

Version August 2015

Meharry Medical College
School of Dentistry

ACADEMIC POLICIES AND PROCEDURES

Contents

FOREWORD	vi
INTRODUCTION	vii
1 OFFICE OF ACADEMIC AND STUDENT AFFAIRS	1
1.1 Mission	1
1.2 Purpose	1
2 THE ACADEMIC PROGRAM	1
2.1 Degree Requirements	2
2.2 Participation in Commencement	3
3 STUDENT PROFESSIONAL CODE OF CONDUCT	3
3.1 Purpose	3
3.2 Accountability	3
3.3 Definitions	3
3.4 Policy	4
3.4.1 Digital, Cell phone, I-Pad, etc. Recording Policy	4
3.4.2 Policy on Children in the Classroom	5
3.5 Specifications	5
3.6 Substance/Alcohol Abuse	9
3.7 Examination Dishonesty	9
3.8 Improper Patient Care	9
3.9 Leave of Absence	10
3.9.1 Medical or Personal Leave of Absence	11
3.9.2 Involuntary Leave	11
3.9.3 Return from an Involuntary Leave	13
3.10 College Disciplinary Committee	14
3.11 Review and Appeal of Academic Actions	17
4 STUDENT EVALUATION	19
4.1 Possible Academic Outcomes	19
4.2 Academic Performance Decisions	20
4.3 Academic Probation	21
4.4 Dismissal	21
4.5 Specific Promotion Criteria	22
4.5.1 D1 (First Year Students)	22
4.5.2 D2 (Second Year Students)	23
4.5.3 D3 (Third Year Students)	23
4.5.4 D4 (Fourth Year Students)	23
4.6 National Board Dental Examinations (NBDE)	23
4.6.1 NBDE Part I	24
4.6.2 NBDE Part II	24
4.6.3 Mandatory Mock Dental Boards	25
4.7 Final Clinical Competency Examinations (FCCE)	26
4.8 Life Long Learning and Special Programs	26
4.8.1 The Heritage Lectures	27
4.8.1.1 Allen/Watson Lecture	27
4.8.1.2 Moblely/Singleton Lecture	27
4.8.1.3 S.O. Banks, Jr. Lecture	28
4.8.1.4 Turpin Memorial Day Lecture	28
4.8.2 Occupational Safety and Health Administration (OSHA)	28
4.8.3 Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)	28

4.9	Satisfactory Academic Standing	29
4.10	Satisfactory Academic Progress	29
4.11	Evaluation of Student Performance	29
4.12	Academic Citations	30
4.13	Dean's List	30
4.14	Graduation	30
4.15	Honor Graduates	31
5	ACADEMIC DEFINITIONS, POLICIES AND PROCEDURES	32
5.1	Course Expectations	32
5.2	Official Transcript	33
5.3	Grading	33
5.4	Definitions and Justifications of Incomplete ('I') Grades	34
5.5	Procedure to Address 'I' Grades	34
5.6	Continuing Courses	35
5.7	Appeal of Final Grades	35
5.8	Examination Behavior	36
6	STUDENT ATTENDANCE, LEAVE OF ABSENCE AND WITHDRAWAL	36
6.1	Attendance	36
6.1.1	Make Up Exams	37
6.2	Leave of Absence	37
6.2.1	Return from Leave	38
6.2.2	Maternity/Paternity/Adoption Leave Policy	38
6.2.2.1	Maternity Leave	38
6.2.2.2	Paternity Leave	39
6.2.2.3	Adoption Leave	39
6.2.2.4	Academic Accommodation Related to Leave	39
6.2.3	Other Policies Associated with Pregnancy	40
6.2.3.1	Policy Regarding Patient Care Activities by Pregnant Student	40
6.3	Withdrawals	40
7	DRESS CODE POLICIES	41
7.1	Purpose	41
7.2	Prohibited Attire for All Students	41
7.3	Classroom Attire	42
7.4	Clinic Attire	42
7.5	Personal Hygiene	43
8	STUDENTS WITH DISABILITIES	43
9	EXTERNSHIPS	44
10	TRANSFER REQUESTS	45
11	CONVOCATION	45
11.1	Awards	45
11.1.1	Convocation Awards	45
11.1.2	Commencement Awards	46
12	STUDENT SUPPORT OFFICES	46
12.1	Financial Aid Office	46
12.2	Center for Educational Development and Support (CEDs)	46
12.3	Campus Post Office	46
12.4	Library	47
12.5	Safety and Security Office	47
13	EXECUTIVE ORDERS/COLLEGE POLICIES	48
13.1	Institutional Policy against Sexual Harassment & Complaint Resolution Plan	48

13.1.1	Definition	48
13.1.2	Examples of Sexual Harassment	48
13.2	Consensual Relationships	49
13.3	Complaint Procedures	50
13.3.1	Investigation of Complaints	50
13.3.2	Disciplinary Action	51
13.3.3	Confidentiality	51
13.4	Disseminating the Policy	51
13.4.1	Educational Component	52
13.4.2	Responsibility	53
13.4.3	Notification	53
13.4.4	Effective Date	53
14	STUDENT RECORDS, POLICIES AND PROCEDURES	53
14.1	Definitions	53
14.2	Access to Student Records	54
14.3	Notification to Students of Official Actions	56
14.4	Policy on Student Status and Refund	56
14.4.1	Determination of a Student's Status	56
14.4.2	Student Refund Policy (Excluding Post-2 Clinical Year Students)	57
14.4.3	Eligibility for Disbursement of Refunds	58
14.4.4	Student Refund Policy	59
14.4.5	Post-2 Clinical Year Student Tuition and Fee Refund	59
14.5	Student Health Insurance	60
14.6	Policy on Smoking	60
14.7	Substance Abuse Policy	61
14.7.1	Purpose	61
14.7.2	Definition	62
14.7.3	Policy	62
15	INFECTION CONTROL	63
15.1	Immunization Policy	63
15.2	Tuberculosis Skin Testing	64
15.3	Evaluation of Occupational Exposure, Illness and Injury	64
16	STUDENT INVOLVEMENT	65
16.1	Student Communication	66
16.2	Student Services	66
16.2.1	Advising	66
16.2.2	Appeals Assistance	66
16.2.3	Mediation	66
16.2.4	Information Dissemination	66
16.2.5	Letters of Recommendation	66
16.2.6	Student Orientation	67
16.2.7	Student Conferences	67
16.2.8	Information Requests	67
16.2.9	Lunch and Learn Seminars	67
17	SCHOLARSHIPS AND AWARDS	67
17.1	Merit Scholarships	68
17.2	Academic Achievement Awards	68
17.3	American Dental Association Scholarships (ADA)	68
17.4	National Dental Association Foundation (NDAF) Colgate-Palmolive Scholarships	68
17.5	Branches of the U.S. Military and National Public Health Service Corps	69

18	STUDENT ORGANIZATIONS	69
18.1	Ewell-Neil Dental Society	69
18.2	American Student Dental Association (ASDA)	70
18.3	Student National Dental Association (SNDA)	70
18.4	American Association of Women Dentists (AAWD)	70
18.5	Hispanic Student Dental Association (HSDA)	70
19	STUDENT TRAVEL	71
19.1	Student Research Protocol	71
19.1.2	Qualifications for Selection	72
20	COLLEGE GOVERNANCE	72
20.1	Pre-Alumni Association	72
20.2	Office of Student Services	72
20.3	Health Services and Insurance	73
20.4	Housing Consultation	73
20.4.1	Dorothy Brown Hall	73
20.4.2	Royal Towers	73
20.4.3	Morena Place Apartments	74
20.5	The Dr. David E. Ross, Jr. Family Fitness and Recreation Center	74
20.6	Counseling	74
21	POLICY ON COMPLAINTS AT CODA ACCREDITED PROGRAMS	76
	Appendix	76

FOREWORD

This manual represents a compilation of Academic Policies and Procedures in the School of Dentistry (the “School”) and highlights general policies of Meharry Medical College (the “College”). This 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 under policy and procedure documents unique to those programs.

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

The faculty and administration expect full cooperation from the student body in the maintenance of high moral and ethical standards. The School reserves the right to change policies and procedures to meet changing trends, etc. in dental education.


INTRODUCTION

This manual is the official policies and procedures document of the School. The policies and procedures outlined in this manual supersede all previously published or verbally expressed policies and procedures in the School and are effective as of the published date of this manual. Policies and procedures are subject to change, as changes occur, they will be formally announced and the new policies and procedures will supersede the corresponding policies and procedure statements in this manual. All changes are announced at the beginning of each academic year and are effective immediately for all students. Additional policies and procedures which may have inadvertently been omitted in the preparation of this manual will be distributed in writing to all faculty and students and such changes will be published in subsequent editions of this manual. However, changes will not be made that will have a negative or detrimental impact on the academic progression of the student.

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

Adopted: August 2007

Revised: May 2015



Cherae Farmer-Dixon, DDS, MSPH
Dean

1 OFFICE OF ACADEMIC AND STUDENT AFFAIRS

1.1 Mission

The Mission of the Office of Academic and Student Affairs is to cultivate a supportive and caring environment conducive to personal and professional growth of students.

1.2 Purpose

The Office of Academic and Student Affairs is responsible for student and faculty advisement, 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, Center for Educational Development and Support Services (CEDS), and the College Counseling Center. In addition, the Office of Academic and Student Affairs is involved in all committees that directly affect students.

2 THE ACADEMIC PROGRAM

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

The D1 and D2 year of the curriculum is devoted primarily to classroom and laboratory instruction in the biomedical, behavioral, and pre-clinical dental sciences. Students are introduced to the clinic early in their matriculation. The D3 and D4 year curriculum focuses on development of clinical skills under supervision of the faculty in all areas of dental practice, with an emphasis on comprehensive patient care in every class. Students gain additional clinical experiences in hospitals, public health facilities and other extramural environments as a part of the overall pre-doctoral program. Successful completion of the prescribed academic/clinical program and demonstration of high ethical and moral behavior lead to the Doctor of Dental Surgery (D.D.S.) degree.

The curriculum in the School is dynamic; it is under continuous review to respond to the contemporary trends in dental education and dental practice. The School will continuously monitor the curriculum and make modifications as necessary with a commitment to maintaining an evidenced based academic program that meets the highest standards.

Additionally, the School offers graduate programs in General Dentistry and Oral and Maxillofacial Surgery. These programs accept Meharry graduates as well as graduates from other accredited U.S. and Canadian dental schools. Also, the School offers a combined DDS/PhD degree in conjunction with the School of Graduate Studies and Research.

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, staff, and students culminating in a common goal. This includes the student's attainment of the clinical competencies, values and professionalism necessary to practice dentistry in a reasonable amount of time.

2.1 Degree Requirements

A degree from Meharry Medical College's School of Dentistry will be conferred upon those candidates who have met the following requirements:

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 advanced standing.)
2. Satisfactory completion of curricular requirements in preclinical and clinical areas for each year of study. This includes satisfactory completion of all didactic and clinical courses, all clinical experiences, practical examinations and all clinical competencies which include the final clinical competency examinations.
3. Compliance to high standards of professional and moral conduct and adherence with all College rules and codes of conduct.
4. Payment of all financial obligations.

5. Return of all loaned equipment, borrowed items, complete patient charts, empty lockers, completion of required evaluations, and submission of all clearance forms.
6. Successful completion of **all** required national board examinations.

The D.D.S. degree is awarded at the annual commencement exercise in May of each corresponding school year. Additional diploma dates are July 30th, October 31st and December 31st.

2.2 Participation in Commencement

The D4 student must be in good academic standing and have challenged NBDE Part II in order to be eligible to participate in commencement.

3 STUDENT PROFESSIONAL CODE OF CONDUCT

3.1 Purpose

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

3.2 Accountability

By direction of the president, the vice president for policy management and legal affairs shall ensure compliance with this policy.

3.3 Definitions

Code of professional conduct - A series of principles and rules that govern professional interactions. Such principles include both obligatory behaviors and ideal components. Honesty is a central element of each component.

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.

3.4 Policy

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

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

3.4.1 Digital, Cell Phone, I-Pad, etc. Recording Policy

Recording conversations, without the knowledge of the other party or parties, through the use of a cellphone, camera, or any other recording device is strictly prohibited. In compliance with the privacy regulations contained in the Health Insurance Portability & Accountability Act (HIPAA), visual and recording devices shall not be used in patient care areas.

It is expected that students, faculty, and staff will respect the privacy of other individuals in the workplace and educational setting, and that secret recording of individuals without their knowledge is not acceptable. While realizing that recordings may serve many legitimate academic and workplace purposes, the College does not condone recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, the College expects that any recording will be done only with the prior consent of the parties involved. Secret recording of any conversation or meeting occurring at the workplace or educational setting,

including any classroom or other educational experience, or conversations or meetings offsite that deal with workplace or educational matters of official concern is prohibited.

Students, faculty, and staff are also prohibited from arranging for others to do any recording of conversations, phone calls or other work or educational activities, unless specifically permitted by the College.

3.4.2 Policy on Children in the Classroom

The School of Dentistry values its students and recognizes the importance that families fulfill in your lives. However, when children are introduced to environments that are not designed for them, issues of safety, supervision, productivity and liability arise. Therefore, as a reminder, students are not allowed to bring their children to the classroom, clinic, laboratory, study rooms, etc.

3.5 Specifications

Accusations involving students will be transmitted in writing to the College's Disciplinary Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions and/or violations until a formal disciplinary hearing can be conducted. The committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the president of the College. The Procedures for Review and Appeal of Disciplinary Actions document is published in the policies and procedures manual of each school/division and is attached to this document.

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

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

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

- Furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College;

- Give false information to testimony during the investigation or hearing of a disciplinary matter;
- Forge, alter, destroy, damage or misuse College documents, records, or identification;
- Represent as one's own ideas the concepts or work of another individual or source;
- Submit for credit without knowledge or instructor approval, any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- Submit for credit any academic work containing unsubstantiated statement of fact or reference;
- Falsify or alter any academic record or make use of such forged or altered records;
- Misplace, misfile, or destroy information related to patient treatment or one's own academic or clinical work
- File false charges or accusations against another individual.
- Unauthorized access and/ or inappropriate use of Meharry's IT systems (hardware or software).

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

- Theft, destruction or damage of intellectual or information property of the College;
- Theft or misappropriation of school funds;
- Theft, destruction or damage of College property;

- Theft, destruction or damage of the property of another person;
- Theft of supplies, property, equipment or examinations.

c. Breach of Rules

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

d. Physical Assault - Physical assault of any person on College-owned or controlled property, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.

Bullying

Meharry Medical College strictly prohibits the bullying, harassing, or intimidating of students, faculty, or staff. Pursuant to the Student Code of Professional Conduct, the

College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior.

e. **Sexual Harassment - Sexual harassment is prohibited by College policy and by law. The complete policy on sexual harassment is presented in the College Policy Manual, and each year the policy is distributed to all students and employees of the College. The College policy prohibiting sexual harassment provides that:**

- Students shall not physically, verbally or sexually assault or threaten another person with sexual assault;
- Students shall not utilize sexually suggestive or inappropriate communications, notes, letters or other written materials or video tapes displaying objects or pictures which are sexual in nature that would create a hostile or offensive work or learning environment;
- Students shall not make direct propositions of a sexual nature nor subtle pressure for engagement in sexual activity to peers/others ;
- Students shall not make remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience;
- Students shall not use sexually suggestive or obscene gestures, kiss, fondle, pinch or engage in other inappropriate touching such as brushing against the body of another person; or spread rumors about a person's sexuality; and
- Students shall not engage in conduct intended to discomfort or humiliate, including but not limited to comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.

3.6 Substance/Alcohol Abuse

Alcoholic beverages can only be consumed on campus during an event sponsored by Meharry Medical College.

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

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

3.7 Examination Dishonesty

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include but are not limited to: communication with another person other than faculty 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; utilization of all electronic devices and media; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference with an instructor's administration of an examination, and giving and/or receiving aid during an examination.

3.8 Improper Patient Care

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

- a. Failure to obtain a signed informed consent form for each procedure;
- b. Failure to provide care for assigned patients or to carry out assigned activities;

- c. Failure to respect patient and/or professional confidentiality;
- d. Unsupervised patient care;
- e. Patient abandonment;
- f. Accepting personal monetary payment or gifts of monetary value from patients for services;
- g. Refusal to properly treat any patient for reasons of gender, race, color, creed, national origin or disability, sexual orientation, age;
- h. Treating patients in unauthorized clinical or nonclinical settings;
- i. Provision of patient care or conduct of professional activities when physical, mental or emotional factors may compromise adequate care or results;
- j. Willful disregard of patient care and other directives from supervising faculty;
- k. Rendering of patient care or other professional activities when under the influence of alcohol or other drugs;
- l. Falsifying patient records; and
- m. Failure to attend clinical rotations.

3.9 Leave of Absence

A Leave of Absence is an interruption of the normal course of study requested by a student. A student may encounter difficulties during his or her matriculation and find it necessary to leave school for a period of time. All leaves of absence must be requested in written form addressed to the Associate Dean of Academic and Student Affairs. In most cases a Leave of Absence cannot extend past one calendar year. A request for an extension of the Leave will be at the discretion of the Dean or notification from the student's treating physician, if the Leave is health related. This written application should include the general reason for the request and the proposed duration for the Leave. All medical leaves of absence should be

substantiated with appropriate medical documentation. The decision to grant a leave of absence will rest with the Associate Dean of Academic and Student Affairs in consultation with the Dean. At the time of requesting the leave, the student's academic records are evaluated to determine good standing.

All requests for a return from Leave shall be in writing and must be received before the expiration of the leave. The student will be required to register during the next semester after his/ her leave expires. If the student does not resume his/ her program at this time, or has not registered for two consecutive semesters, the student's classification shall reflect that they withdrew from the program and must reapply for admission.

A withdrawal is a permanent cessation of the student's studies. If a student withdraws, he or she must reapply to Meharry as a new student and must be considered for admission by Meharry's Admissions Committee. If a student receives a medical withdrawal, he or she will be required to present medical clearance before being readmitted. A student withdrawing without presenting to the Registrar written permission from the Dean forfeits all claims for credit or refund.

3.9.1 Medical or Personal Leave of Absence

If a student's leave of absence is based on a health problem it is required that the Office of Academic and Student Affairs receives information about the need for the leave from either the Meharry Student Health Center or the Meharry Counseling Services. Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. This validation should be submitted to the Associate Dean of Academic and Student Affairs. At the time of the request, the student should be in good academic standing.

3.9.2 Involuntary Leave

Meharry may place a student on an involuntary leave of absence from that student's academic program when that student: (1) poses a direct threat to health and safety of self or others; and (2) is not able or not willing to take a voluntary leave of absence. This form of leave may not be used in lieu of disciplinary actions to address any violations of the College's rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/ or disciplinary status will return on that same status.

When an involuntary leave is under consideration, the Dean or the Dean's designee will notify the Senior Vice President of Student Affairs, the Director of the Student Health Center (if relevant); the Director of Student Counseling Center (if

relevant); the Director of Student Housing, and Campus Safety and Security (if relevant). A psychological and/ or medical evaluation (at no cost to the student) may be required and completed by the Director of Student Counseling if the conduct giving rise to the involuntary leave was caused by a medical or psychological condition. The student will be asked to provide relevant medical and/ or psychological information from his or her health care provider.

Following the review of a completed psychological and/ or medical evaluation (if relevant) and upon consideration of recommendations made by any of the College's offices identified above, a decision will be reached by the Dean or the Dean's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment.

If a student is placed on an involuntary leave, the Student Identification card is to be returned to the College and access to his or her e-mail computer account may be suspended at the discretion of the Dean or the Dean's designee. The student must be off campus during the approved period of leave. Campus Safety and Security will be notified of the student's involuntary leave and will take appropriate steps to limit access of the student during the approved period of the involuntary leave.

The relevant academic program, academic department, or school will be responsible for notifying the appropriate College's offices, administrators, faculty advisors and instructors of the involuntary leave.

The notation "leave of absence" will be entered on the student's transcript.

Appeal of an Involuntary Leave Decision: A student who is placed on an involuntary leave may appeal the decision to the Executive Vice President (or designee) within ten (10) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Executive Vice President shall review the record and any additional information submitted by the student. The Executive Vice President has ten (10) business days from the receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Executive Vice President may extend the time limits set forth above as necessary.

Duration of Leave: The duration of the leave will be no less than one full academic semester or an equivalent four month period excluding the semester in which the student is required to leave to a maximum of two academic semesters or the equivalent in months (8 months). An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

3.9.3 Return from an Involuntary Leave/ Re-enrollment:

One month prior to the first day of classes of the semester in which the student seeks to return, the student must notify the Dean (or the Dean's designee) of his or her school, in writing of the intention to return/ re-enroll at the conclusion of the leave period. The student also must notify the Campus Housing if seeking on-campus housing upon return. If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must also notify either the Director of Student Counseling (or his or her designee) or the Director of the Student Health Center (or his or her designee) to schedule an assessment interview, depending on whether the involuntary leave was due to a medical or psychological condition.

If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must have his or her health care provider complete a **“Certificate of Readiness to Return” form** and be independently assessed by the Director of Student Counseling (or his or her designee), and/ or the Director of the Student Health (or his or her designee) regarding the student's fitness to return/ re-enroll. Upon request, the student will authorize his/ her health care provider to provide Meharry with additional medical or psychological information relevant to assessing the student's fitness to return/ re-enroll.

Following the review of the re-enrollment request and upon consideration of recommendations made by any of the relevant College's offices and information provided by the student's health care provider, a decision will be reached by the Dean or the Dean's designee regarding whether the student may return- re-enroll in his or her academic program and the terms and conditions of such a return. The Dean or Dean's designee will notify the appropriate offices and administrators, including the Campus Safety and Security, as to whether the student is permitted to return.

Appeal of Decision Denying Re-enrollment: A student may appeal a decision denying re-enrollment to the Executive Vice President (or the designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Executive Vice President shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and federal and state holidays) of receiving the appeal. The Executive Vice President's decision shall be final.

3.10 College Disciplinary Committee

Accusations involving violation of the College's Code of Professional Conduct must be transmitted in writing to the College Disciplinary Committee. The College Disciplinary Committee is appointed by the president and is comprised of seven (7) members of the Meharry Medical College community, two (2) faculty members from each respective school and one (1) student. Members are appointed for a two-year term with the exception of the student member who is appointed for one-year. The College Disciplinary Committee handles all non-academic violations.

The college makes every effort to protect the privacy of the individual(s) involved in disciplinary actions. The location and time of the hearings are not made public and each member is required to sign a confidentiality agreement, which requires that the names of individuals appearing at the committee hearings not be disclosed.

Reporting Ethical and Professional Complaints

Unprofessional conduct and allegations of unethical standards should be reported to the Associate Dean of Academic and Student Affairs. Unprofessional conduct and allegations of unethical clinical standards should be reported to the Associate Dean of Clinical Affairs. Every effort should be made to resolve the situation at this level. If the situation cannot be resolved at the Associate Dean of Academic and Student Affairs level or if the informed parties believe the allegation(s) warrant a more in-depth investigation, the matter should be handled by members of the College Disciplinary Committee.

Disciplinary Guidelines

Student discipline may take a variety of forms, including, but not limited to, counseling, oral or written reprimand, probation, restitution, suspension, and expulsion (with or without the possibility of readmission).

Any employee, student or faculty may report an allegation of unprofessional and unethical conduct to the Associate Dean of Academic and Student Affairs. Each allegation should be in writing and describe with as much specificity as possible (e.g., dates, names, locations, occurrences), the factual events that constitute the alleged violation. If specific information is unknown, the person making the allegation should supplement as appropriate.

A. Investigation and Report

Once the College Disciplinary Committee has received an allegation the Chair will work closely with the Office of General Counsel and any appropriate body or person to investigate the allegation. An investigation includes gathering and reviewing pertinent documents, interviewing necessary witnesses, and interviewing the student (if he or she agrees to be interviewed).

Although institutional investigations and hearings are not considered legal hearings, a lawyer can accompany a student during the interview; however, the interview will be conducted only if a lawyer from the College is also present.

A summary of the facts and evidence supporting the suspected violation of the Code will be submitted to the Chair for review. The Office of General Counsel is available for consultation at any time on any student disciplinary case, as appropriate. If the Chair determines the misconduct is within the range of possible sanctions for the alleged offenses, then he or she will ensure that the case is coordinated with the Office of General Counsel at an appropriate time.

B. Notification to Student

Once the investigation is completed and a report of findings is submitted to the Chair of the College Disciplinary Committee, the Chair will provide the student written notification of the following:

1. The violation(s) to be considered.
2. A summary of the evidence generally indicating that such violation has occurred.
3. The range of disciplinary sanctions that could result.
4. The student's opportunity to exercise any and all of the following rights, which will be waived if not exercised within the periods of time specified:
 - a. A right to respond in writing within ten (10) days to explain anything that is factually erroneous about the allegation and/ or that there has been no violation;
 - b. A right to respond in writing within ten (10) days to explain why a particular disciplinary sanction would be too severe even though a violation has occurred;
 - c. A right to submit within ten (10) days all documentary evidence (including statements/ affidavits of witnesses,

- letters of character references, etc.) that support any of the student's positions; and
- d. A right to submit within ten (10) days a written demand for an oral hearing.

Upon lapse of the above ten (10) day period and/ or receipt of the written submissions, the College Disciplinary Committee will convene to review the evidence and determine the appropriate disciplinary action or determine to dismiss the case.

If the student demands a hearing, then the Chair of the College Disciplinary Committee will provide a certified letter of notification with notice of the following:

1. The time of the hearing (no later than five (5) days from the date of the notification).
2. The location of the hearing.
3. The violation(s) to be considered.
4. The range of disciplinary sanctions that could result.
5. The names of witnesses expected to be called by the College Disciplinary Committee.
6. The written or documentary evidence that the College Disciplinary Committee will consider.
7. That the student may testify at the hearing and present evidence at the hearing through the testimony of witnesses, provided that he or she provides written notice of the identities of these witnesses to the Chair of the College Disciplinary Committee at least two (2) days before the scheduled hearing.
8. That the student may submit further written or documentary evidence for the consideration of the College Disciplinary Committee, provided documentation is submitted at least two (2) days before the scheduled hearing.
9. The student may be accompanied by an attorney/ advisor provided all parties understand the attorney/ advisor will not be allowed to address the College Disciplinary Committee. A representative from the Office of the General Counsel will also be present.
10. That, at the conclusion of the hearing, the College Disciplinary Committee will deliberate privately and, by majority vote, make its decision on the issues of whether a violation has occurred and whether a particular disciplinary sanction should be imposed.

C. Decision by the College Disciplinary Committee

After the hearing, the College Disciplinary Committee will submit a letter within 24 hours, via certified mail and email, to the student informing them of the decision. If the student wishes to appeal the decision, they have 72 hours to submit a written appeal to the president.

D. Review of the Appeal by the President

If the student appeals the College Disciplinary Committee's decision to the President, the President will review the entire case file (including all materials submitted by the student in support of his or her appeal), consult with others as appropriate, and provide written notice to the student of final disposition of the case.

3.11 Review and Appeal of Academic Actions

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee. The School houses two such committees. The Student Evaluation and Promotion Committee I/II and the Student Evaluation and Promotion Committee III/IV that corresponds to the respective year in the DDS program.

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

The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee, which consists of members of the teaching faculty. The Dean may not serve as a member of this committee because of the possible conflict of interest in due process. However, the Dean does review all the Student Evaluation and Promotion Committee recommendations prior to implementation and does have the authority to circumvent a decision made by the Student Evaluation and Promotion Committee.

The appropriate Student Evaluation and Promotion Committee recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If the Student Evaluation and Promotion Committee makes a dismissal recommendation, the Associate Dean of Academic and Student Affairs will notify the Senior Vice President for Student and Faculty Affairs within one (1) working day. The Associate Dean of Academic and Student Affairs will then notify the student of the dismissal

recommendation, in writing, within three (3) working days and in person if possible. The student will be required to sign for the letter of notification. Student Affairs will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.

A student who objects to the decision of the Student Evaluation and Promotion Committee may petition the Dean for a review of its action. A student has 5 business days from the date the Student Evaluation and Promotion Committee notified the student of its recommendation to respond to the Dean.

The appeal may be heard by an Academic Appeals Committee consisting of three faculty members appointed by the Dean. Faculty members who serve on the academic appeals committee will have a one-year appointment. The Academic Appeals Committee shall act upon the appeal within 3 business days from receiving notice of the appeal from the Office of the Dean.

The appeal must be in writing and at a minimum include the following:

Description of the action he/she would like the Academic Appeals Committee to consider. If the student is dismissed from the program they may ONLY request to be readmitted to repeat an academic year.

The justification for the request, the student should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances.

The Academic Appeals Committee shall review the Student Evaluation and Promotion Committee decision and, in so doing, it shall hear the student in person if the student wishes to present his/her case; it shall review such records as it deems pertinent, including a personal written statement submitted by the student; and shall, if it deems necessary, review any report by, or consult with, representatives of the Student Evaluation and Promotion Committee. The Academic Appeals Committee decision will be presented to the Dean for review. The Dean can accept, modify or reject the Academic Appeals Committee's decision. The Dean's decision is final. The student has no further avenue for appeal.

4 STUDENT EVALUATION

4.1 Possible Academic Outcomes

If, at the completion of an academic year, a student has received a passing grade in all officially enrolled courses and is in good standing in all other MMC requirements, the student will be promoted to the next academic level. Students must successfully complete all academic requirements of the preclinical curriculum before being promoted to the clinical curriculum. A student who is not progressing after the fall semester of their D1 academic year will be asked to repeat the academic year or be dismissed. If a student has been progressing but is not progressing satisfactorily in clinical disciplines in the D3 year, the student may be asked to repeat the academic year or be dismissed.

A student who fails a course, must repeat the course when next offered. A student must satisfactorily complete all courses within a given academic level (D1, D2, D3, D4) before being promoted to the next academic level. A course that has been failed may be offered during the summer, internally or externally. A course offered externally must be approved by the related department chairperson prior to registering for the course, to ensure that course content and objectives parallel the course curriculum.

In the event a course cannot be repeated during the summer, a student may be recommended to repeat the year and may be allowed to audit any course previously passed based upon the student's academic performance.

Remedial instruction is offered in all courses and takes place during a period of time identified in each academic year prior to the course ending.

Structured remediation and technique practice sessions will be developed for students who require/request extra assistance in an attempt to achieve satisfactory course completion. Early intervention for study requiring extra assistance is provided through structured remediation and technique practice sessions in conjunction with the involved department and the Office of Academic and Student Affairs. The student is ultimately responsible for meeting all the requirements of the academic program and must conform to all standards of performance and matriculation. Students who do not achieve the minimum passing grade C will fail the course.

4.2 Academic Performance Decisions

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

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

Students experiencing any form of academic difficulty will be identified regularly at Student Evaluation and Promotion Committee meetings and will receive written notification from the Associate Dean of Academic and Student Affairs. Written notification to the student will include:

- a. The committee's decision on the student's academic status and appropriate actions taken;
- b. Details considered by committee;
- c. The student's right to present relevant information to the committee concerning their academic performance if warranted; and
- d. The student's right to inspect their educational records as defined by the Family Educational Rights and Privacy Act (FERPA).

The deliberations by the Student Evaluation and Promotion Committee may result in recommendations for counseling, intervention, student support, probation, or dismissal. Students may also be referred to the Center for Educational Development and Support Services (CEDS) for additional academic support such as test taking skills, time management, and stress management. Recommendations will be provided in writing and will require students' signature. Recommendations by the committee are not optional, students are required to complete the plan to continue enrollment.

4.3 Academic Probation

Students may be placed on academic probation if their grade point average falls below 2.0. The probationary period is one semester during which the student must return to good academic standing by raising their grade point average to 2.0 or above. If students do not raise their overall grade point average to at least 2.0 by the end of the next semester, they may be required to repeat the school year and denied clinical privileges, and/or subject to academic action by the Student Evaluation and Promotion Committee up to and including dismissal. The School of Dentistry only allows a student to be placed on academic probation two (2) times within their matriculation.

4.4 Dismissal

The School reserves the right to dismiss a student at any time for misconduct, unacceptable academic performance and evidence that a student is unable to successfully continue in the program. When a student is dismissed by action of the Student Evaluation and Promotion Committee, the Associate Dean of Academic and Student Affairs will inform the student in writing within three (3) working days of receipt of the committee's decisions and notify the Sr Vice President for Student & Faculty Affairs within 24hrs of a decision to dismiss. The student is required to sign for the letter of notification.

Absences of two consecutive weeks or longer in a didactic or clinical course without appropriate notification and written documentation will result in immediate dismissal from the School. Any medical or other documentation must be typed on the letterhead of the healthcare provider or facility. The School reserves the right to contact the provider for questions or clarification of the information provided to the School.

A student may be dismissed from the School by the Student Evaluation and Promotion Committee for the following reasons:

- a. Academic probation for two consecutive semesters or twice during matriculation;
- b. Failure to pass National Board Dental Exam Part I after three (3) attempts or failure to pass National Board Dental Exam Part II after five (5) attempts;

- c. Violation of any rule of conduct, professionalism or ethics issued by the College or generally known in the profession;
- d. Falsifying document or document in patient records;
- e. Plagiarism, including but not limited to:
 - 1. Presenting the work of another as one's own;
 - 2. Allowing another student to represent your work as his or her own;
- f. Student who fails two (2) courses didactic or clinical may be required to repeat the year
- g. Student who fails three (3) courses didactic or clinical during a semester will be dismissed;
- h. Failure to progress;
- i. Failure of a course twice

Following the Student Evaluation and Promotion Committee's decision to dismiss, the process will proceed as prescribed in section 4.2 under Academic Performance Decisions. The Dean does have the authority to dismiss a student for academic reasons without receiving a recommendation from the Student Evaluation and Promotion Committee. The School is not only committed to the concept of academic excellence, but also to fundamental fairness for students in pursuit of excellence. As such, the institution affords students the privilege to appeal cases of academic dismissal. Please refer to the College procedures for review and appeal of academic decisions.

4.5 Specific Promotion Criteria

4.5.1 D1 (First Year Students)

A student is promoted to the D2 year after all courses and requirements in the D1 year curriculum are successfully completed.

4.5.2 D2 (Second Year Students)

A student is promoted to the D3 year after successful completion of all courses and requirements in the D2 year and successfully passing the NBDE Part I Exam.

4.5.3 D3 (Third Year Students)

A student is promoted to the D4 year after successful completion of all D3 year didactic and clinical courses, a mandatory mock NBDE Part II examination and challenging the NBDE Part II.

4.5.4 D4 (Fourth Year Students)

A student is promoted to the D4 year after successful completion of all D3 year didactic and clinical courses and requirements and completion of the mock NBDE Part II. D4 students will be required to challenge and pass final clinical competency examinations.

4.6 National Board Dental Examinations (NBDE)

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

The NBDE exams are composed of multiple choice test items, which are intended to assess the ability to understand important information from basic biomedical and dental sciences, and also the ability to apply this information in a problem-solving context.

The Joint Commission on National Board Dental Examinations is responsible for the development and administration of National Board Dental Examination Part I and II. The Joint Commission is composed of fifteen (15) representatives of dental schools, dental practice, state dental examining boards, dental hygiene, dental students, and the public. The NBDEs are intended to fulfill or partially fulfill the written examination requirements of the various dental licensing jurisdictions (i.e. states). American Students Dental Association "Released Items" booklets will be made available through the Office of Academic and Student Affairs, to assist students with exam preparation.

4.6.1 NBDE Part I

NBDE Part I must be taken at the end of the D1 year as a computerized examination at an approved Thompson Prometric Testing Location. The Part I examination is comprehensive in nature. It will consist of 400 items; 80% will be traditional, independent or stand alone multiple choice items, and 20% will be interdisciplinary multiple choice, and a set of items associated with a scenario.

D1 students who have successfully completed all freshman and required courses are eligible to take Part I of the NBDE.

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

All students are required to challenge the National Board Dental Examination Part I at the end of the D1 year before June 30th. If Part I is failed during the summer between the D1 and D2 years, the student will be allowed to register for the D2 academic year and take all courses that year. However, before registering for the D3 year, he/she must have passed Part I of the NBDE. After failure of the NBDE Part I, one must wait at least ninety days (90) before retaking the examination. If after challenging the NBDE the second time, one is still unsuccessful, one must wait a minimum of an additional ninety (90) days before taking the examination a third time. If one fails the examination three (3) times, the student will be dismissed from Meharry Medical College.

4.6.2 NBDE Part II

NBDE Part II of the exam must be taken by the last day of July of the D3 year as a computerized examination. Only D3 students who are in good academic standing and have passed all didactic courses will be allowed to take the NBDE Part II. Students are allowed to sit for the exam up to five (5) attempts.

The Comprehensive Part II examination consists of 500 test items. These items are administered in two separate test sessions over 1½ days. The discipline based component (Component A) includes 400 items and a case based component (Component B) includes 100 items based on 8-10 case problems. Part II is administered as a computerized examination and is based on examination site availability.

A minimum of 90 days must separate each exam attempt. If the student fails the NBDE Part II after their third attempt, the candidate must wait 12 months from the date of the third attempt, to be approved to retake the exam. Effective January 2012, candidates are limited to successful completion of an examination within five (5) years of testing or five (5) examination attempts whichever comes first; this does not include testing attempts prior to January 2012.

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

4.6.3 Mandatory Mock Dental Boards

A mock written board examination will be given to students to assist them in successfully challenging NBDE part I and II. Part I of the mock examination will be given in the spring semester of the D1 year and the student will be required to obtain a passing score before they will be cleared to take the actual exam. Clearance to take the national board dental examination (NBDE) will be governed by the Associate Dean for Academic and Student Affairs.

Part II of the mock written examination will be given in the spring semester of the D3 year and students must challenge the examination. Students not receiving a passing grade will be remediated until a passing score is obtained. Clearance to take the national board dental examination (NBDE) will be governed by the Student Evaluation and Promotion Committee.

In addition to the written examinations, final clinical competency examinations will be given. Students must successfully pass final clinical competency examinations in Endodontics, Periodontics, Prosthodontics, Operative Dentistry, and Oral Diagnostic Sciences prior to being given approval to challenge any licensing examination. This examination is designed to assist students in successfully challenging whatever licensing exam they might choose. Students who are not successful on the exam will be remediated on sections in which they encountered difficulty.

4.7 Final Clinical Competency Examinations (FCCE)

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

Students must successfully pass each of the examinations prior to being given approval to challenge any licensing examination. This examination is designed to assist students in successfully challenging whatever licensing examination they might choose to take. Students who are not successful on the examination will be remediated on sections in which they encountered difficulty.

These clinical examinations include the following areas:

- a. Restorative Dentistry (to include Operative Dentistry, Prosthodontics, and Implantology)
- b. Periodontics
- c. Oral Diagnostic Sciences
- d. Endodontics
- e. Orthodontics
- f. Oral and Maxillofacial Surgery
- g. Pediatric Dentistry

4.8 Life Long Learning and Special Programs

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

Classes and clinics can be cancelled to allow for mandatory student and faculty attendance at many of the special programs of the School and College.

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

Students are encouraged, as interests dictate and time permits, to participate in the many other outstanding programs presented on a regular basis in the School of Medicine, the School of Graduate Studies, the School of Allied Health Professions and other special centers of the College.

4.8.1 The Heritage Lectures

Throughout the course of each academic year, the School sponsors special programs and lectures to honor persons who have made significant contributions to the School and the College. These lectures are considered as part of the continuing education and lifelong learning series.

These programs provide opportunities to invite outstanding alumni and non-alumni 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. Student attendance is mandatory, unless otherwise stated.

4.8.1.1 Allen/Watson Lecture

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

4.8.1.2 Mobley/Singleton Lecture

This lecture and program honors Dr. Eugenia L. Mobley, former dean of the School and former chairperson of the Department of Preventive Dentistry and Community Health, and Dr. J. B. Singleton, former professor and

chairperson of the Department of Oral and Maxillofacial Surgery; for dedicated service and leadership to the School, the College, the Nashville community, and the community of organized dentistry locally and nationwide (established in 1992).

4.8.1.3 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. Dr. Banks was the first Oral Surgery resident at the Meharry-Hubbard Hospital where he received his training under the late Matthew P. Walker, MD. He was the second African-American in the United States to receive board certification in Oral Surgery and is remembered by his students and colleagues as an outstanding educator, clinician, and chief administrator. (established in 1988)

4.8.1.4 Turpin Memorial Day Lecture

This annual lecture and program honors Dr. Donely H. Turpin, a pioneer in the School who was a professor of Prosthodontics and the first Black dean of the School. This celebration is co-sponsored by Omicron 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. Honorary and faculty OKU members are also inducted at this time. (established in 1947)

4.8.2 Occupational Safety and Health Administration (OSHA)

This seminar is required of all students at each level of the academic program (freshman, sophomore, junior and senior years). Students, faculty and clinical staff will receive training in the management and prevention of occupational hazards. Students will learn how to prevent needle sticks and how to respond if a needle stick occurs. Students will know how to properly dispose of hazardous wastes and will be able to identify improper disposal of hazardous wastes.

4.8.3 Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)

It is required that all faculty, staff, and students/residents have BLS certification and that this certification is renewed biennially (every two years). Additionally, faculty and residents in the Oral and Maxillofacial Surgery department are also

required to maintain ACLS training and certification. The Associate Dean of Clinical Affairs will be responsible for monitoring compliance and developing a plan for response to emergencies within the School. Please refer to the student clinic manual for additional information.

4.9 Satisfactory Academic Standing

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

4.10 Satisfactory Academic Progress

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

- a. 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
- b. 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.
- c. Pass required NBDE examinations.

4.11 Evaluation of Student Performance

The Student Evaluation and Promotion Committee reviews and makes recommendations on student performance and policies regarding promotion, dismissal, probation, remediation, reinstatement, and graduation. The Student Evaluation and Promotion Committee is divided into two committees:

- a. D1 and D2-year students, and
- b. D3 and D4-year students.

The Student Evaluation and Promotion Committee is chaired by the Associate Dean of Academic and Student Affairs. The committee shall be composed of course coordinators, department chairperson or designees, and ex-officio members. Criteria for evaluation and promotion shall follow college and dental school policy.

The Associate Dean of Academic and Student Affairs along with the department chairs, establish the grading policies for examinations. Course directors will develop additional forms of student evaluation in the School courses. Grading policies for clinical experiences will be established by the Dean of Clinical Affairs in conjunction with department chairs. These policies are distributed as part of each course syllabus and clinic manual. At the completion of each course, each student enrolled in the course is evaluated and awarded a letter grade.

4.12 Academic Citations

All citations for outstanding performance in the School are issued by the Academic Evaluation, Honors, and Awards Committee (AEHAC). Students cited for excellence who have performed at an outstanding level during the academic year are selected for citation by the appropriately involved faculty.

4.13 Dean's List

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

4.14 Graduation

At the completion of the senior year, students who have satisfactorily completed the entire prescribed course of study, passed all FCCEs, mock written, and clinical examinations, Part I and Part II of NBDE, and have been approved by the **Student Evaluation and Promotion Committee** are recommended for graduation.

One week after the end of the senior spring semester, the Student Evaluation and Promotion Committee will review all grades submitted to the Registrar for the senior academic year. Based on these grades and the concomitant grade point averages, and passing scores on boards, the Student Evaluation and Promotion Committee will make the following recommendations to the Dean for each senior student:

1. Certifies that the student is eligible for graduation;
2. Recommends that any student with any I grade continue and complete all requirements if the Student Evaluation and Promotion Committee reasonably believes that these courses will be remediated by June 30. The student may attend the commencement ceremony but will not receive a diploma until completion of all graduation requirements;
3. Allows the student to retake course for F grade(s) based on college policy if the Student Evaluation and Promotion Committee reasonably expects that these courses can be retaken by June 30. The student may attend commencement ceremony but will not receive a diploma until completion of all graduation requirements;
4. Recommends the student to repeat the academic year;
5. Recommends dismissal of the student from the program.

4.15 Honor Graduates

The Student Evaluation and Promotion Committee recommends, to the dean, students for graduation with HONORS based on the student's scholastic record over the four-year academic program. A minimum cumulative grade point average of 3.50 is required for graduation with HONORS. Honors, prizes and awards are recommended by the Academic Evaluation, Honors, and Awards Committee. This committee processes awards based on stated criteria of the Donor, the Department, the Dental School and the college.

5 ACADEMIC DEFINITIONS, POLICIES AND PROCEDURES

5.1 Course Expectations

Course directors shall:

- a. Exhibit professional behavior at all times;
- b. Maintain strict confidentiality of grades and academic performance;
- c. Report final grades through the Banner system; and
- d. Notify the Associate Dean of Academic and Student Affairs of students receiving a failing ('F') after posting final grades and within (1) working day of posting such grade

Students shall:

- a. Exhibit professional and ethical behavior at all times;
- b. Comply with all rules, regulations, and policies of the College and the School;
- c. Be prompt and attend lectures, labs, and other official course events as identified in the course schedules and syllabi;
- d. Frequently monitor email (must use Meharry email account), SharePoint, Blackboard and student bulletin boards on MyMMC;
- e. Take appropriate care of all equipment and property of the School; and
- f. Participate in the online course/faculty evaluation surveys. Students are required to submit course evaluations. Not completing evaluations will result in denied access to grades and transcripts.

5.2 Official Transcript

Official grades for courses taken during a semester are provided to the students by the Office of Student Services at the end of each semester. Students will also have access to grades through the banner system. Students are encouraged to review their grades regularly to ensure accuracy.

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

5.3 Grading

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

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.

GRADING SYMBOL	QUALITY POINTS	INTERPRETATION	EXPLANATION
P		Pass	Indicates acceptable performance
F	0	Failure	Indicates unacceptable academic performance
I*	0	Incomplete	See justification for use in this document below. (Section 5.4, page 44)
IP	0	Incomplete	Indicates performance incomplete and in progress

5.4 ****Definitions and Justifications of Incomplete ('I') Grades**

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

Incomplete work is denoted by the "I" grade and indicates: (1) that the student has satisfactorily completed at least three-fourths of the course but, that for legitimate reasons, a small fraction of the work remains to be completed; or (2) that the student's record indicated that he/she can obtain a passing, but that he/she lacks a specific requirement such as the final examination because of illness or some other unique or extraordinary circumstances beyond the student's control. A student receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester. If the work is not completed within the specific time, no credit will be given and an "F" will be officially recorded as the final grade.

5.5 **Procedure to Address 'I' Grades**

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

and the student with the original transmitted to the Office of Academic and Student Affairs and a copy to the Office of Student Services.

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

Change of grade forms must be submitted by faculty through department chairpersons to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will submit the forms to the registrar prior to the end of the subsequent semester. In accordance with College policy, change of 'I' grade forms not received before the conclusion of the semester will result in the posted 'I' grade being changed to an "F" grade by the Office of the Registrar.

5.6 Continuing Courses

Final grades are based on repeated observation and measurement of student performance. In courses that require acquisition and development of new skill, final grades should reflect the level of accomplishment achieved by the student at the conclusion of the course/clinic. A final grade will be recorded on the student's official transcript at the end of any course considered to be a continuation course.

5.7 Appeal of Final Grades

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

A student may appeal an official grade received in a clinic or didactic course thought to be awarded in error or for which grading criteria are missing or unclear. Appeals will follow the procedure for review of appeal of academic actions. Appeals must be submitted in writing to the associate dean for academic and student affairs within two (2) weeks of receiving the grade.

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

5.8 Examination Behavior

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

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

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

- a. Dismiss the offending student from the examination; assign an "F" grade for the examination; and refer the student to the Meharry Medical College Student Disciplinary Committee for action;
- b. Provide the Office of Academic and Student Affairs with all written records of citations, imposed penalties, and any discussions between the student offender and the faculty; and
- c. Retain a copy of the report in the involved department and with the Office of Academic and Student Affairs and the Office of Student Services.

6 STUDENT ATTENDANCE, LEAVE OF ABSENCE AND WITHDRAWAL

6.1 Attendance

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

and Student Affairs will notify the appropriate faculty faculty/department chair of the absence decision.

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

6.1.1 Make Up Exams

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

When circumstances permit, students must notify the Office of Academic and Student Affairs prior to the date of the absence to schedule the make-up exam unless unavoidable circumstances prevent prior notification. Practical make-up exams must be arranged with the course director upon the student's return.

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

6.2 Leave of Absence

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

A leave of absence may be granted upon receipt of a written request. Some reasons for the request may include personal illness, military duties, financial hardship, emotional distress and other unusual or extenuating circumstances. The Dean or Office of Academic and Student Affairs may require documentation to

accompany a request. If the situation is appropriate, the Dean or Associate Dean of Academic and Student Affairs may recommend that a student be placed on an administrative leave of absence. If a leave of absence is requested for physical or mental health reasons, a qualified and appropriate healthcare professional must provide a letter typed on original letterhead justifying the request. Please contact the Office of Student Affairs to determine appropriate forms and additional documentation needed to complete the process.

At the end of a granted leave of absence, all courses completed will be credited, however the student may be required to repeat coursework based on the recommendation of the Student Evaluation and Promotion Committee. Incomplete courses must be completed or repeated if indicated prior to advancement in the program. Preclinical technical skills must be demonstrated prior to providing clinical care to patients. Clinical competency will be evaluated by the clinical dean prior to promotion following an absence of a year or more.

6.2.1 Return from Leave

A written request to return to the College following a granted leave of absence is required. **A student must make a written request to terminate a leave of absence for reinstatement to active status to the Associate Dean of Academic and Student Affairs, not less than thirty (30) days prior to the termination of leave. Failure to terminate a leave of absence will result in automatic dismissal.** Copies of the written requests must be provided to the Office of Student Services and a copy submitted to the dean of the School of Dentistry at least thirty (30) days prior to the date of anticipated return. Exception may be granted for maternity, military duties, or other short-term leave.

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

6.2.2 Maternity/Paternity/Adoption Leave Policy

6.2.2.1 Maternity Leave

1. Maternity leaves of absence should begin when the student's condition precludes her from participating in program activities.
2. A written request for leave should be submitted to the Associate Dean of Academic and Student Affairs.

3. A student may be granted up to six (6) weeks maternity leave, except a longer leave may be permitted as described in items 5 and 6 below.
4. The student may elect to return to school after a shorter period of time if she receives written approval from her physician. This should be a strictly voluntary decision by the student.
5. The standard period of leave for maternity related to uncomplicated pregnancy is six (6) weeks. Where complications arise, the student's physician may authorize a longer period of disability as medical conditions warrant.
6. The affected student has the obligation and responsibility to provide medical authorization for return to school at the end of maternity leave, or to provide appropriate medical documentation indicating complications or other reasons for extending the period of leave.

6.2.2.2 Paternity Leave

Paternity leave may be requested by the father by submitting a written request to the Associate Dean of Academic and Student Affairs. Up to two weeks of leave may be granted. If requested by the student, additional weeks of leave may be granted in order to manage unforeseen circumstances upon approval of submission of written medical documentation indicating reasons for extending the period of leave.

6.2.2.3 Adoption Leave

Students shall be allowed to request leave for the adoption of a child under the maternity/paternity policy provisions above with potential for extension of the period of leave upon submission of written medical documentation.

6.2.2.4 Academic Accommodation Related to Leave

Issues of schedule accommodations, academic credit and the need for make-up time to meet educational requirements following maternity/paternity/adoption leave are to be addressed on a case-by-case basis by the Office of Academic and Student Affairs prior to the student's beginning the leave of absence.

6.2.3 Other Policies Associated with Pregnancy

6.2.3.1 Policy Regarding Patient Care Activities by Pregnant Students

1. **Avoiding Unnecessary Risks to Pregnant Students:** Pregnant students should consider the risks attendant with the delivery of oral health care. Institutional guidelines must be followed to eliminate unnecessary exposure to X-radiation. Pregnant students may elect, on recommendation by their physician, to regain selectively from treatment of combative patients; refrain from treatment situations that include the use of inhalant analgesics, general anesthesia, or other potentially hazardous substances; refrain from treatment of patients with known infectious diseases that may be of consequence to the fetus; or refrain from participation in any activities identified by their physician as placing the fetus at risk. Alternatively, pregnant students may be relieved of all clinical activity for a specific period of time for the above reasons, as recommended by their physician.
2. **Determination of Reduction in Activity:** for pregnant students, the reduction in classroom, laboratory, or clinical activity or formal leaves of absence will be determined on a case-by-case basis by the Office of Academic and Student Affairs in consultation with the student's physician or the student's course coordinator. Leaves of absence on pregnancy are covered in the School of Dentistry's policies on maternity/paternity/adoption leave.
3. **Pregnancy and Meeting Academic Requirements:** Students who require academic adjustments as provided above due to pregnancy must nevertheless complete all graduation requirements and must have educational experiences and service commitments comparable to those of other students. Because of regular course progressions, preset curriculum schedules may prevent completion of coursework according to individual preferences. Students should recognize that activities missed early in the curriculum are more difficult to make up. Therefore, graduation of any student who reduces her academic activity or takes a leave of absence for reasons of pregnancy may be delayed.

6.3 Withdrawals

A student may withdraw from the College after filing a completed withdrawal form with the Office of Student Services. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the

College policies. Students may not withdraw from courses due to poor academic performance. Requests for withdrawals must be approved by the Associate Dean of Academic and Student Affairs. Conditions for re-matriculation for a student, who withdraws and is in good academic standing, will be evaluated for re-admission by the admissions committee. A student who withdraws and is not in good academic standing, will not be considered for re-admittance into the DDS program.

7 DRESS CODE POLICIES

7.1 Purpose

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

7.2 Prohibited Attire for All Students

- a. Jeans
- b. Open-toed shoes mules, or sandals in clinical areas
- c. Shorts of any type
- d. Revealing tops or bottoms for women
- e. See through lace, chiffon or similar blouses, spandex or other tights
- f. Mini-skirts (women), tight clothing
- g. Dresses or skirts - deep splits (women)
- h. Disposable gowns and masks, except in clinical areas

- i. Hoodies, T-shirts or sweat shirts as an outer garment in clinical areas
- j. Loosely fitting jewelry, bracelets, exposed necklaces, rings, and earrings in clinical areas
- k. Caps, hats, scarves, and other head wear in clinical areas
- l. Sagging pants or sagging scrubs
- m. Under garments should not be exposed at any time

7.3 Classroom Attire

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

All students engaged in classroom/laboratory activities will wear clean, neatly pressed scrubs. Scrub tops must be tucked inside trousers.

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.

7.4 Clinic Attire

All students engaged in classroom/clinical activities will wear clean, neatly pressed scrubs. Disposable gowns should only be worn in clinical areas. Solid white, short-sleeve or long-sleeve t-shirts with no visible print, can be worn under scrub tops. Barrier triad of facemask, gloves, and protective eyewear must be worn in all treatment settings with patient contact.

7.5 Personal Hygiene

Nails must be trimmed and clean. Nails should not exceed the tips of the fingers so as not to puncture gloves. Shoulder length or longer hair must be pulled back or covered with a bouffant cap. Hair should be neatly groomed; beards and mustaches trimmed and well-groomed. Good personal hygiene must be adhered to at all times. Offensive body odor will result in a recommendation for suspension until appropriate hygiene has been established. As health care providers, it is our responsibility to help patients obtain optimal health. This cannot be accomplished without practicing and maintaining individualized good health.

8 STUDENTS WITH DISABILITIES

Meharry Medical College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, these laws are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications. Meharry Medical College is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for students with disabilities or any disability issue should be directed to the ADA Coordinator, Jacqueline "Dee" Gardner via email at jgardner@mmc.edu, phone (615) 327-6760 or in person, Lyttle Hall, Room 306.

Procedure for ADA Accommodations

Medical, Dental and Graduate Students with Disabilities

Procedures for Requesting Accommodations

To request an accommodation on the basis of any disability, whether physical, psychological or learning disability, **a student must take the following steps:**

- Students who report or suspect they have a disability condition may go directly to Lyttle Hall, Room 306, (615) 327-6500. The ADA Coordinator will assist eligible students with documentation of disability condition, and will work with the students to identify and implement reasonable accommodations.

The student will be responsible for the following:

- **Provide documentation** with sufficient information that substantiates the limitation on a major life activity as a result of the disability. The documentation and information regarding the student's disability will remain confidential and will be released only if and to the extent that student provides the ADA Coordinator with written authorization to release such information.
- **Meet with the ADA Coordinator** at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the documentation, review the request and determine the appropriate accommodation. The ADA Coordinator will provide the student a letter describing the nature of the accommodation he/she requires as a result of his or her disability.
- **Students should meet with his or her professor** at the beginning of each semester. The student should give the letter from the ADA coordinator that verifies the student's disability and the recommended accommodations to the faculty or staff member with whom they meet.

Faculty who have questions or concerns about specific accommodations should contact the ADA Coordinator directly.

9 EXTERNSHIPS

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

Externships will be granted based on the following guidelines:

- a. Students must have successfully completed the course of study for their D3 academic year and be assessed and approved by the academic and clinical dean;
- b. The rotation experience will be performed during the summer of the D3 year following closure of clinics in July.

The Director of Development and External Affairs will oversee the process of rotation site selection. Requests for additional extern experiences by D3 and D4 students must be accessed and approved by the academic and clinical dean.

10 TRANSFER REQUESTS

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

Students must have a conference with the Associate Dean of Academic and Student Affairs and complete the College's exit process as facilitated by the Office of Student Services.

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

11 CONVOCATION

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

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

11.1 Awards

11.1.1 Convocation Awards

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

11.1.2 Commencement Awards

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

12 STUDENT SUPPORT OFFICES

12.1 Financial Aid Office

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

12.2 Center for Educational Development and Support (CEDS)

CEDS is devoted to the improvement of the teaching and learning environment by: (1) providing students with resources to improve and enhance their learning skills; (2) providing faculty with opportunities to develop teaching skills; and (3) increasing the availability and quality of teaching materials and equipment. Educational support may be obtained by contacting the Office of Academic and Student Affairs or CEDS office at (615) 327-6500.

12.3 Campus Post Office

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

All persons living in the Dorothy Brown Hall are required to rent mailboxes at an annual non-refundable fee, which is included in tuition fees. The campus mailbox

serves as the official distribution address for College communication. Mailboxes should be checked regularly.

A fee is required to replace a mailbox key. The campus mailing address is 1005 Dr. D.B. Todd Jr. Blvd, Nashville, Tennessee 37208-3599.

Campus Post Office
(615) 327-6278

12.4 Library

The College Library is housed on the second, third and fourth floors of the S.S. Kresge Learning Resource Center (LRC). Services and facilities include circulation, references, computerized literature searching, microcomputer learning laboratory, photocopying, interlibrary loan, information management instruction, media viewing room, and College archives. The library is open Monday-Friday 8:00 am-1:00 am and Saturday and Sunday 9:00 am- 1:00 am. A deposit is required to cover possible losses and damages of borrowed materials.

Director of Library Services
(615) 327-6728

12.5 Safety and Security Office

The Safety and Security Office is located on the Basement Floor of Hulda Lyttle Hall, 1005 Dr. D.B. Todd Boulevard. 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 in designated parking areas 6:00 p.m. to 6:00 a.m. daily.

Safety and Security Office
(615) 327-6254
Emergency Number
(615) 327-6666

13 EXECUTIVE ORDERS/COLLEGE POLICIES

13.1 Institutional Policy against Sexual Harassment and Complaint Resolution Plan and Procedures

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

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

13.1.1 Definition

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

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
- c. Such conduct has the purpose of unreasonably interfering with an individual's work or educational performance, or environment for working or learning.

13.1.2 Examples of Sexual Harassment

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

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

(See College Sexual Harassment Policy at Mymmc.edu)

13.2 Consensual Relationships

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

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

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

13.3 Complaint Procedures

All complaints should follow the procedures as set forth in the General Counsel/Compliance – Sexual Misconduct Policy and Grievance Procedures.

13.3.1 Investigation of Complaints

All complaints, informal and formal, are subject to investigation. Any individual can contact any of the designated offices under “Reporting Guidelines” to report allegations of sexual misconduct. The report is given to a designated Title IX coordinator to investigate, who will in turn conduct a prompt investigation.

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

- a. An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the "who, what, when and where" of the complaint. Any evidence or witnesses to an alleged incident should be obtained during the interview;
- b. An interview with the accused to inform him/her that a complaint has been made against him/her. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated;
- c. In a formal complaint, interviews with any other persons believed to have pertinent/factual information or knowledge of the alleged Policy violation;
- d. The person investigating the complaint will take steps to ensure confidentiality of all parties involved;
- e. The accused shall have a full opportunity to respond to all allegations; and

- f. If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken and the complainant as well as the accused will be informed of the results of the investigation and actions taken to resolve the complaint.

13.3.2 Disciplinary Action

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

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

13.3.3 Confidentiality

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

13.4 Disseminating the Policy

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

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

- Faculty Handbook;
- Personnel Policy and Procedures Manual; and
- Student Services Handbook.
- Website: Mymmc.edu

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

13.4.1 Educational Component

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

Training sessions shall be divided into separate sessions as follows:

- a. Executive Management Team
- b. Department Chairpersons
- c. Divisional managers/supervisors
- d. Faculty Members from each of the four schools
- e. Employees (by department)
- f. Student Governance Leadership

Further design and development of the educational component shall be the responsibility of appropriate institutional representative(s).

13.4.2 Responsibility

Responsibility for implementing the policy is delegated by the President for assuring implementation by senior officers of the College.

13.4.3 Notification

The president 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 Executive Management Team.

13.4.4 Effective Date

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

14 STUDENT RECORDS, POLICIES, AND PROCEDURES

14.1 Definitions

Student - any person who attends the College

Academic Record - any record (in handwriting, print, tapes, film, or other medium) maintained by the College

Personal Record - a 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.

Employment Record - the 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

Records maintained by the College - if the record is maintained solely for law enforcement purposes, it is revealed only to law enforcement agencies of the same

jurisdiction, and the Unit does not have access to education records maintained by the College

Medical, Personal Counseling and Cognitive Assessment Records- maintained by the College's health and counseling professionals, if the records are used only for evaluation, treatment of a student and counseling and made available only to those persons providing the evaluation, treatment or counseling

Alumni Records - records which contain information about a student after he or she is no longer in attendance at the college and which do not relate to the person as a student

14.2 Access to Student Records

1. Family Educational Rights and Privacy Act (FERPA)

The confidentiality of student information complies with the provisions of the 1974 Family Educational Rights and Privacy Act. The law is explicit as to the type of student information that can be released without the student's prior consent. The student information that can be released is termed "directory information" and includes the following:

- a. the student's name;
- b. address (local and grade/billing);
- c. electronic mail address;
- d. telephone number;
- e. class (1st year, 2nd year, etc.);
- f. participation in officially recognized activities and sports;
- g. dates of attendance;
- h. anticipated date of graduation;
- i. degrees and awards received;

- j. the most recent previous educational agency or institution attended by the student;
 - k. date and place of birth;
 - l. major field of study; and
 - m. weight and height of members of athletic teams.
2. Persons not affiliated with the College will not be given lists of student names and addresses. This does not prohibit giving published directory information on individual students when asked.
3. Record Custodians
Student files in the Office of Academic and Student Affairs or the respective program directors' office may contain student transcripts, admissions data, copies of grade reports, file letters, etc. Only Academic and Student Affairs or the specific programmatic personnel have unlimited access to these files.
4. Record Access
- a. A faculty member in the School of Dentistry may view a student's records by (1) receiving approval from the Office of Academic and Student Affairs or the respective program director who has determined that the faculty member is discharging his/her educational obligations and has "a legitimate educational interest" in the information, or (2) obtaining written permission from the student whose file he/she wishes to see.
 - b. Each student has a right to access his/her own records, and may grant access to third parties. In order to exercise this right to access, a student must present his/her request in writing to the School's Registrar or his/her program director 30 days in advance. Upon receiving this request, the College will provide a student with a copy of his/her education records. A student will always be provided with a copy of the education records where failure to provide such a copy would effectively prevent exercise of the right to inspect and review education records. The office providing copies may charge a reasonable fee for each copy but will not charge a fee to search for or retrieve the records in question. The College may deny a request for a copy of education records if the student is easily able to come to the office that maintains the records and inspect them in person and if the records are so voluminous that

copying them would be unreasonably burdensome for the College employees charged with the task.

- c. Student is not permitted to inspect confidential letters and statements of recommendation concerning admissions to an educational institution placed in the record if the student has waived his/her right to inspect these letters and statements.
- d. No student record, or its contents, may be taken from the office where it is held. No one is permitted to view a student record except in the presence of a staff member from the specific program.
- e. No grades or records will be released to parents of students over eighteen years of age. The College's Registrar's Office has special release forms for students to sign for this service.

14.3 Notification to Students of Official Actions

Each student in the School must have their current local address and telephone number on file with the Office of the Dean, the Office of Academic and Student Affairs, the Office of Clinical Affairs, and the Office of Student Services. Each student should also have the current address and telephone number of next of kin or other emergency contacts on file at the above mentioned offices. Students are responsible for ensuring that changes in their information are communicated immediately to the appropriate offices.

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

14.4 Policy on Student Status and Refund

14.4.1 Determination of a Student's Status

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

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

- a. The student has been awarded a loan;
- b. The student presents proof of pending scholarship aid; an amount equal to or greater than the tuition due which has been processed through the Office of Student Financial Aid prior to the day of registration; and
- c. The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.

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

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

Students who are admitted to take specific predetermined courses and have completed degree requirements 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.

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

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

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

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

14.4.3 Eligibility for Disbursement of Refunds

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

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

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

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

14.4.4 Student Refund Policy

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

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

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

14.4.5 Post-2 Clinical Year Student Tuition and Fee Refund

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

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

To facilitate adjustments, the Associate Dean for Academic and Student Affairs will verify the date in which students completed all internal requirements.

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

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

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

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

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

14.5 Student Health Insurance

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

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

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

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

14.6 Policy on Smoking

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

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

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

14.7 Substance Abuse Policy

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

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

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

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

14.7.1 Purpose

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

14.7.2 Definition

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

14.7.3 Policy

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

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

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

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

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

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

The illegal use, sale or possession of narcotics, drugs or controlled substances while on College and/or hospital premises is grounds for disciplinary sanction

including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.

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

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

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

15 INFECTION CONTROL

A complete list of clinic policies and procedures can be found in the Clinic Manual. The College Infection Control Policy should be used as a guide for managing infectious diseases.

15.1 Immunization Policy

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

Students who 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.

15.2 Tuberculosis Skin Testing

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

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

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

15.3 Evaluation of Occupational Exposure, Illness and Injury

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

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

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

If the student is located at the external rotation, or in cases of dire emergency, the student must first contact the designated administrator at the work site for

immediate care and the Office of Clinical Affairs. Any necessary emergency medical and/or nursing care will be made available to the student through the regular prior approved procedures, and follow-up care will be provided at the Metropolitan Nashville General Hospital on the College Campus.

In clinical orientation and the Tennessee Occupational Safety Administration Seminar, educational sessions are given which outlines 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.

16 STUDENT INVOLVEMENT

Inclusion of students is a key element in the overall operational plan of the college. The consistent involvement of students in the on-going functioning of the School is crucial to its viability and mission. Student involvement is actualized through appointments to standing and ad hoc committees. Recommendations can be obtained at classes, bi-monthly meetings with the administration, class officer meetings with the dean, and organizational and informal student meetings.

Leadership opportunities assist in the students' 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.

16.1 Student Communication

Communication largely consists of resource identification and information dissemination. Class meetings and conferences account for the remaining components. Communication activities serve as the supporting link. Effective office functioning requires collective student input as well, analysis and processing/dissemination of information. Information may be disseminated through class meetings, conferences, e-mail transmittal, and/or written correspondence. Students are responsible for submitting to the Office of Academic and Student Affairs any changes in their personal demographic information (name change, address change, telephone, etc.) to ensure they receive the communications distributed to the student body.

All course materials including didactic and clinic syllabi, clinic manual, policy and procedure manual, etc. are placed on Blackboard before the beginning of each semester for students.

16.2 Student Services

16.2.1 Advising

Academic and personal advisement is available and provided at the student's request. Confidentiality is strictly maintained. Appointments are available upon request.

16.2.2 Appeals Assistance

Assistance is provided for both academic and disciplinary appeals. This is provided for the consideration of appeals justification, letter compilation, preparation for the appeals hearing, and due process assurance. Requests for appeals assistance must be initiated in writing by the student.

16.2.3 Mediation

Assistance is offered with dispute resolution between faculty, administrators, staff, and/or students. Mediation requests must be initiated in writing by the student.

16.2.4 Information Dissemination

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

16.2.5 Dean's Letters of Recommendation

Recommendation letters are written upon request from students and forwarded to respective educational programs or agencies. These letters are based on a review of the student's academic performance, moral character and professionalism. Recommendation letters are official records of the School. Personal copies are not

supplied to students. The student should request letters of recommendation directly from the Office of Academic and Student Affairs no less than fourteen (14) business days prior to the due date. Students should provide their curriculum vitae or resume, unofficial transcript, and other supporting documents at the time of request.

16.2.6 Student Orientation

Orientation programs are facilitated to provide students with an introduction to the School and its policies and to assist with successful matriculation in the School and the College. Student orientation sessions are held at the beginning of each academic school year. Participation is mandatory for all students.

16.2.7 Student Conferences

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

16.2.8 Information Requests

Student information is provided to internal and external sources in compliance with the Family Educational Rights and Privacy Act (FERPA), additional details are available on MyMMC.edu.

16.2.9 Lunch and Learn Seminars

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

17 SCHOLARSHIPS AND AWARDS

A scholarship file is maintained in the School of Dentistry Office of Academic and Student Affairs. The file is updated frequently to keep students informed of available scholarships.

Recipients of scholarships, with the exception of the incentive scholarships, are selected by the Academic Evaluation, Honors, and Awards Committee for the School. This committee is composed of faculty and representatives from the Office of Academic and Student Affairs. Friends of Meharry help enable the College to honor these deserving students. The list and brief description of the awards are as follows:

17.1 Merit Scholarships

Merit Scholarships are awarded to incoming students who display exceptional scholastic ability as evidenced by their undergraduate cumulative grade point average and standardized admissions test scores. These scholarships are awarded for up to four years, based on the students maintaining high academic standards during their matriculation, and are awarded by the Admissions Committee.

17.2 Academic Achievement Awards

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

17.3 American Dental Association Scholarships (ADA)

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

17.4 National Dental Association Foundation (NDAF)-Colgate-Palmolive Scholarships

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

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

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

- National Health Service Corps (NHSC)
Toll free (800) 638-0824
- Commissioned Officer Student Training and Extern Program (COSTEP)
Toll free (800) 221-9393
- U.S. Air Force
Local (615) 298-5487
- U.S. Army
Local (615) 874-5006
- U.S. Navy
Local (615) 332-0755
Toll free (800) 334-4394
- Army National Guard
Local (615) 355-3937
Toll free (800) 424-8273

18 STUDENT ORGANIZATIONS

Students seeking leadership positions in all School and College organizations and committees must be in good academic standing and maintain at least a 3.0 GPA. A student currently in a leadership position whose GPA falls below 3.0 must resign from that position immediately. Students will be evaluated at the end of each semester by the Office of Student Services following a meeting of the Student Evaluation and Promotion Committee to determine student eligibility to continue to serve. All dental students are members of the Ewell-Neil Dental Society, the ASDA and the SNDA. Membership fees for these societies are included in tuition fees.

18.1 Ewell-Neil Dental Society

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

18.2 American Student Dental Association (ASDA)

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

18.3 Student National Dental Association (SNDA)

The Student National Dental Association (SNDA) is the student affiliate organization of the National Dental Association. The purpose of the organization is to enhance communication among minority dental students and increase awareness of dental challenges in oral health affecting minority communities. Benefits include scholarship and research eligibility. Upon graduation, students receive a complimentary membership to the National Dental Association for one (1) year.

18.4 American Association of Women Dentists (AAWD)

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

18.5 Hispanic Student Dental Association (HSDA)

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

19 STUDENT TRAVEL

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

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

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

19.1 Student Research Protocol

All students interested in participating in summer research endeavors should meet with and submit the following information to the Chair of Oral Biology and Research:

- a. A personal statement of previous experience in research and areas of interest;
- b. An official transcript;
- c. Name of preceptor or project if already identified; and

- d. A curriculum vitae.

19.1.2 Qualifications for Selection

Students pursuing such research experiences must meet the following qualifications:

- a. Be in good academic standing;
- b. Have a minimum grade point average of 3.0;
- c. Must present information on their research project at Meharry's Student Research Day, regional and/or national meetings, or as deemed necessary by the School.

If it is an external research opportunity, it cannot be performed while school is in session.

20 COLLEGE GOVERNANCE

20.1 Pre-Alumni Association

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

20.2 Office of Student Services

The Office of Student Services provides an array of services for students, a brief summary of these services is captured below. Additional details are available by contacting the Office of Student Services directly at (615) 327-6792.

20.3 Health Services and Insurance

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

20.4 Housing Consultation

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

College housing options include:

20.4.1 Dorothy Brown Hall

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

20.4.2 Royal Towers

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

20.4.3 Morena Place A & B Apartments

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

20.5 The Dr. David E. Ross, Jr. Family Fitness and Recreation Center

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

20.6 Counseling

Meharry Counseling Center offers free counseling for students. The center conducts individual, couple, and group counseling sessions. Crisis prevention education, stress management techniques, and personal development services are also available. The counseling center is located on the 3rd floor of the old hospital. The center may be contacted at (615) 327-6915 for additional information.

21 POLICY ON COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATIONAL PROGRAMS

Students, faculty, constituent dental societies, state boards of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any CODA-accredited dental, allied dental or advanced dental education program, or a program that has an application for initial accreditation pending. An “appropriate” complaint is one that directly addresses a program’s compliance with the Commission’s standards, policies and procedures. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. In accord with its responsibility to determine compliance, with accreditation standards and required policies, the Commission does not intervene in complaints as a mediator, but maintains, at all times, an investigative role.

This investigative approach to complaints does not require that the complainant be identified to the program. The Commission, upon request, will take every reasonable precaution to prevent the identity of the complainant from being revealed to the program, however: the Commission cannot guarantee the confidentiality of the complainant. Only written, signed complaints will be considered; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at formal or informal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at: Commission on Dental Accreditation, 211 E. Chicago Avenue, Suite 1900, Chicago, IL 60611-2678 or by calling 800-621-8099 extension 4653. (www.ada.org/sections/educationAndCareers/pdfs/coda_complaints.pdf)

APPENDIX

MEHARRY MEDICAL COLLEGE, SCHOOL OF DENTISTRY

STUDENT CODE OF PROFESSIONAL CONDUCT: HONOR CODE

PURPOSE:

The Student Code of Professional Conduct and Honor of Meharry Medical College is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Student Code of Professional Conduct and Honor promotes personal honor and integrity, in the best traditions of the health sciences professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe to and uphold this Honor Code, Meharry Medical College students assume the responsibility for the implementation of the Honor Code, and their own academic and professional honesty and integrity. Students are required to sign the honor code pledge at Meharry Medical College. Faculty and staff also have a responsibility to participate in the implementation, enforcement, and application of the Honor Code.

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 desirable 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. Desirable professional behaviors refer to components which enhance professional excellence. Honesty is a central element of each component.

Exoneration-committee clearance of alleged violations.

Suspension-temporary exclusion from academic, research 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, research 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 which 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 are published in the Policies and Procedures Manual of each school/department.

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.

Students, faculty, staff and/or test administrators must report observed violations to a member of the school Honor Council, in accordance with Honor Code procedures. Any alleged violation shall be immediately reported by the President

of the Honor Council, or Faculty Advisor, to the principal clinician or scientific investigator after the alleged violation is received.

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

1. 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 or testimony during the investigation or hearing of a disciplinary matter.
- forge, alter, destroy, damage or misuse College documents, records, or identification.
- present, the work of another individual or source as one's own concepts or ideas;
- submit for credit any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- falsify or alter any institutional, research, and/or academic record or make use of such forged or altered records;
- remove or destroy information related to patient treatment or one's own academic or clinical work; and
- file false charges or accusations against another individual.

2. 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 informational property of the College or an affiliate's property;
- 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.

3. BREACH OF RULES

Breach of recognized ethical and professional standards applicable to health professional schools includes, but are not limited to, the following:

- unauthorized entry to College facilities and/or possession of keys to College facilities.
- failure to comply with directives of College officials acting in the performance of their duties.
- violation of written College policies and regulations.
- violation of the terms of probation.
- attempt to commit or to be accessory to the commission of any act in 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.

4. 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.

5. 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.

6. IMPROPER PATIENT CARE

Improper patient care includes, but 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.

- 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.

7. 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.

8. 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 affiliate site.

PLEDGE OF THE HONOR CODE

All Meharry Medical College Students are bound by this Honor Code and pledge to act in accordance with the highest principle of ethical and professional conduct. These principles condemn any act of dishonesty relating to the academic, clinical, research, and professional program at Meharry Medical College.

I have read carefully the honor code of Meharry Medical College and understand its meaning and significance. I agree to abide by this Honor Code while a student at the College and agree to accept all of its implications without reservation.

Name (Print) _____	M# _____
City or Town _____	State _____
School _____	Dept. _____
Signature _____	Date _____