIDS employee's refusal (or restriction by their personal physician) to perform his/her duties.

B. Employees Working with AIDS Patients/Employees

1. Pregnant employees must not engage in direct care of patients with AIDS because of the possible risk of acquiring cytomegalovirus.
2. Employees 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.

3. Meharry Medical College reserves the right to evaluate and determine appropriate action, on a case by case basis, instances involving an employee's refusal to perform his/her work duties which require interaction with an AIDS patient and/or employee.
- C. To prevent the risk of transmission of AIDS from the employee to the patient, the patient to the employee, and/or employee to employee:
1. Employees 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 Employee Health Services staff. The notified physician shall collaborate with the Chief of Infectious Diseases and the employee's personal physician in determining whether the employee can continue to carry out their normal work responsibilities and what, if any, reasonable accommodation can be made.
 2. Employees who believe they are at high risk for infection from AIDS patients because of their immune status, shall be (and are) encouraged to discuss their work responsibilities with their personal physician, along with their immediate supervisor. The nurse epidemiologist should also be notified, should a circumstance such as this arise.
 3. If the above-referenced physicians determine that there are certain assignments, positions or duties which are inappropriate for the employee, this shall be communicated in writing to the appropriate parties, and a determination made whether reasonable accommodations would permit the employee to continue employment in a currently open position for which the employee is otherwise qualified.

D. Student AIDS Specific Provisions

1. **Admission of students:** The existence of diagnosis of HIV infection shall not be a factor in decisions regarding admission to Meharry Medical 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. Meharry Medical College at this time does not undertake programs of routinely screening students for antibody to HIV.

2. **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 that 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.
3. **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 - as regards physical vigor, mental acuity, and longevity - strong consideration may be given to granting the student who develops this disorder an indefinite leave of absence.

Because of 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 body fluids when such experiments are part of the curriculum.

Meharry Medical 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 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.

4. **IN ADDITION TO SPECIFIC PROVISIONS LISTED IN THIS SECTION, ALL HIV/AIDS POLICIES LISTED UNDER EMPLOYEES AND PATIENT CARE PROCEDURES ARE GENERALLY APPLICABLE TO STUDENTS AND TRAINEES.**

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 Meharry Student Health Center during the Center's normal operating hours. Students must also notify the Office of Academic/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;
- Type of injury, when and how the injury occurred, and any pertinent information regarding the patient involved and/or incident.

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

TUBERCULOSIS SKIN TESTING

Tuberculosis skin testing is required annually for all students enrolled in the School of Dentistry. 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 becomes tuberculosis skin test positive during the course of their dental training will be evaluated and followed routinely in the Student Health Center without charge. The student must notify the Office of Academic/Student Affairs of such occurrence to facilitate appropriate follow-up and documentation for payment of charges incurred. 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/Student Affairs and the Student Health Center in order for the student to be cleared to return to duty.

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

IMMUNIZATION POLICY

At the time of registration, students must present proof of immunity to measles, mumps, rubella, varicella 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.

Existence of positive PPD may require a chest x-ray. Immunization against Hepatitis B must also be presented at the time of matriculation or may be obtained through the Meharry Family Practice Center. 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.

It is mandatory that all students, on an annual basis, receive skin testing for tuberculosis. This testing will be at the student's expense.

APPENDIX

Agreement for Awarding/Removing "I" Grade

Semester: _____ Year: _____ School: _____
Name: _____ SS#: _____
Faculty Member: _____ Department _____
Course#: _____ Section: _____ Title: _____

Student:

You are being awarded an "I" Incomplete grade because you need to complete the following assignments/examination(s) for this course:

1. _____
2. _____
3. _____
4. _____

Removal of the "I" grade:

You must complete the above assignments/examination by the third week of November, Fall Semester, 19__; or the third week of April, Spring Semester, 19__; to avoid the "I" reverting automatically to an "F" grade at the end of the next semester.

Faculty Member:

Upon evaluation of completed work, you **must** submit a Change of Grade Form through the usual transmittal process by the date that grades are due for the semester.

We agree to abide by this agreement:

Student's Signature *Date*

Faculty Member's Signature *Date*

Yellow - Student's Copy
Pink - Department's Copy
White - Registrar's Copy

Gold - Faculty Member's Copy
Blue - Student/Academic Affairs Copy

Note: The Original form should accompany the grade sheet when the "I" grade is awarded.

