
STUDENT HANDBOOK



School of Dental Medicine

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

DENTAL. INTEGRATED FOR HEALTH.

INTRODUCTION

Welcome to the University of Colorado School of Dental Medicine. This Student Handbook has been written to provide dental and international students with a resource for general information about the School of Dental Medicine's academic programs, policies, services and activities. Where appropriate, University of Colorado Anschutz Medical Campus policies and service references are included.

Although this document was prepared on the basis of the best information available at the time, all information (including academic calendars, graduation requirements, and program policies) is subject to change without notice or obligation. All information in this publication supersedes information previously published in University of Colorado School of Dental Medicine student handbooks.

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Mission:

The University of Colorado School of Dental Medicine (CUSDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CUSDM is committed to integrated health that innovates, treats, and discovers for the well-being of and in service to local and global communities.

Vision:

CUSDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered-care.

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE COMMISSION ON DENTAL ACCREDITATION COMPLIANCE PROCEDURE

The American Dental Association Commission on Dental Accreditation's mission is to ensure the quality of dental and dental-related education meet or exceed the Commission's published accreditation standards and their own stated goals. As a part of the review process, the Commission solicits written comments from dental students and interested parties including patients of the school. Comments must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

STUDENT CURRICULUM

The University of Colorado School of Dental Medicine Curriculum is designed to Support the goals of the school as defined by the Legislature of the State of Colorado.

The goal of the curriculum for dental students and international students is to graduate a dentist capable of entering into dental practice with emphasis on areas of need within the State of Colorado. Graduates of the program:

- Prevent, diagnose and treat oral disease
- Understand biologic, physical and social sciences and apply those sciences in the performance of preventive, diagnostic, surgical and restorative dental care.
- Develop and apply personal and professional skills effectively.
- Continue to acquire knowledge through patterns of life-long study.

The dental curriculum begins with courses designed to acquaint the student with an understanding of health. Subsequently, the curriculum provides students with comprehensive knowledge of general and oral disease, followed by the prevention, diagnosis and treatment of oral disease.

SDM COMPETENCY STATEMENTS

The educational programs at the predoctoral level are structured so that students are prepared who possess the knowledge, skills, and values to begin the practice of general dentistry. The school has compiled twenty-two competency statements to describe the performance of graduates as they enter the practice environment. The competency statements are:

Critical Thinking

- Evaluate and integrate emerging trends in health care.
- Utilize critical thinking to evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.

Professionalism

- Make professional decisions that satisfy legal, societal and ethical principles.
- Use self-evaluative skills to assess individual knowledge and abilities, to practice within the scope of one's competence and make appropriate professional referrals, and to identify areas of deficiency to correct through lifelong learning.
- Collaborate effectively with other health professionals to facilitate the provision of overall health care.

Communication and Interpersonal Skills

- Apply appropriate interpersonal and communication skills to create a humanistic environment.
- Communicate effectively with diverse patients.

Health Promotion

- Provide prevention, intervention and educational strategies to promote health

Practice Management and Informatics

- Evaluate and apply regulatory agency requirements for dental practices such as infection control, HIPAA and environmental and office safety programs.
- Apply principles of risk management including informed consent.
- Demonstrate effective business practices.

Patient Care Assessment, Diagnosis and Treatment Planning

- Perform an examination to collect and apply biomedical information to evaluate the health, oral conditions, needs, and expectations of patients.
- Recognize, diagnose and interpret normal and abnormal conditions of the orofacial complex to include oral cancer, occlusal and temporomandibular disease, craniofacial growth and development that require monitoring, treatment or management.
- Diagnose, manage or treat patients consistent with their health conditions in all stages of life.

Establishment and Maintenance of a Healthy Oral Environment Management of Emergency Situations

- Recognize and manage dental emergencies.

Control of Pain and Anxiety

- Safely prescribe and employ pharmacological agents and techniques to manage orofacial discomfort.

Periodontal Therapy

- Diagnose, treatment plan, comprehensively treat, and maintain patients with periodontal disease.

Endodontic Therapy

- Diagnose and treat diseases of pulpal and periradicular origin.

Surgical and Non-Surgical Therapies

- Diagnose and treat conditions requiring reparative surgical procedures and non-surgical therapies on the hard and oral soft tissues.

Restorative/Prosthodontic Therapy

- Provide tooth restoration to restore anatomic form and function.
- Provide and/or design appropriate fixed or removable restorations to replace missing teeth.
- Analyze the outcomes of patient treatment to improve patient care.

**TECHNICAL STANDARDS FOR ADMISSION, PROMOTION AND GRADUATION AT THE UNIVERSITY
OF COLORADO SCHOOL OF DENTAL MEDICINE (PREDOCTORAL AND POST- DOCTORAL
PROGRAMS)**

CU SDM Technical Standards for Admission, Promotion & Graduation

Decisions by the University of Colorado School of Dental Medicine's (subsequently referred to herein as "School") Admissions Committees are based on prior scholastic achievement, personality and emotional characteristics, motivation, industry, resourcefulness, and personal health. Admission decisions do not discriminate on the basis of sex, race, creed, or national origin or against persons with a disability. Students must possess the intelligence, integrity, and personal and emotional characteristics appropriate to the successful dentist.

The University of Colorado School of Dental Medicine is committed to the principle of providing an educational setting that facilitates the greatest success for all students, within their individual abilities, who are qualified for admission into programs at the School. In that spirit, admission to the College is open to all qualified individuals in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008.

The School of Dental Medicine is mindful of the unique nature of the dental curriculum. As a primary surgical specialty, the dental curriculum must include, in addition to the accumulation of certain scientific knowledge, the simultaneous acquisition of essential surgical skills, technical functions, and professional attitudes and behaviors. During the process, the student is required to direct or perform treatment on the School's patients safely and within an acceptable amount of time. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the education. With this in mind, any student or applicant seeking admission, enrollment (first time or continued) or graduation as a student (subsequently referred to herein as "student") must be able to meet the following technical standards with or without reasonable accommodations. The following are implemented to achieve this goal:

I. ESSENTIAL FUNCTIONS

A student for the DDS degree must possess abilities and skills which include those that are sensory/observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many pre-clinical and clinical situations in that it means that a student's judgment must be mediated by someone else's power of selection and observation. The attainment of knowledge mandates that the candidate attends classes, laboratories and clinics on a regular basis as defined in the dental school's attendance policies.

II. SENSORY/OBSERVATION

GENERAL: A student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and dental sciences.

SPECIFIC: This includes, but is not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, microbiological cultures, microscopic images of microorganisms and tissues in normal and pathologic states. A student must be able to acquire information from written documents, including charts and patient records, and to visually see information presented in images from paper, films, slides or video. A student must interpret x-ray and other graphic images. A student must have functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of sensory modalities.

GENERAL: A student must be able to observe a patient accurately, at a reasonable distance and close at hand, and observe and appreciate non-verbal communications when performing dental operations or administering medications.

SPECIFIC: A student must be able to perform visual and tactile dental examinations and treatment including use of visual acuity with an ability to discern differences and variations in color, shape, and general appearance between normal and abnormal, soft and hard tissues. Use of tactile senses may be either direct palpation or indirect through instrumentation. A student must also possess the visual acuity to distinguish colors intra- and extra-orally and to make such visual observations as are necessary to provide diagnosis and treatment.

III. **COMMUNICATION**

GENERAL: A student must be able to: communicate effectively and sensitively with patients; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. Communications include speech and writing. The student must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

SPECIFIC: A student must have sufficient facility with English to: retrieve information from texts and lectures and communicate concepts on written exams and patients' charts; elicit patient backgrounds; describe patient changes in condition, symptoms, moods, activity, and posture; and coordinate patient care with all members of the health care team.

IV. **MOTOR SKILLS**

GENERAL: It is required that a student possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, visual acuity for safe patient care, equilibrium, and functional use of the senses of touch and vision. Students must have sufficient motor function such that they are able to execute movements reasonably required to provide general care and treatment to patients.

SPECIFIC: A student must be able to perform basic life support (including CPR), and to position himself/herself around the patient and chair at heights and locations necessary to achieve effective patient treatment, including positioning the patient. The candidate must be able to operate all dental equipment and tools commonly necessary to the effective treatment of patients, operate high and low speed dental movements of less than one millimeter and utilize hand instrumentation (including scalpels for surgical procedures).

V. **INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES**

GENERAL: The student must be able to measure, calculate, reason, analyze, integrate and synthesize.

SPECIFIC: The student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. The student must be able to perform these problem-solving skills in a timely fashion.

VI. **BEHAVIORAL AND SOCIAL ATTRIBUTES**

GENERAL: A student must possess the behavioral qualities and mannerisms required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.

SPECIFIC: A student must be able to tolerate intellectually and physically-taxing workloads and to function effectively under stress. He/ She must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interests, and motivation are all personal qualities that will be assessed during the admissions and educational processes. Further, a student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate and/or antagonize them. A student must reasonably be expected to accept criticism and respond by appropriate modification of behavior.

SPECIFIC: The student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment consistent with the profession, the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships.

VII. ETHICS AND PROFESSIONALISM

GENERAL: A student must possess the self-discipline and integrity to maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct and the School's Honor Code.

SPECIFIC: A student must always act in the best interest of the patient and society even when there is a conflict with the student's personal self-interest. The student must conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their interactions with students, faculty, staff and the public. A student must refrain from actions that detract from the professional atmosphere or orderly appearance of the School of Dental Medicine or University, including personal appearance or other actions. This expectation would also apply when attending any school-sponsored or related activities such as preceptorships, externships, external off-site rotations, and Advanced Clinical Training and Service (ACTS) rotations.

The University of Colorado School of Dental Medicine recognizes the award of a Doctor of Dental Surgery (DDS) degree carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The DDS degree is a broad degree unique in that the graduate is prepared, and upon licensure is allowed, to practice all disciplines of the dental profession. This requires that the student in the curriculum acquire didactic knowledge, as well as learning skills and attitudes essential to the profession and agreed upon by the faculty as requisite for the practice of dentistry. The student requires cognitive skills, technical skills and emotional/physical wellbeing to satisfy the requirements of this curriculum.

It is the policy of the University of Colorado School of Dental Medicine to provide reasonable accommodation to qualified students with a disability who can perform the essential functions as outlined in the above technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process, which the candidate/student should initiate with the Senior Associate Dean for Academic Affairs, in conjunction with the the Office of Disability, Access and Inclusion prior to and/or during the Doctor of Dental Medicine education program.

<https://www.cuanschutz.edu/offices/office-of-disability-access-and-inclusion>

**UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE
ACADEMIC POLICY**

The Evaluation and Promotion of Students

I. Introduction

Standardized procedures exist for the regular review of the academic performance of all students enrolled in the DDS degree program in the School of Dental Medicine (SDM). Grades are assigned for didactic, pre-clinical laboratory and clinical courses in the curriculum. At the conclusion of each semester, the Dental Student Performance Committee (SPC) reviews student progress and recommends whether a student should be promoted to the next semester of the academic program. The Dental SPC functions as a representative body of the Faculty and does not, in itself, promote, dismiss, or require the repetition of a year by an individual student. Rather, the SPC assesses all available academic information and makes a recommendation for appropriate action to the Dean.

Additionally, a formalized process exists for the assessment of student progress towards achieving clinical competence. Each student will have multiple global assessments by the Competency Review Board (CRB) of their fitness to safely practice clinical dentistry. The Competency Review Board performs an overall review of student clinical performance indicators to determine the student's fitness to continue their clinical education and for recommendation for graduation.

The assessments for students in the four-year DDS program will occur:

- 1) in the Spring Semester of the DS 2 year (shortly after the student has initiated clinical patient care activities)
- 2) in the Spring Semester of the DS 3 year (prior to the students release to participate in ACTS)
- 3) prior to graduation in the Spring Semester of the DS 4 year.

The assessments for ISP students will occur:

- 1) in the Spring Semester of the ISP 2 year
- 2) prior to graduation in the Fall Semester of the ISP 2 year.

Individual assessments can occur at other times as needed. The CRB carefully examines faculty input to confirm if there is an appropriate progression towards clinical competence for each student. The goal of this process is to identify progression shortfalls as early as possible in order to design necessary intervention strategies. The system also alerts the faculty to students who are doing well and might be eligible for independent projects.

If after CRB review, a School of Dental Medicine student is deemed to be not competent in their performance in the practice environment due to an inability to meet basic standards of dental care and/or the SDM technical standards with or without a reasonable accommodation, the Competency Review Board is required to take action to ensure a safe environment for students, patients, and other personnel. This action may require that the student be immediately removed from patient care activities or that specific interventions and/or restrictions be implemented to assure safe patient care. For any student observed to be not competent due to a temporary or permanent inability to meet basic standards of dental care, it is the duty of faculty or other healthcare personnel to report these observations to the Senior Associate Dean for Clinics & Professional Practice and/or to the Associate Dean for Academic Affairs. The CRB, in collaboration with the SPC, reserves the right to investigate the issues and modify the student's educational

plan within the educational program if deemed necessary. In addition, the CRB (in situations where patient care may be compromised) and/or the SPC (in situations where non-clinical academic performance may be compromised) may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals depending upon the need. These professionals may include but are not limited to health care providers, mental health care providers, and drug and alcohol counselors, English as a Second Language instructors, Disability Resource Services, or Peer Assistance Service Program.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The CRB and/or SPC will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the CRB and/or SPC as appropriate. The CRB and/or SPC will then respond to the evaluation report and responses may range from taking no action, modifying the student's education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from the School of Dental Medicine. In situations where a recommendation has been made by the CRB, the student may request a review of the CRB recommendation by the SPC. If appropriate, SPC in collaboration with CRB will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be required in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

A. Student Responsibilities

1. It is the responsibility of the student to know and comply with all University, Anschutz Medical Campus, School of Dental Medicine, department and division course policies, guidelines, and procedures.
2. It is the responsibility of the student to know their academic status.
3. It is the responsibility of the student to immediately inform the Associate Dean for Academic Affairs of personal circumstances (e.g. medical/family leave, serious illness, and financial difficulties) likely to affect the student's academic performance.
4. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, clinical sessions and rotations, quizzes and examinations. Student absence does not eliminate accountability for instruction presented.
5. It is the responsibility of the student to immediately inform the Office for Academic Affairs of a change of name, address and/or telephone number.
6. It is the responsibility of the student to conduct themselves ethically, professionally and compassionately, in all academic and non-academic activities consistent with SDM, AMC and CU codes and guides to student conduct and professionalism including the SDM Academic Honor Code and Student Professional Code of Conduct.
7. It is the responsibility of students to provide humane, compassionate and timely care to their patients.
8. It is the responsibility of students to maintain confidentiality in interactions with patients.
9. It is the responsibility of students to serve their patients and interact professionally with patients, faculty, peers and auxiliary personnel.
10. It is the responsibility of the student to know and meet the Technical Standards of the School with or without a reasonable accommodation.

B. Faculty Responsibilities

1. It is the responsibility of the faculty to create a positive and consistent learning environment in didactic, pre-clinical and clinical courses.
2. It is the responsibility of the faculty to serve as content experts, and to be fully prepared for all assigned didactic, preclinical, and clinical coursework and teaching responsibilities.
3. It is the responsibility of faculty to ensure that patient care is not compromised in order to satisfy clinical expectations of students for academic advancement or graduation.
4. It is the responsibility of faculty to treat students as professionals and to facilitate student didactic and clinical progress and learning.
5. It is the responsibility of faculty to work together cooperatively to ensure that student learning and patient care are optimized, fully utilizing all teaching and clinical sessions.
6. It is the responsibility of faculty to provide appropriate remediation of coursework as recommended by the Student Performance Committee, in a timely manner.
7. It is the responsibility of faculty to work together cooperatively to ensure that student learning and

- patient care are optimized.
8. It is the responsibility of the course director to assure that students receive written information concerning the course during the first-class session. This information shall be presented in a "Course Syllabus" consisting of the following:
 - a. Course description
 - b. Major course goals
 - c. Dental student program competencies
 - d. Technical Standards for Dental Education Programs
 - e. Methods of evaluation
 - f. Grading model & remediation plan
 - g. Attendance policy
 - h. Title IX
 - i. Time assigned for course
 - j. Required texts
 - k. Study materials permitted
 - l. Learning objectives
 - m. Course schedule including dates and times, location, topics, scheduled examinations, and objectives for each session

For clinical courses, the following information will be presented in a "Clinical Course Outline", or detailed in the SDM Dental Clinical Education Manual, which will include:

- a. Educational goals
 - b. SDM clinical competencies and competency examinations
 - c. Student evaluation criteria
 - d. Grades/methods of evaluation/grading rubric
 - e. Attendance requirements
 - f. Time for the course
 - g. Feedback
 - h. Remediation of course failures
 - i. Request for accommodations
 - j. Course schedule
9. It is the responsibility of the faculty (delegated by the Faculty to the administrators of the Office for Academic Affairs; Office for Clinics and Professional Practice) to distribute academic and clinical policies and procedures at appropriate times in the student curriculum.

II. Process for Evaluation and Enhancement of Student Performance

Overview - The essential factor in evaluation of student performance is early identification of didactic, laboratory, clinical, or non-academic performance that is not consistent with the development of competency. The Student Success Team monitors student performances throughout the academic year. Course directors are encouraged to submit the names of students, as soon as possible, with academic, preclinical and/or clinical difficulties to the Office for Academic Affairs and to the Student Success Team.

The goal of the Student Success Team is to facilitate and enhance student success with all aspects of the academic program. This includes didactic, pre-clinical and clinical coursework as required for the completion of the DDS training program. Programs available for students through the Student Success Team include the assignment of a faculty advisor to provide individual guidance, opportunities for tutoring assistance and additional instruction in pre-clinical and clinical skills required to demonstrate competency to begin the practice of general dentistry.

A. Interpretation of Letter Grades and Satisfactory/Unsatisfactory Grades

1. Letter Grades- Letter grades used at the School of Dental Medicine consist of the following: A/A-/B+/B/B-/C+/C and F Grades

Superior or excellent student performance is noted by the letter A grades. The letter B grades represents

student performance above the satisfactory level. The C+ grade indicates passing performance at the minimal satisfactory level. The F grade indicates a failing grade. Successful remediation of an F grade will convert the F grade to a C grade.

The grading policy stated in the course syllabus must be followed. The normalization of grades can only be done to improve student grades and may be done at the discretion of the course director. Course directors must utilize the following standardized grading scale that includes the use of a plus/minus grading system:

A	100.00- 93.00
A-	92.99- 90.00
B+	89.99- 87.00
B	86.99- 83.00
B-	82.99- 80.00
C+	79.99- 75.00
F	Below 75%
C	Only given upon successful remediation of an F grade in a letter-graded course

Performance of 75% or better is required to pass all letter-graded and satisfactory/unsatisfactory graded courses.

2. F (Failing) and U (Unsatisfactory) Grades

Failure to successfully complete course expectations/requirements/objectives at the 75% level by the scheduled completion date, or failure to meet attendance requirements will result in an F or U grade. Appropriate remedial work must be completed for all F and U grades prior to graduation and no F or U grades are allowed on a student's transcript as a requirement for graduation.

The nature of the remedial work needed to correct deficiencies noted by F grades shall be at the discretion of the SPC in consultation with the appropriate course director. Most often, this is accomplished by successful completion of a remediation plan to be completed no later than the end of the following semester (see *Section V.1. Remedial Work for F Grades*). In this situation, successful completion of the remediation plan will convert the previous F grade to a C grade in a letter-graded course and to Satisfactory with Remediation (PR) grade in a Satisfactory/Unsatisfactory graded course. Other mechanisms to remediate an F or U grade may include retaking the course when this is the course director's remediation plan or when an entire year/semester is being repeated as mandated by the SPC. In these situations, the original F or U grade will remain on the student's transcript and passing the course when repeated will fulfill the requirement to remediate the previous F grade.

3. Situations where Failing or Unsatisfactory Grades are Allowed on Transcripts

Special consideration is given to the accumulation of failing (F) or unsatisfactory (U) grades on a student's transcript in the event that a course director's remediation plan is for the student to repeat the course the next time it is offered. A second grade for that course will be added to a student's transcript and passing the course is required to successfully complete the remediation plan. F grades may also remain on a student's transcript when the student is repeating a course as part of a SPC decision where the student must repeat an entire semester(s) or year. F and U grades are only allowed on a student's transcript if the course has been successfully repeated as described above.

4. S/U (Satisfactory/Unsatisfactory) Grades

The Satisfactory (S) grade is awarded in courses graded Satisfactory/Unsatisfactory for student effort at or above 75% level. Satisfactory/Unsatisfactory grading is approved by the Dental Curriculum Committee on a case-by-case basis. Successful remediation of an Unsatisfactory grade in a Satisfactory/Unsatisfactory graded course will convert the Unsatisfactory (U) grade to a Pass with Remediation (PR) grade. This policy is in accordance with the CU APS 1025 Uniform Grading Policy.

5. IP (In Progress) Grades

The grade of IP may be used at the discretion of an instructor when a student has not completed the necessary course work to satisfy course requirements and there are extenuating circumstances grades must be rectified

as soon as possible and a failure by the student to do so will result in referral to the Dental Student Performance Committee for possible disciplinary action. Upon completion of the course requirements, the IP grade may be replaced by Satisfactory, Unsatisfactory, A through C+, or F. No IP grades are allowed on a student's transcript as a requirement for graduation.

6. Clinic Credit

Students participate in clinical courses that are graded in the same manner as outlined in the section above. Students are advised of the methods for the evaluation of clinical performance, to include clinical competency assessments/examinations and threshold accomplishments through the Dental Clinical Education Manual and clinical course syllabi.

7. Grade Appeals

A student may appeal a final course grade.

- A. The student must state in writing the reasons for the appeal and forward this information to the course director within five (5) business days of receiving notification of the grade.
- B. If unresolved with the course director, the student may discuss the grade appeal with the division/department chairperson.
- C. If still unresolved, the student may discuss the grade appeal with members of the SPC Executive Leadership Team who will then make a decision.
- D. The student may appeal this decision to the Dean. The Dean shall render a decision within ten (10) business days and as Chief Academic Officer of the School of Dental Medicine, such decision will be final.

8. Grade Changes

Whenever an original course grade is changed (e.g. after rectification of an F or IP grade) the Registrar's Office will be notified to alter the transcript accordingly. In addition, the School of Dental Medicine maintains its own grade records, showing all original and changed records.

9. Grade Reports

Students may obtain their grades from the Student Portal:

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>

Follow the Student Resources link to the Registration and Records student sign-on page. A complete University of Colorado academic record is also available at this site.

To request a hard copy, fax a written request to 303-724-8060 (Registrar's Office at CU Anschutz Medical Campus). Include your name and student ID.

10. Academic Difficulty

Course directors may send grade reports for students having academic difficulties to the Office for Academic Affairs. This information will be considered in the evaluation of student performance and academic status and will help to identify students to be referred to the Office of Student Affairs for student assistance.

11. Tutoring

In-Course Tutoring

The course director, whenever possible, will assist in determining the nature of a student's problem and where feasible, provide supplemental instruction while the course is in progress. In some cases, outside tutoring may be needed.

Tutoring Policy

A student who is not performing adequately, or who is failing a course, should meet with the course director to arrange for review of course information, laboratory requirements or clinical expectations. The decision to recommend tutoring can be made by the course director, and/or deans in the Office of Academic Affairs and Office of Student Affairs.

III. Attendance

1. Attendance

Students are expected to be present for all aspects of the curriculum including attendance at all didactic, laboratory and clinical courses/sessions. Attendance implies arriving promptly at the start of the course session and remaining until its conclusion. Unavoidable situations, such as illness, accident, or personal circumstance including religious holidays, approved accommodations from the Office of Disability Resources, and Title IX accommodations might influence a student's attendance and delay timely exit from an academic program. Students must make every effort to be in attendance as scheduled. Failure of students to meet attendance requirements may result in an F or U grade.

2. Approved Types of Leave

Sick Leave - Sick leave shall be granted on a case-by-case basis. Students must notify their course directors before missing a class due to sickness.

If a student is absent from school due to health-related issues for three (3) or more consecutive days, documentation from the healthcare provider and/or healthcare facility that indicates the leave is necessary, an estimate of the duration of the leave, and a clearance-to-return statement must be presented to the Office for Academic Affairs.

Leave due to an extended illness (over 2 weeks) will be handled on a case-by-case basis. An extended leave due to health-related issues will require coordination of reentry into the program and depending on the length of leave, may require repetition of significant portions of the program, and/or an evaluation of clinical competency.

If health-related issues prevent a student from completing a term, the student may be advised to request a Medical Leave of Absence. (see Section IV.1. Medical Leave of Absence)

Bereavement leave - Bereavement leave of three (3) days shall be given per death of an immediate family member (i.e., parents, grandparents, siblings, children or spouse). The student is required to notify the Office for Academic Affairs. Additional leave may be granted on a case-by-case basis.

Military or Jury Duty - Professional Leave of Absence may be granted under special circumstances and will be handled on an individual case-by-case basis by the Office for Academic Affairs.

Professional Leave - Approved professional leave is defined as time allotted for externships, observance of religious holidays, interviewing for residency programs, and continuing education at approved professional meetings in conjunction with the educational objectives of the program (such as the RMDC and Dental Specialty meetings). Approval is based on merit (with the exception of religious observance) relative to the student's professional development. Each student is allowed 8 working days per year of approved professional leave. Additional professional leave may be granted on a case-by-case basis. Approved professional leave must be scheduled in advance, should be considered in the context of not conflicting with patient care responsibilities, scheduled rotation assignments, scheduled examinations and cannot accrue from one year to the next. Professional leave approval requires the completion of a "Student Leave Request Form." The leave request must be submitted to the Office of Academic Affairs at minimum two weeks before the leave is requested. The Office of Academic Affairs will inform the student if the requested leave is approved.

Other Leave- Other leave may be granted on a case-by-case basis. Students must contact the course directors/faculty before missing a class, clinic or rotation, to determine if the student will have the opportunity to make-up the class, assignments, activities or rotation. A "Student Leave Request Form" must be submitted to the Office of Academic Affairs in advance of an absence, if possible. The leave request must include a written statement elaborating the reasons for the absence and provide supporting documentation or other information in order to evaluate for approval or denial.

Students may have extenuating circumstances for which the Leave Request may be approved by the Office of Academic Affairs prior to the student contacting the course directors/faculty.

Vacation leave – Students will have the following vacation days

- Labor Day
- Thanksgiving Day and Friday after
- Christmas Eve

- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day

- Independence Day
- Other days as identified by the Academic Calendar

Note: On-call responsibilities will be assigned to specific students to cover the patient care needs of the School of Dental Medicine's patients of records and urgent care patients on days when the SDM Student Clinics are closed.

3. Attendance Requirements for Clinic

100% attendance to all assigned clinical sessions is required. If no patient is scheduled or a patient fails an appointment, students must check with patient care coordinators and be available to see emergency patients, walk-in patients, assist, or staff emergency clinic or oral surgery clinic.

4. Attendance Requirements for Scheduled Examinations

A student is required to take all examinations as scheduled. Students must notify the course director of their absence prior to the examination time. Absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the absence. The statement must be presented to the Office for Academic Affairs on the first day the student returns following an absence. Additional documentation or other information in order to evaluate the reason for the absence may be requested. If the absence is approved, the student must be prepared to take a missed examination immediately upon returning to school at a time and date set by the course director that does not conflict with other didactic or clinical obligations. Any absence from a scheduled examination that is not approved by the Office for Academic Affairs will result in an F grade (zero points) being recorded for the examination.

5. Inclement Weather

In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed by the Office for Clinical Affairs and Professional Practice. The Chancellor will declare if the AMC campus will close which would result in all classes and clinics at the School of Dental Medicine to be canceled, or a delayed start that would result in the closing of the morning clinics and a delay in the start of didactic classes as declared by the Chancellor. Students will be notified of a School closure by a posting notice on the School's website. See Inclement Weather Policy for delayed starts and course cancellation policies.

IV. Leave of Absence

A Leave of Absence is an interruption of the normal course of study requested by the student. A Leave of Absence cannot extend more than two semesters. If a Leave of Absence is granted during a term, the student will not receive grades for any courses from which they are withdrawn.

A request for an extension of the Leave of Absence to greater than two semesters will be reviewed case-by-case. Re-entry following a Medical or Personal Leave of Absence must be approved by the Dean.

1. Medical Leave of Absence

- A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University of Colorado Anschutz Medical Campus.
- The Office of Case Management will work with the Office of Student Affairs, the Office of Academic Affairs, and other campus entities, as indicated, per the CU Anschutz Medical Campus Policy on Medical Leave/Fit to Return.
- The campus Office of Case Management will notify the Office of Academic Affairs and the Office of Student Affairs when the Medical Leave of Absence is approved.
- To return from a Medical Leave of Absence, students must submit appropriate documentation to the CU Anschutz Office of Case Management, as evidence that the student is medically and/or mentally fit to resume their studies. The campus Office of Case Management will notify the Office of Academic Affairs and the Office of Student Affairs that the student is eligible to return, based on the student's previous academic performance and documentation of medical and/or mental fitness.

2. Personal Leave of Absence

Circumstances may arise where a faculty member or student feels that a Personal Leave of Absence for the student would aid in the resolution of issues and/or difficulties the student is encountering. A Personal

Leave of Absence may be considered under special circumstances.

- A. A written request for a Personal Leave of Absence must be submitted to the Assistant Dean of Academic Achievement and Equity.
- B. The written notification must state the start date of the requested leave, the intended return date to the program, and the justification for the leave, including any necessary documentation.
- C. The SPC will review the request and make a recommendation to the Dean. A Personal Leave of Absence must be approved by the Dean.

3. Academic and Clinical Responsibility During the Application Process

With the initiation of the application process for a Medical or Personal Leave of Absence, the student will not be held responsible for attendance of academic, assessment or clinical activities during the time in which the institution is making a decision about granting the requested leave. If the request for a Leave of Absence is not approved, the course directors will provide make-up assessments and/or activities to the student without penalty.

4. Grades in the Student Record

If the Personal or Medical Leave of Absence is approved. The Office of Academic Affairs will confirm the student's status with the CU Anschutz Office of the Registrar. The student may be dropped from the classes for which they are enrolled and their program plan will be updated to "Leave of Absence" with the designation of "Medical" or "Personal." A W grade (Withdraw) and/or passing grade, as appropriate, will be assigned.

5. Return from Leave of Absence

All requests for a return from a Leave of Absence must be in writing and received by the Assistant Dean of Academic Achievement and Equity at least three months before the expiration of the leave. The written request must confirm the anticipated date of return and should document that the circumstances that initiated the Leave of Absence have been resolved.

The SPC will review the request, which, for a Medical Leave of Absence, may include the notification from the campus Office of Case Management, to determine the student's readiness to return to the curriculum. The SPC may require an individualized schedule of courses and activities to facilitate the student's re-entry into the program. Students may be required to repeat a portion of the curriculum, or potentially the entire academic year.

The space availability in the appropriate class; the length of time on leave; assessment of the student's potential to successfully complete the curriculum; the satisfactory completion of all required individualized schedule of courses and activities; changes that may have occurred in the curriculum during the time when the student was on leave; and the resolution of issues that initiated the original request will be considered before approval of the student's return to the program is recommended. There is no guarantee of re-entry into the program.

Re-entry following a Medical or Personal Leave of Absence must be approved by the Dean.

V. Academic Probation

1. A Student on Academic Probation:

- A. Will be required to maintain attendance as required by course directors for all scheduled classes and clinical sessions.
- B. Will be required to accept the terms of the academic probation as dictated by the SPC and as specifically defined in a letter from the Associate Dean for Academic Affairs. The probation letter

provided to the student will list the conditions of probation, the projects and dates the projects must be completed (if applicable), and the consequences of not complying with the terms of the probation.

- C. Will have their progress in rectifying the deficient grades supervised by the course director, or if applicable, a designated faculty member.
- D. Will place all their effort on their academic performance and so, will not be allowed to serve or represent their Class, the School, or the University in any official capacity or be allowed to participate in any extra activity (such as elective courses) beyond their core course curriculum.

2. Academic Probation for F Grades

- 3. A student who received an F or U grade(s) in an academic semester is automatically placed on Academic Probation by the SPC the following semester. The minimal time for a probationary period is one academic semester.

- A. A student placed on Academic Probation remains in this status until approval to remove the status is granted by the SPC. Failure to satisfactorily complete remedial action for an F or U grade(s) by the SPC approved deadline or failure to complete the next succeeding semester with all grades at C+ level or higher and an academic semester and cumulative GPA of 2.3 or above (see *Section IV.3*), will result in a SPC recommendation for continued academic probation, dismissal, or repetition of the entire year.

4. Academic Probation for Academic Semester GPA below 2.3

A student is placed on academic probation whenever their grade point average for an academic semester falls below 2.3. Failure to perform at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

5. Academic Probation for Cumulative GPA below 2.3

A student is placed on academic probation whenever their cumulative GPA for the dental program falls below 2.3. Failure to maintain a cumulative GPA at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

6. Academic Probation for Insufficient Clinical Progress

A student may be placed on academic probation if they fail to make sufficient clinical progress as determined by the SPC upon the recommendation of the Competency Review Board. Failure to rectify deficiencies in clinical progress may result in recommendation for not participating in ACTS, restriction of clinic privileges, remedial work, dismissal or repetition of the entire year.

7. Dental Student Performance Committee (SPC) Progress Review of Students on Academic Probation

The performance of a student placed on academic probation at the beginning of a new semester due to poor performance the preceding semester, will be reviewed by the SPC at the end of the semester they were placed on probation. The student will be removed from academic probation if the student has no For IP grades in any courses (other than in some courses where IP grades are at times given) and has successfully remediated all courses that led to the probationary status, and has a semester and cumulative GPA of 2.3 or higher.

NOTE: A senior student on Academic Probation is not eligible for graduation.

NOTE: A senior student who does not have a cumulative or final semester GPA of 2.3 at the time of graduation, is not eligible for graduation.

8. Student Dismissal or Repetition of the Year

If the student fails to meet the probationary expectations, the student will remain on probation and maybe subject to repetition of the year or dismissal.

A student who is placed on academic probation for two consecutive semesters or four times in their academic career may be recommended for dismissal or repetition of the entire year.

A student may be permitted to repeat a maximum of two academic years. A student who fails the successful completion of the second repeated year will be recommended for dismissal.

If the SPC is considering a student repeat a year, or be dismissed from the School of Dental Medicine, the SPC Chair will hold a Special SPC Meeting and notify the student by email. (see *Section V.3. Special SPC Meeting*)

VI. Committee Review of Student Performance

1. Remedial Work for F Grades

Students who have received an F or U grade will be reviewed by the SPC.

- A. The student should be informed by the SPC within two weeks after grades are received at the end of the semester in the Registrar's Office that they are on Academic Probation.
- B. The Associate Dean for Academic Affairs requests a written plan to remediate the failed or unsatisfactory grade from the course director. This plan should be received within one week after the grades are received in the Registrar's Office.
 1. The remediation plan may consist of remedial sessions and appropriate examination, and/or specific assignments that satisfy course requirements.
 2. The course director may recommend satisfactory performance on repeat of the course as remediation.
- C. The SPC must approve the plan that includes deadline for completion. The failed or unsatisfactory grade must be remediated no later than the end of the following semester.
- D. The student will be instructed in their academic probation letter from the SPC to contact the course director for the plan required to remediate any courses in which an F or U grade was earned.
- E. Successful completion of the remediation plan will convert the failing grade to a C grade in a letter-graded course and to a Pass with Remediation (PR) grade in a Satisfactory/Unsatisfactory graded course. The course director may recommend satisfactory performance on repeat of the course as remediation and in this situation, the original F or U grade will remain on the student's transcript. Passing the course when repeated will fulfill the requirement to remediate the previous F or U grade.

2. Completion of IP Grades

Students who have received an IP grade must contact the course director to ensure that the necessary coursework is completed so the IP grade can be converted to a letter or Satisfactory/Unsatisfactory grade. If the IP grade is converted to an F grade in a letter-graded course or to a U grade in a Satisfactory/Unsatisfactory course, the student is reviewed by the SPC and informed they are placed on academic probation as described in *Section IV. 2. Academic Probation for F and/or U Grades* and are responsible for remediation of the F or U grade as described in *Section V.1. Remedial Work for F Grades*.

3. Special SPC Meeting

- A. If the SPC is considering recommending that a student repeat a year or be dismissed from the School of Dental Medicine, the SPC Chair will notify the student by email that a Special SPC Meeting will be held.

- B. The Special SPC meeting will be held at least ten (10) business days from the day the letter is sent via email, unless all parties involved agree upon an earlier date. The letter will inform the student of the date, time and place of the meeting and of their right to bring an advisor or faculty member to the meeting.
- C. A majority of SPC members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each voting member of the Committee will be entitled to one vote by secret ballot. The chairperson will vote only in the event of a tie.
- D. The purpose of the Special SPC Meeting is to allow the student to present significant information relative to the recommendation under consideration. The meeting is not to appeal any decisions, since none have been made; nor is it intended to be the forum for an appeal of a grade (see *Section II.A.7. Grade Appeals*). The student should prepare an opening statement providing significant information the student determines is important relative to the recommendation under consideration. The accompanying advisor or faculty member may speak in support of the student. However, the student will be responsible for responding to and answering questions from the SPC. At the end of the presentation and questions, the student, and an advisor or faculty member will leave the meeting.
- E. The SPC will deliberate in closed session immediately after the completion of the presentation and questions. The SPC decision for dismissal, repetition of the year, or appropriate recommendations for progress will be forwarded to the student and to the Dean within two (2) business days after the Special SPC Meeting absent other circumstances.

4. Appeal of Dental Student Performance Committee Actions

Students may appeal actions arising from the Dental Student Performance Committee (SPC). Such actions involve a change in the academic status of a student (i.e. "academic probation, suspension, repetition of all or part of an academic year, and dismissal"). The appeal process involves an initial written appeal by the student to the Dean.

- A. A student (hereafter called the "appellant") may submit a written appeal to the Dean within five (5) business days of receipt of written notification of a change in academic status. This appeal must detail the reasons why the action of the SPC is deemed inappropriate, including factual information or circumstances that the appellant believes were not adequately considered.
- B. Within five (5) business days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who do not serve on the SPC. The Dean will name the Chairperson of the Appeals Review Committee.
- C. The Appeals Review Committee will meet to determine what additional information, if any, they want to review, which could require meeting with a faculty or with the student. The Appeals Review Committee will issue a decision within ten (10) business days.
- D. The Appeals Review Committee shall deliberate the SPC's decision in light of its review of all of the information and decide to
 - 1. Uphold the SPC's decision.
 - 2. Reverse the SPC's decision; or
 - 3. Modify the decision.
- E. **Dean's Decision**
The Dean will review the Appeals Review Committee's decision. The Dean can either concur or not concur with the decision(s) of the Appeals Review Committee. If the Dean concurs, then the decision of the Appeals Review Committee is implemented. The decision of the Dean is final. This decision will be transmitted by the Dean to the appellant and to the SPC within four (4) business days after the decision has been reached.

VII. National Board Dental Examinations (NBDE)

Students are responsible for preparing for the NBDE and must pass both Part I and Part II in order to receive their DDS degree. Successful completion of Part I is a mandatory requirement before entrance into the Advanced Clinical Training and Service Program is allowed.

Due to the discontinuation of NBDE Part I in December 2020 and Part II on July 31, 2022, beginning with the DS graduating class of 2023, students must challenge the Integrated National Board Dental Examination (INBDE) in order to receive their DDS degree.

VIII. Eligibility to Participate in the Advanced Clinical Training and Service Program (ACTS)

Dental students must be certified by the Competency Review Board in the Spring semester of the DS3 year to be eligible for the Advanced Clinical Training and Service Program. Students on academic probation but certified by the Competency Review Board may be eligible to participate in Advanced Clinical Training and Service Program if approved by the SPC.

IX. Nomination for the Doctor of Dental Surgery Degree Graduation Requirements

Graduation from the University of Colorado School of Dental Medicine is contingent upon:

- Completion of all required courses with a minimum cumulative GPA of 2.30
- Fulfillment of all legal and financial obligations to the University
- Successful completion of the National Board Dental Examinations Part I and Part II Beginning with the DS graduating class of 2023, challenge the Integrated National Board Dental Examination (INBDE)
- Removal of probationary status if on academic probation. In the situation where a student is placed on academic probation at the end of the last semester of their program, the student is given the opportunity to rectify academic deficiency/deficiencies needed to remove the probationary status. This may be accomplished by performing additional coursework as dictated by course director(s) and as approved by the SPC to allow the granting of a higher grade in select courses as needed to remove the student from academic probation. This may result in a lengthening of their academic program and a delay in their graduation from the SDM
- Recommendation for the degree by vote of the Faculty (Competency Review Board) of the University of Colorado School of Dental Medicine

X. Qualifications for the Master of Science in Basic Oral Sciences Degree

Degree Requirements: The minimum academic requirements for eligibility of this degree include successful completion with a passing grade for all courses during the first two years of the School of Dental Medicine curriculum (with the exception of clinical courses) and the writing of a scholarly paper that incorporates basic science and dental knowledge obtained over this minimum two-year period.

- A. A minimum cumulative 2.0 GPA is required to be eligible for this degree.
- B. The Program Committee for the Master of Science in Basic Oral Sciences is responsible to ensure that all requirements are met and makes the recommendation to the Dean of the School of Dental Medicine to confer this degree.
- C. The student must also submit a letter voluntarily withdrawing from the School of Dental Medicine DDS program. Credit hours applied to this M.S. degree program cannot be applied to the D.D.S. degree.
- D. Students working towards this degree must be enrolled during the term in which they are awarded the degree.

The Program Committee for the Master of Science in Basic Oral Sciences will be composed of three Faculty members (80% effort or more) selected by the student.

- A. The student will submit the names of the Faculty members to the Associate Dean for Academic Affairs for their approval. Members are selected by the student as based on their ability to critically evaluate the scholarly paper.
- B. The Program Committee members will meet with the student seeking the MS in Basic Oral Sciences degree to approve the topic of the scholarly paper, define expectations related to length and scope of the paper including number and quality of references cited, and the due date. The Program Committee members will individually evaluate the scholarly paper and then will meet to approve the paper or ask for revisions. All Program Committee members must unanimously approve the scholarly paper before the MS in Basic Oral Sciences degree is awarded.
- C. The Associate Dean for Academic Affairs will contact the Registrar's office once all requirements have been completed so the degree may be awarded.

This degree is available to students currently enrolled in the DDS program and to former students no longer enrolled that never completed the DDS program. The time eligibility for this degree for former students is five years or less since leaving the program. Since students must be enrolled during the term the degree is awarded, former students are required to enroll for a 1.0 credit "Master's Degree Extended Studies" course, which includes extended studies and degree-seeking tuition fees.

ACADEMIC HONOR CODE AND STUDENT PROFESSIONAL CODE OF CONDUCT

University of Colorado School of Dental Medicine

Student Professionalism and Academic Integrity Subcommittee

The Student Professionalism and Academic Integrity Subcommittee (SPAIS) is included as a Committee Responsible to the Faculty Senate. The SPAIS is responsible for the development, implementation and enforcement of dental student professional conduct and academic integrity policies. These policies include the Academic Honor Code, the Student Professional Code of Conduct, and Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations. Standing (non-voting) members of the SPAIS include the Administrator responsible for Student Affairs (also the Chair of this Subcommittee), the Administrator responsible for Academic Affairs, and the Administrator responsible for Professionalism. Voting members include four (4) full-time Faculty members elected bi-annually by the Faculty Senate and seven student members (one student elected annually from each DS and ISP class and the President of the Student Professionalism and Ethics Association in Dentistry). Voting Faculty members may serve consecutive terms and voting Student members may serve up to four consecutive annual terms.

ACADEMIC HONOR CODE

Academic integrity involves honesty in all matters that relate to an academic environment. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado School of Dental Medicine academic community, faculty and students accept the responsibility to maintain and uphold the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work. Honesty, integrity and ethical conduct are essential in the education of the future members of the dental profession, that is granted the privilege and responsibility of self-regulation. Self-regulation of the academic process is an important part of the education of a future dental professional. The dedication of the University of Colorado School of Dental Medicine to professionalism is reflected in our **Student Dentist Professional Vow** as follows:

"As a student dentist at the University of Colorado School of Dental Medicine, I vow to make a personal commitment to academic integrity, my education, my patients, my colleagues, and my profession. I vow to strive for excellence in the diagnosis, the management, and the treatment of my patients.

I will uphold the Academic Honor Code at all times, and neither receive nor give unauthorized assistance from or to my fellow student dentists in the classroom, clinics and laboratories. I shall avoid the temptation toward unethical behavior, thus, making a personal commitment to integrity, honesty and ethics.

I will uphold the dress code by presenting myself in a professional and respectful appearance at all times during my educational experience, during patient care, and at professional meetings and gatherings.

I pledge excellence in the care of my patients. I will make a commitment to my academic opportunities and to advance my knowledge with self-study, thus enhancing my diagnostic abilities, treatment planning methods and the expert execution of my patient treatment in providing outstanding care to the best of my given ability.

I take this vow seriously and without any mental reservation - pride in myself, pride in my profession and pride in my school.

Go CU!"

Faculty Responsibility

It is the ethical responsibility of the Faculty to abide by and promote the principles espoused by the Academic Honor Code. The Faculty will take whatever steps are necessary to discourage academic dishonesty and cheating. Faculty have an obligation to report any observed or reported incidents of academic dishonesty.

Student Responsibility

It is the ethical responsibility of the student to abide by and promote the principles espoused by the Academic Honor Code. The student will not engage in any form of academic dishonesty, cheating and/or any other violations of the Academic Honor Code.

The Academic Honor Code shall be available to those applying for admission. Prior to entering the School of Dental Medicine, all entry-level and advanced standing (International Student Program) students must provide a signed attestation form stating they have read the Academic Honor Code, fully understand its contents and they will abide by the rules and procedures of the Academic Honor Code. This signed document will be placed in the student's official school file to certify their commitment to the Academic Honor Code.

Upon entering the School of Dental Medicine, each student will individually sign a collective class Academic Honor Code attestation form to be displayed as a single framed document in the Educational Building. Course directors will also include the following statement in examinations, "I attest that the work I am submitting with this exam meets all Academic Honor Code rules and principles and is solely my own."

Conduct Standards

Conduct standards do not allow any form of academic dishonesty or cheating by students. Academic dishonesty is defined as the intentional participation in deceptive practices that relate to one's academic work, or that of another. Whereas, cheating is defined as the use of unauthorized assistance in an academic activity. Any form of academic dishonesty and/or cheating represents a violation of required conduct standards and of the Academic Honor Code.

Conduct standards also apply to all test- and quiz-taking behaviors that include, but are not limited to, the following: all cellphones, watches, and other electronic devices (unless authorized by the instructor as required for successful completion of the exam/quiz) must be placed on the side of the room; all backpacks, books, papers and written material must be placed on the side of the room; no water bottles or other liquid containers are allowed (unless completely symmetrical and without markings); no talking with other students is allowed; no looking at other students computers or exams/answer sheets is allowed; no leaving the test/quiz-home screen to access other information when taking a computer-based test/quiz; no restroom breaks are allowed unless exam/computer and cellphone is given to instructor/proctor prior to going to the restroom; and hands should always be visible and located above the desktop while testing is taking place. Students will sit in assigned seats when a seating chart is utilized and the use of a randomized and newly generated seating chart is recommended for all major examinations. Students are not allowed to use past exams unless officially released by the course instructor. The student also willingly accepts the use of technology tools to ensure academic integrity in the classroom. A violation of any of these specific test- and quiz-taking behaviors represents a violation of the Academic Honor Code.

In all courses (including both didactic and laboratory) where class attendance is a mandatory requirement, student conduct standards do not allow for the use of any method to falsify actual attendance and students will remain in the classroom/lab for the entire duration of the class when required. The falsification of actual class attendance and the failure of the student to remain in the classroom/lab for the entire duration of the class when required both represent a violation of the Academic Honor Code.

Other examples of academic dishonesty/cheating that constitute a violation of the Academic Honor Code include, but are not limited to, the following:

1. Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise.

2. Misuse of Academic Materials and Facilities

Examples of misuse of academic materials and facilities include, but are not limited to: stealing or destroying library or reference materials, computer programs, dental supplies or equipment, another student's notes or materials, or having such materials in one's possession without the owner's permission; receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor; unauthorized possession, copying, disposition, or use of examinations or answer keys to examinations; unauthorized alteration, forgery, or falsification of academic records; unauthorized sale or purchase of examinations, papers, assignments, or dental supplies or equipment; sharing/disclosing one's computer/login credentials, and the abuse of, or causing damage to, academic materials and/or facilities of the institution. Misuse of clinical facilities also includes inappropriate patient scheduling behaviors and false entries in the electronic health record (EHR) (axiUm).

3. Inappropriate Patient Care Activities

Patient care activities by students without School of Dental Medicine faculty supervision are strictly prohibited. For purposes of this section of the Academic Honor Code, patient care activities by students shall include all of those activities that constitute the practice of dentistry in the State of Colorado as defined by Section 12-35-113 of the Dental Practice Act of Colorado. Examples of inappropriate patient care activities include, but are not limited to: patient care activities by students without approval and supervision by faculty; patient care outside of regularly scheduled School of Dental Medicine clinic hours including, but not limited to, nights and weekends without approval and supervision of faculty; patient care at any off campus site unless such activities and sites are approved as part of a recognized School of Dental Medicine course or activity (unsupervised patient care at these sites is prohibited); and the appointing of any patient of the School of Dental Medicine at any off campus site that is not recognized as an extension of the School of Dental Medicine.

The illegal practice of dentistry is a violation of Colorado Law. At the discretion of the Dean, individuals found in violation of this section of the Code may be reported to the Colorado Board of Dentistry.

4. Integrity in the Laboratory

All laboratory projects submitted for credit must be the work of only the student submitting the project unless otherwise specifically authorized by the course director. No assistance on the project from other students is allowed unless specifically authorized by the course director. All assigned laboratory projects submitted for course credit represent the intellectual and academic property of the submitting student, are not to be shared with other students, and in this regard should be considered with the same safeguards given to other testing projects (examinations/ quizzes).

5. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's act of academic dishonesty. Examples of complicity include, but are not limited to: signing an attendance roster on behalf of another student; sending a password to a fellow student so the student can take an exam/quiz at a remote (out of the classroom) location; taking a test or quiz for another student; and allowing another student access to any portion of a student's work.

6. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results or work not obtained in a study or laboratory project. Falsification, on the other hand, involves the deliberate alteration or changing of results and information to suit one's needs in an experiment, patient record or other academic and clinical activity.

7. Plagiarism

Plagiarism is the use (word-for-word copying or paraphrasing) of another person's distinctive ideas or words without acknowledging the original source.

8. Impairment

Displaying an inability or becoming unable to perform academically and/or engage in patient care activities with reasonable skill and safety to patients by reason of use of alcohol, drugs, narcotics, chemicals, or any other type of substance, or as a result of any mental or physical condition, or by reason of displaying habitual intoxication, addiction to, or recurrent personal misuse of alcohol, drugs, narcotics, chemicals, or any other type of similar substance(s) as outlined in the Student/Resident Impairment Policy (CUSDM Policy and Procedure Manual).

9. Compliance

Failure to safeguard confidentiality of patient records in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Guidelines and other applicable regulations.

Failure to abide by Federal Regulations and Institutional Policies regarding human subjects and/or animal research.

10. Protection of Academic Integrity

The use of pressure, threat, abuse, or similar practices against any person involved, with intention to inhibit or prevent the reporting, investigation, or hearing of an alleged violation of this Academic Honor Code. Moreover, threatening, intimidating, retaliating, or bullying or other similar practices can be construed as menacing or battery under Colorado law, depending on the circumstances. Allegations of such behavior will be investigated, and if appropriate, law enforcement officials will be notified.

11. Reporting of Violations

Failure to report observed violations of the Academic Honor Code.

12. Withholding of Evidence

The withholding of evidence pertinent to any case under investigation, or being heard, or the giving of false evidence during an investigation or hearing.

13. Punctuality

Per the CUSDM Academic Policy Section III.1. Attendance, "Students are expected to be present for all aspects of the curriculum including attendance at all didactic, laboratory and clinical courses/sessions. Attendance implies arriving promptly at the start of the course session and remaining until its conclusion."

Students are expected to be punctual for all assessments (i.e. exams, quizzes, practicals). Students must present with adequate resources to take the exam; approved laptops and/or iPads with chargers, a pen/pencil and lab armamentarium as appropriate. Being late can be disruptive to the learning environment. All students must remain in the assessment location, for at least 15 minutes after the start of the exam, regardless if they may have completed the exam/quiz prior to the passing of the first fifteen minutes.

If a student arrives more than fifteen minutes past the start time of an assessment (i.e. exam, quiz, practical), irrespective of physical setting, (including but not limited to classroom, pre-clinical lab), the student will not be able to sit for the exam.

Please refer to the course syllabus.

For example, if the reason for the delay is not due to unforeseen circumstances (e.g. sickness, weather, family emergency) which must be relayed in writing to the Course Director, a "0" (zero) may be given or the highest grade achievable for that exam may be a C+. For a Pass/Fail course, an additional assignment may be given or an IP for the course. At the discretion of the Course Director, an alternative exam, assessment and/or assignment may be given.

If the assessment (i.e. exam, quiz, practical) has concluded, the student will refer to the course syllabus on how to proceed and the CUSDM Academic Policy Section III.4. Attendance Requirements for Scheduled Examination.

STUDENT PROFESSIONAL CODE OF CONDUCT

Expected Student Professional Conduct

This policy outlines the Student Professional Code of Conduct for students enrolled at the University of Colorado School of Dental Medicine (SDM) and defines the professional conduct expected within both the educational and community settings. This code of conduct shall apply to behavior that occurs on campus, at school-sponsored programs or activities, and to off-campus behavior that adversely affects the school/university community, poses a threat to the safety of persons or property, or damages the school's reputation or relationship with the greater community. In addition, the SDM may make a formal judgement regarding student violations of laws and ordinances designed to protect civility and quality of life.

Article 7, Part B, of the Laws of the Regents requires each campus to develop a student code of conduct. Within the School of Dental Medicine, the Student Professionalism and Academic Integrity Subcommittee is responsible for the enforcement and investigation of any reported violations of this code by the process described in the "Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations" section. Violations will be reported in writing to the Associate Dean for Academic Affairs within fifteen (15) working days of the violation becoming known to the complainant. Failure to report a suspected violation of a student professional code of conduct represents a violation of this code.

As an integral part of the University of Colorado Anschutz Medical Campus, the SDM mission is to provide programs of excellence in teaching, research, patient care, as well as community and professional service. Fulfillment of this mission creates a varied set of professional roles and responsibilities for all SDM students that embraces demonstrating respect for, and sensitivity to all aspects of diversity including age, culture, ability, ethnicity, race, gender, language, political beliefs, religious and spiritual beliefs, veteran status, gender identity, sexual orientation, and socioeconomic status.

Students in the SDM are considered as members of the dental profession and this profession demands a high level of skill, knowledge, judgment, compassion and civil behavior that all include professionalism as a core value. The clinical professional responsibilities of dental students are well defined by the American Dental Association (ADA) by a set of guiding principles, including, but not limited to: Patient Autonomy, Nonmaleficence, Beneficence, Justice, and Veracity. Furthermore, students are expected to develop professional values as a component of their dental education as identified by the American Dental Education Association including: Competence, Fairness, Integrity, Responsibility, Respect, and Service-mindedness. The SDM places the highest priority on these professional principles and values

the daily demonstration of their importance to patient care, our interactions with patients and with each other, and to learning.

As members of our academic community, students are expected to exhibit the characteristics of good academic and institutional citizenship. This includes developing and maintaining a high level of scientific and clinical competence and a demonstrated dedication to life-long learning. It is essential that all adhere to the highest standards of academic honesty and integrity. Truthfulness and accuracy in all scientific writing, documentation in the dental record, and reporting conflicts of interest are essential characteristics of good citizenship.

Professional Responsibilities and Accountability

Consistent with the principles outlined above, all SDM students are expected to meet the following guidelines:

- Demonstrate behaviors that convey compassion, respect, empathy, caring and tolerance in all interactions with students, patients and families, professional colleagues, teachers and staff, while always placing the patient's best interests first.
- Demonstrate accountability to patients, families, fellow students, faculty, professional colleagues and society by maintaining scientific, clinical and educational competence appropriate to one's role as a student dentist.
- Provide, accept and respond appropriately to constructive feedback and evaluations, in order to provide high quality clinical care and educational excellence. An appropriate response to constructive feedback should result in a positive outcome for all concerned individuals and the SDM resolves the concern through understanding and/or modification of behavior.
- Recognize and respond appropriately to behavior by others that is disrespectful, disruptive or unprofessional.
- Demonstrate sensitivity and respect for students, faculty, staff, co-workers' and patients' ethnic, racial and cultural differences.
- Demonstrate professionalism through appropriate dress, grooming, language and behavior.
- Maintain appropriate confidentiality.
- Recognize the need to undergo required background checks and drug testing.
- Demonstrate total commitment to all educational opportunities as a student including attendance at all classes.

Additional Professional Responsibilities as a Member of a Health Care Community

- Make the health and well-being of patients the first consideration.
- Serve humanity without bias.
- Ensure that the dignity of all will not be subordinated to monetary, scientific or political ends.
- Recognize that the responsibility to the community, to promote its welfare and to speak out against injustice.
- Promote the integrity of the profession of Dentistry with honest and respectful relations with other health professionals

Unprofessional Behavior is Not Tolerated

Unprofessional behaviors have no place in any educational, learning, research or patient care environment and will not be tolerated. Within the healthcare environment, unprofessional and disruptive behaviors interfere not only with learning, but also with communication and trust among health care team members and the overall workplace and educational environment; thus, such behaviors threaten healthcare quality and patient safety.

Unprofessional behaviors include:

- Disruptive behaviors;
 - Examples of disruptive behaviors may include, but are not limited to: Verbal attacks or outbursts; profane language; bullying; throwing or breaking things; boundary violations; behaviors that negatively affect the workplace; comments that are personal, rude, disrespectful, threatening or belittling; insulting or insensitive comments, jokes or behaviors directed toward students, colleagues or co-workers regarding age, culture, disabilities, ethnicity, race gender, language, political beliefs, physical appearance, religious or spiritual beliefs, sexual orientation or socioeconomic status also will not be tolerated.
- Actions, words or behaviors that a learner, colleague, co-worker or patient would reasonably consider to be humiliating or demeaning;
- Passive disrespect (including dismissive treatment of others);

- Any form of academic dishonesty as outlined in the Academic Honor Code;
- Discrimination against any learner, patient, co-worker or other individual on political grounds or for reasons of race, ethnicity, religion, gender, sexual orientation, veteran status, or any other illegal or arbitrary reasons;
- Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of state or federal law or University policies, and that all students enrolled in SDM academic programs be free of impairment caused by drugs or alcohol upon admission and throughout their program as outlined in the Student/Resident Impairment Policy (CUSDM Policy and Procedure Manual);
- Sexual misconduct (including sexual assault, sexual harassment, intimate partner violence, and gender/sex-based stalking). An alleged incident of sexual misconduct will be referred to the Office of Equity for investigation. Information on the University's Sexual Misconduct & Title IX resolution process, resources and policies are available at the University's Office of Equity Website. All students are required to complete Title IX Training as mandated by the School of Dental Medicine Title IX Representative.

Professional Code of Conduct Extends Beyond the Educational Setting

As members of Anschutz Medical Campus community, students are expected to uphold university standards, which include abiding by state, civil, and criminal laws and all university laws, policies, and standards of conduct. The University adheres to all appropriate local, state and federal laws and to dentistry licensing agency rules and regulations. It cooperates with law enforcement and other officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency. Students who engage in behavior that conflicts with established standards, laws, policies, and guidelines may be referred to the Student Professionalism and Academic Integrity Subcommittee for investigation.

A student must notify the Associate Dean for Academic Affairs, within seven (7) calendar days, of the filing of any legal charges or proceedings and the disposition of such proceedings, wherein it is alleged that a student has violated any criminal law, including but not limited to "driving under the influence" and "driving while ability impaired". Convictions, including a guilty verdict, a plea of guilty or nolo contendere accepted by the court, or a deferred judgment or sentence, for violation of local, state, or federal criminal laws shall be considered unprofessional conduct for purposes of this code. The discipline process can be initiated by a report from any student, faculty, staff, or other member of the university/campus community, or from police or court reports. This process is initiated through the submission of a written report to the Associate Dean for Academic Affairs. Proceedings initiated under this Student Professional Code of Conduct are separate from civil or criminal proceedings that may relate to the same incident. Investigations or proceedings by the SDM are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Associate Dean for Academic Affairs.

DISCIPLINE POLICIES FOR SUSPECTED ACADEMIC HONOR CODE AND/OR STUDENT PROFESSIONAL CODE OF CONDUCT VIOLATIONS

All matters of academic policy, including academic dishonesty, are under the jurisdiction of the Chancellor or designee (Dean of the School of Dental Medicine) pursuant to Article 7.B.4 and Article 7.B.5 of the University of Colorado Regent Laws. Accordingly, the School of Dental Medicine has established procedures for the reporting and investigation of possible violations of the Academic Honor Code and/or the Student Professional Code of Conduct and for determining the severity and consequences of each infraction when a violation has been identified. Hereafter, a violation of either one or both of these codes shall be referred to as a "Code" violation. A potential violation of the Academic Honor Code shall be considered an "academic integrity" issue whereas a potential violation of the Student Professional Code shall be considered a "professionalism" issue.

1. Report of Code Violations

There are two different mechanisms to report a possible code violation. The first is the reporting of an academic integrity and/or professionalism concern and the second is the filing of an academic integrity and/or professionalism official complaint. Both of these mechanisms fulfill the requirement to report any suspected code violation as mandated in the Academic Honor Code and the Student Professional Code of Conduct. Each mechanism is described below

2. Reporting of a Confidential Academic Integrity and/or Professionalism Concern

Student, faculty and/or staff member(s) will file an academic integrity and/or professionalism concern in writing with the Director of Student Affairs & Professionalism. This concern will describe the place, date, time, and a

description of the incident. The course is listed if the incident occurred in the context of a specific class. The person filing the concern will then meet with the Director of Student Affairs & Professionalism to discuss the concern further. If deemed necessary, the Director of Student Affairs & Professionalism will meet with the student named in the concern for academic integrity and/or professionalism advisement. The name of the person filing the concern remains confidential to the student named in the concern and is only known to the Director of the Student Affairs & Professionalism. This mechanism may also be used to file a concern regarding the unauthorized possession of previous examinations. In this case, the Director of Student Affairs & Professionalism will contact the course director to inform them of this situation.

In all matters filed as a concern, the Director of Student Affairs & Professionalism has the discretion to determine whether an issue must be referred to another office for investigation (i.e., Office of Equity) under University policy or is so serious and/or impacts patient safety that it must be investigated and treated as a Complaint under this policy. In circumstances where the Director is required to report or refer as a complaint, he/she may not be able to maintain confidentiality. Depending on the allegation, the Dean may immediately suspend a student until appropriate follow-up has occurred.

In the situation where, multiple concerns involving the same student are submitted to the Director of Student Affairs & Professionalism, he/she has the option to send a letter to the Associate Dean for Academic Affairs. This letter will name the student and the different incidences representing each filed concern, but will not name the individuals submitting concerns. The Associate Dean for Academic Affairs and Assistant Dean for Student Affairs will then meet to review the letter and shall decide if they should meet with the student to address the concerns. The Director of Student Affairs & Professionalism also has the option to meet individually with each person filing a concern involving the same student to discuss the option of filing a group (multi-person) formal complaint. All records associated with the filing of a concern will be destroyed at the time of graduation or at the time the student withdraws from the program and will not become part of the student's official record.

3. Reporting of an Academic Integrity and/or Professionalism Official Complaint

Student, faculty and/or staff member(s) (the complainant) shall report in writing, a suspected academic integrity and/or professionalism code violation complaint, to the Associate Dean for Academic Affairs, whenever possible, within fifteen (15) working days upon observing or learning of the alleged violation. The 15 working day reporting period may be waived by the Associate Dean for Academic Affairs if, in his/her judgment, circumstances warrant. Failure to report a violation is also deemed a Code violation.

The Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs will meet with the alleged violator(s) and advise the student(s) in writing that a complaint has been received. At that time, the Assistant Dean for Student Affairs will ask the accused student(s) for a plea of not guilty, guilty or no contest. Every alleged violator must enter an individual written plea to all charges at this time. If pleas change prior to any scheduled hearing, the Assistant Dean for Student Affairs must be informed of the change in writing. If the accused student admits to a violation by entering a plea of guilty or no contest, the student will be notified that the Student Professionalism and Academic Integrity Subcommittee (SPAIS) will form a Hearing Commission that will meet to devise and implement a disciplinary action as described below. Depending on the allegation, the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs, with the Dean's approval, may immediately suspend a student until appropriate follow-up has occurred.

4. Investigation of a Complaint

If the accused student(s) denies the allegation(s) and enters a plea of not guilty, an investigation will be conducted by the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs to evaluate the evidence against the student(s). The investigation of the alleged incident will typically occur within seven (7) working days from the date the Assistant Dean for Student Affairs receives written notification of the plea. An extension of the 7-day limit may be granted by the Dean. If this investigation determines there is sufficient evidence to indicate that a violation may have occurred, the Student Professionalism and Academic Integrity Subcommittee will form a Hearing Commission to conduct a Hearing to investigate the complaint.

If the decision is that insufficient evidence exists to proceed to a Hearing, the accused student(s) and the person who filed the allegations may be required to meet together with the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs. The intent of this meeting will be to candidly discuss the

allegation(s) and provide an opportunity to mediate any differences if appropriate. For example, it might not be appropriate in allegations of sexual misconduct for such a meeting to occur.

5. Hearing Commission

The Hearing Commission is composed of members selected from the Student Professionalism and Academic Integrity Subcommittee and other Faculty member(s) as described below and is responsible for conducting the Hearing. Hearing Commission members consist of: Assistant Dean for Student Affairs (shall act as the Chair and as a non-voting member of this Commission), the Associate Dean for Academic Affairs (shall act as the Representative of the School and as a non-voting member of this Commission), four voting Faculty members and four voting student members.

The four voting Faculty members selected for the Hearing Commission shall include the President of the Faculty Senate and three other Faculty members selected by the Chair from Faculty members of the Student Professionalism and Academic Integrity Subcommittee (SPAIS). In the situation where the potential violation involves a specific course, the Faculty representation on the Hearing Commission cannot include any Faculty acting as course director(s)/instructor(s) in the class where the violation is being investigated due to conflict of interest. If adequate numbers of Faculty are not available from the SPAIS as replacement members, then additional Hearing Commission members will be selected from the Faculty by the Chair of the Hearing Commission.

The four voting student members selected for the Hearing Commission shall be selected on a case-by-case basis according to the following criteria; DS3, DS4, ISP1 and ISP2 student members when the accused student is an ISP student, or DS1, DS2, DS3 and DS4 student members when the accused student is a DS student. The Chair of the Hearing Commission will appoint a substitute if a conflict exists. The substitute can be selected by the Chair from other student members of SPAIS or the general student body as needed.

The Chair of the Hearing Commission is designated to conduct the Hearing and oversee the proper conduct of the Hearing. The Assistant Dean for Student Affairs will serve in this role unless this person is the complainant or if the alleged violation occurred in a course where this person is the director/instructor. The Dean will appoint a substitute if a conflict exists.

The Associate Dean for Academic Affairs will act as the Representative of the School and in this capacity will present the facts to the Hearing Commission and is permitted to question the accused student(s), the complainant(s), and any witnesses presented by this individual. The Associate Dean for Academic Affairs will serve in this role unless this person is the complainant or if the alleged violation occurred in a course where this person is the director/instructor. The Dean will appoint a substitute if a conflict exists.

The Chair shall evaluate the list of all Hearing Commission members for potential conflicts of interest. If a conflict of interest is believed to exist, the proposed Hearing Commission member shall be withdrawn and a new member will fill the position. This process ensures that the selection of any Hearing Commission members shall not jeopardize the right to a fair and impartial Hearing. The final Hearing Commission with voting rights will consist of four Faculty and four student members; eight total members.

Alleged violator(s). This person(s) has the right to:

- Be accompanied by an advisor of the student's choice who is a faculty member, an administrator, or student at the School of Dental Medicine. The advisor may not directly question either witnesses or members of the Hearing Commission or participate directly in the Hearing;
- Question the Representative of the School's witnesses;
- Present witnesses who have pertinent testimony;
- Expect a decision based solely on evidence presented;
- Be provided a written notification of the outcome of the case.

The Representative of the School and the accused student must provide the Chair of the Hearing Commission with a complete list of witnesses at least 72 hours in advance of a scheduled Hearing. The Chair will then provide the Representative and the accused student a complete list of the witnesses at least 48 hours in advance of a scheduled Hearing. It is the responsibility of the Representative and accused student to notify their corresponding witnesses of the Hearing date and time, and that they attend the Hearing.

If either the accused student(s) or the Representative introduces additional witnesses at the time of the Hearing, it will be left to the discretion of the Chair of the Hearing Commission as to the relevance of their testimony and to their participation in the Hearing. If a witness or witnesses fail to attend the Hearing, it will be left to the discretion of the Chair of the Hearing Commission as to whether the Hearing will proceed, or will be re-convened at a later date. If the accused student fails to appear at the Hearing, the Commission may make its decision based on the information/testimony presented.

6. Complaint Hearing Process and Procedures

Attendance in the Hearing room may be limited to: members of the Hearing Commission, the alleged violator, the alleged violator's advisor, and witnesses during the time of their testimony only, and officials of the University of Colorado. The Chair of the Hearing Commission will rule on the presence of any other individuals who wish to attend the Hearing recognizing the limits of federal student privacy law.

- Only evidence pertinent to the specific allegation(s) may be considered. Knowledge of prior violations may not be made known or considered in determining whether the accused student engaged in the acts alleged. Pertinent evidence may refer to new findings and allegations arising as a result of the investigation process.
- Separate Hearings will be conducted in most cases if there is more than one alleged violator.
- Technical rules of evidence applicable to civil and criminal cases shall not apply to the Hearing. A single verbatim record of the Hearing shall be made by audiotape or digital recorder, and shall remain the property of the School of Dental Medicine.
- The Hearing Commission Chair will read aloud the "Chair's Summary Statement" and provide information pertinent to the specific Hearing. This document states that the proceedings will be recorded and introduces the Hearing Commission members, the accused, and the accused's advisor and outlines the function of the Chair, presents the order of events which will occur at the Hearing, specifies how the evidence is to be evaluated, and states the criteria the Hearing Commission members are to utilize in reaching their decision.
- The Hearing Commission Chair will read the allegation(s) to the alleged violator and request the alleged violator's plea.
- The Representative of the School will present the case against the alleged violator. The alleged violator will present the defense.
- Witnesses may be recalled for clarification of testimony or to give further testimony.
- The Hearing Commission will consider the evidence in executive session. If it is necessary to recall a witness for clarification after the Hearing Commission adjourns into executive session, the School's Representative, the alleged violator, the alleged violator's advisor shall be present and all except the alleged violator's advisor have the right to question the witness regarding the witness's clarifying statements.
- Nothing shall prevent an accused student from pleading guilty or no contest to any alleged Code violation(s) and waiving the right to a full Hearing on the charges. All pleas of guilty and waivers of Hearing must be presented to the Chair of the Hearing Commission in writing. In the case of a plea of guilty or no contest, evidence related to the facts of the violation will not be presented and the Hearing Commission's sole responsibility will be to determine an appropriate disciplinary action.

7. Complaint Hearing Outcome

A simple majority vote of the Hearing Commission voting members is required to find a student guilty of a Code violation. In the deliberations of the Hearing Commission, all voting members are required to vote.

In the event a student is found guilty of a Code violation or admits to a Code violation, the disciplinary action(s) as determined by the Hearing Commission will be implemented. The Hearing Chair will read the list of Disciplinary Actions from which the Hearing Commission members are to select their actions. Before the Hearing Commission begins deliberations to formulate the appropriate actions, the Representative of the School will inform the Hearing Commission of any previous violations on the record of the accused student. The Representative will also provide the Hearing Commission with a suggested disciplinary action. A simple majority vote is required for implementation of an action or actions and all Hearing Commission voting members are required to vote.

The student shall be notified in writing of the Hearing Commission's findings and determinations by certified mail, return receipt requested.

Disciplinary Actions

The following are possible disciplinary actions that can be implemented by the Hearing Commission through regular case disposition procedures. These penalties are not all-inclusive and may be modified depending on the nature of the violation or violations.

1. Administrative Probation

An official warning that the student's conduct represents a Code violation but is not sufficiently serious to warrant dismissal or suspension. This type of probation does not carry concurrent restrictions. Continued enrollment depends on maintaining satisfactory conduct during probation. The University will not furnish a favorable recommendation during probation. It shall be imposed for a specified period of time during which any other additional Code violations will result in more severe disciplinary actions.

2. Administrative Probation with Restrictions

This action is a warning that the student's behavior is unacceptable and includes other sanctions, which do not require an interruption or termination of the student's enrollment. Probation shall be imposed for a specified period of time during which any other Code violations will result in more severe disciplinary actions. A favorable recommendation will not be furnished by the University during probation. In addition to the sanctions, the student may be required to engage in ongoing meetings to monitor their progress and/or be evaluated by Peer Assistance Services and follow any recommendation made therein. Sanctions, which may be imposed as restrictions, shall include but not be limited to:

- Loss of scholarship and educational loan awards from funds under the direct control of the University of Colorado or the School of Dental Medicine (federal aid programs are not included in this provision);
- Loss of credit for any test, paper, report, essay, laboratory project, or clinical procedure involved in the violations;
- A failing grade for the course(s) in which the violation(s) occurred;
- Restitution for damages or replacement of property;
- Loss of the privilege of representing the School of Dental Medicine in any official capacity or loss of the privilege of representing the student body of the School of Dental Medicine in any official capacity;
- Suspension of clinical privileges, including ACTS, for a period of time to be determined by the Hearing Commission. The student will remain enrolled in the curriculum and participate in all activities, except

those involving direct patient care. Appropriate measures to ensure continuity of patient care must be an integral portion of any such disciplinary recommendation;

- Other sanctions as deemed appropriate.

3. Suspension

This action terminates the enrollment of a student in the School of Dental Medicine for a specified period of time. Participation in courses and School of Dental Medicine activities is prohibited during the suspension period. A suspension will usually require the reassignment of the student's patient population. At the end of the suspension period, re-enrollment may require a period of skills assessment and redevelopment as a student in the School of Dental Medicine and new patients will be assigned.

4. Dismissal

The permanent denial of the individual's privileges to attend the School of Dental Medicine.

5. Combination of Penalties

Nothing shall prevent a student from receiving a combination of penalties, such as a suspension for a specified time, to be followed by a period of probation, which could also include restrictions.

6. Appeal

A student may appeal the findings and determination of the Hearing Commission to the Dean by submitting a written request within five (5) working days of the student's receipt of the Hearing Commission's decision. The request must state the basis for the appeal. The authority for final action by the School of Dental Medicine in all cases rests with the Dean. Upon receipt of a written appeal, the Dean will review the Hearing Commission's findings and determinations to decide whether:

- a. The student was accorded due process.
- b. The facts of the case support the findings of the Hearing Commission.
- c. Recommendations for disciplinary action, if any, are appropriate.

At the conclusion of the review, the Dean may:

- a. Approve and implement the findings and determinations of the Hearing Commission.
- b. Amend and implement the findings and determinations of the Hearing Commission.
- c. Send the case back to the Hearing Commission for further review and consideration.

The student shall be notified in writing of the Dean's decision by certified mail. Return receipt requested. The decision of the Dean is final, and there shall be no further appeal.

7. Records

All records pertaining to the case shall then be retained in the office of the Associate Dean for Academic Affairs for five years after final disposition of these matters. If a student is dismissed or suspended, the records shall be maintained in the student's permanent file in the School of Dental Medicine.

8. Review and Revision

- a. The Student Professionalism and Academic Integrity Subcommittee will evaluate and revise the Academic Honor Code, Student Professional Code of Conduct and the Discipline Policies for

Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations as needed.

- b. All revisions must be approved by a vote of the Faculty Senate.
- c. The current Academic Honor Code, Student Professional Code of Conduct and the Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations will be in effect until such time the revisions are approved by the Faculty Senate.

General Information

Hours of Operation

The University of Colorado, School of Dental Medicine (CUSDM) operates on a semester system that includes a fall semester, a spring semester and a summer semester.

Daily hours of operation are Monday through Friday, 8:00 am - 5:00 pm. required preclinical and clinical sessions may take place on evenings and weekends.

Dental School Graduation Preparations

1. Clearance

Prior to graduation from AMC, all students will be required to obtain a clearance form through the Office of Academic Affairs.

1. FINAL CLEARANCE FORM – to be completed at the conclusion of the senior year.

NOTE: Each student is responsible for verifying that all outstanding obligations have been met with the University of Colorado departments (i.e. Bookstore, Bursar's Office, Parking, Library, ID Access, etc.)

2. Diplomas

Graduation requires completion of all course work at a passing level, removal of any in- progress grades, completion of any required remedial work and passing scores on Part I and Part II National Boards. The diploma will be held if the student has not met academic and financial obligations.

Diplomas that have been lost, stolen or damaged may be replaced by writing the University of Colorado Anschutz Medical Campus Office of the Registrar stating the reason for replacement. There is a minimal fee

3. Social Activities

The Graduation Banquet is held on an evening immediately preceding commencement exercises. It is attended by graduating students, faculty, invited staff, spouses/dates and members of graduates' immediate families. Graduation events will be

4. Attendance at Commencement/Convocation Exercises

Attendance at commencement/convocation exercises is expected for all members of the graduating classes.

Licensure Examinations

National Board Examinations

The Joint Commission on National Dental Examinations of the American Dental Association provides examinations for dental students.

Dental students are required to take a two-part examination. Part I has been offered at the end of the DS1 year, and Part II is administered in the DS3 year.

Students are responsible for preparing for the NBDE and must pass both Part I and Part II in order to receive their DDS degree. Successful completion of Part I is a mandatory requirement before entrance into the Advanced Clinical Training and Service Program is allowed.

State Licensure Examination

Individual state licensure requirements vary greatly. To be licensed in the State of Colorado, students must complete the appropriate regional licensing examination. Students will be provided with specific information about these exams, and other regional licensing boards in their DS4 year.

SCHOOL OF DENTAL MEDICINE DIRECTORY

OFFICE OF THE DEAN – Room 302A

Extension: 303-724-7100

Dr. Denise K. Kassebaum – Dean

OFFICE OF ACADEMIC AFFAIRS – Room 302B

Extension: 303- 724-7100

Dr. Tracy de Peralta – Senior Associate Dean, Academic Affairs and Innovation

Dr. Elizabeth Ramos – Assistant Dean, Academic Achievement and Equity

OFFICE OF CLINICS AND PROFESSIONAL PRACTICE – Room 302C

Extension: 303-315-7100

Dr. Lonnie Johnson – Senior Associate Dean, Clinics and Professional Practice

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Room 310D

Extension: 303-724-7120

Dr. Eric Mediavilla – Associate Dean, Admissions and Student Affairs

Dr. Sophia Khan – Director of Student Affairs & Professionalism

Dr. Amisha Singh – Director for Diversity & Inclusion

OFFICE OF FINANCIAL AFFAIRS – Room 310G

Extension: 303-724-7100

Mr. Brian Davis – Associate Dean for Finance, Budget, and Strategic Projects

OFFICE OF INTERNATIONAL STUDENT PROGRAM (ISP) – Room 403

Extension: 303-724-7060

Dr. Krithika Baskaran–Director

Dr. Viensoung Nguyen - Assistant Director

DEPARTMENT OF COMMUNITY DENTISTRY AND POPULATION HEALTH – Room 104K

Extension: 303-724-7030

Dr. Bruce Dye – Chair

DEPARTMENT OF CRANIOFACIAL BIOLOGY – RC 1 North, 1101

Extension: 303-724-4561

Dr. David Clouthier-- Chair

Dr. Jeffrey Stansbury – Senior Associate Dean for Research

DEPARTMENT OF DIAGNOSTIC AND BIOLOGICAL SCIENCES – Room 130

Extension: 303-724-698

Dr. Emanouela Carlson. – Interim Chair

DEPARTMENT OF ORTHODONTICS – Room 372

Extension: 303-724-6990

Dr. Wm. Craig Shellhart – Chair

Dr. Gerald Minick – Program Director Residency Program

DEPARTMENT OF PEDIATRIC DENTISTRY– Healthy Smiles Clinic

Healthy Smiles Clinic – 303-724-2273

Dr. Anne Wilson – Chair

Adolescent Dental Clinic – 303-724-8336

Dr. Rick Mediavilla – Director

DEPARTMENT OF RESTORATIVE DENTISTRY – Room 230

Extension: 303-724-7070

Dr. Dan Wilson – Chair

DEPARTMENT OF SURGICAL DENTISTRY – Room 130

Extension: 303-724-6970

Dr. Emanouela Carlson –Chair

Division of Endodontics

Dr. Emanouela Carlson – Chair

Division of Oral and Maxillofacial Surgery

Dr. William McMunn – Chair

Division of Periodontics

Dr. Sangeetha Chandrasekaran – Chair

GENERAL PRACTICE RESIDENCY CLINIC

Extension: 303-724-6243

Dr. Sheila Stille – Director

GRADUATE PERIODONTICS RESIDENCY PROGRAM

Extension: 303-724-6243

Dr. Kerri Font – Program Director

COMPUTER SYSTEM SUPPORT

Extension: 303-724-7119

Mr. Jaymil Patel – Director of IT and axiUm Services

Ms. Pirin Becker – Program Manager, Clinical Software Systems

TECHNICAL SUPPORT LABORATORY – Room 128

Extension: 303-724-6968

SUPPORT SERVICES – Room 0718C

Extension: 303-724-7150

Mr. Todd Hinshaw – Facilities Manager

EQUIPMENT/REPAIR Room – Room 0718C

Extension: 303-724-3043

Mr. Andrew Quill – Asst. Facilities Manager

ALUMNI RELATIONS OFFICE

The Office of Alumni Relations at the University of Colorado Anschutz Medical Center maintains alumni association programs for the School of Dental Medicine along with the various schools on campus (i.e. School of Medicine, Nursing, etc.). This office also maintains records of alumni; arranges alumni events throughout the United States; coordinates alumni boards' meeting and activities; sponsor annual meetings, class and school reunions, and student/alumni programs, and works with the CU Foundation. Publications of bulletins for all alumni associations located at the CU Anschutz Medical Campurs are also handled through this office.

For further information please visit the web page at:

<http://www.ucdenver.edu/academics/colleges/dentalmedicine/AboutUs/AlumniFriends/Pages/AlumniFriends.aspx>

EMERGENCY PHONE NUMBERS

Campus Police – Dial 911

1. Give your name, state your problem and if it is an emergency.
2. Give your exact location – floor, area, and room number

Fire – Dial 911

1. Give operator your name, exact location of fire, what is burning, and any injuries.
2. Evacuate the area, close all doors and pull the nearest fire alarm box.

Other Emergencies [Chemical Spill, Bio hazardous Materials, Gas Leaks, etc.]

School Response – Dial 40345

Campus Response – Dial 911 (if urgent)

1. MSDS Sheets located in dispensary, lab, supply and on-line.
2. Evacuate the area, close all doors as necessary.
3. Give operator your name, nature of incident, exact location, and number injured.

EMERGENCY PROCEDURES

The school has a consistent and effective method of managing medical emergencies that occur anywhere in the building. Every clinical floor has two or more emergency cabinets that contain oxygen, appropriate masks and bag valve resuscitation equipment. These cabinets are clearly marked. In addition, each floor has at least one automatic external defibrillator. These AEDs are marked with signs above the cabinets in which they are stored. Next to each cabinet is a RED PHONE and a PLACARD with instructions as to how to activate the emergency procedures within the school. The phones operate as follows: when the red phone is lifted, a red phone in the oral surgery area and a red phone in the surgical dentistry area ring. If oral surgery, surgical dentistry or GPR faculty are nearby, they will answer the phone and respond to the emergency. If the phone is not picked up in 15 to 30 seconds, it automatically calls 911 and the City of Aurora EMS system is activated. The response time to the school by the city is approximately 3 to 5 minutes.

SDM POLICIES, GUIDELINES AND PROEDURES

SUPPORT SERVICE GUIDELINES FOR DENTAL STUDENTS

Student and Resident Mental Health Services

Anschutz Medical Campus

A two-tier approach for support services is utilized at CUSDM. Problems impacting the academic and/or clinical progress of students may not only be of academic origin, but frequently may be of personal or social nature as well. The first tier is in house and utilizes faculty advisors, the Office of Student Affairs and the Office of Academic Affairs. The second tier is on campus and utilizes the extensive psychological and psychiatric professional counseling services available through referral from the Student and Resident Mental Health Service.

First tier support is accomplished by faculty student advisors or through the Office of Student Affairs and the Office of Academic Affairs. Faculty and students are all in daily contact. At times students will identify peers in a problem state to other students or faculty. A suggested start at that time is to refer the affected student to their faculty advisor or to the Academic Affairs Office. It is recognized that this is not professional counseling as such, but rather intervention oriented to help deal with immediate problems and to encourage utilization of the professional counseling services available to students on this campus for any complex counseling issues. Those first tier problems can include but are not limited to academic difficulties, personal time prioritization and management, patient interaction difficulties, pressures from home/family, "can't see the forest for the trees" feelings, etc.

Second tier counseling is Student and Resident Mental Health Service based and utilizes the extensive professional psychological and psychiatric counseling services. Second tier counseling can include but is not limited to dealing with personal problems, stress management, test anxiety and depression. Students may elect to self-refer, or such services may be recommended by faculty advisors, the Office of Student Affairs and the Office of Academic Affairs. On occasion, the Dental Student Performance Subcommittee may request a student go through a professional assessment process and/or counseling for academic problems believed to be due to constraints imposed by anxiety, stress or depression. Such requests are voluntary for the student but the results of such assessment or counseling may affect a decision of the referring committee regarding continuance of the student.

Evaluation and treatment of psychological concerns is provided at the faculty level by the Student Mental Health Service. Such faculty are not involved in student teaching. Students are seen on an appointment basis although an acute care service is available. A nominal fee is charged. Strict confidentiality is maintained.

https://medschool.cuanschutz.edu/psychiatry/programs/student-resident-mental-health?_ga=2.10547252.1299306743.1597681249-1518195557.1532634900

TUTORIAL GUIDELINES FOR DENTAL STUDENTS

The University of Colorado School of Dental Medicine actively supports the concept of tutorial help in an effort to eliminate or minimize problems as early as possible. Tutoring support can be requested by individual students, faculty, course directors, the Office of Academic Affairs, or the Dental Student Performance Subcommittee.

Course directors or other faculty they designate will identify tutors. Funding will be provided within designated limits by the Office of Academic Affairs and/or through the AMC Office of Student Assistance.

Any of several kinds of tutoring support may be provided. They include primarily organization of materials, identification and development of key concepts and focus and targeting for examinations. Tutoring supplements does not replace individual hard work in keeping up with the materials presented and personal organization.

If you need tutoring help, contact the Office of Academic Affairs or the Office of Student Affairs.

ACCESSING ACCOMMODATIONS

The University of Colorado, Anschutz Medical Campus is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). To ensure access to School of Dental Medicine classes and programs, please contact Sherry Holden (sherry.holden@cuanschutz.edu) in the Office of Disability Resources and Services (“DRS”) to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings.

The Student Affairs & Professionalism Office works with the Office of Disability Resources & Services (DRS) to provide accommodations for SDM students to ensure reasonable academic accommodations. Students must be able to meet the Dental School’s Technical Standards and/or the School of Dental Medicine’s Academic Code and Professional Conduct with or without a reasonable accommodation.

Students must work with DRS to receive an accommodation.

<https://www.cuanschutz.edu/offices/disability-resources-and-services/accommodations/accessing-accommodations>

Sherry Holden, Coordinator, Email: sherry.holden@cuanschutz.edu

Selim Ozi, Accommodation Coordinator, Email: selim.oz@cuanschutz.edu

Students will submit documentation to DRS. DRS will assess the documentation of the disability in conjunction with the requirements and standards of all applicable classes, programs, and activities. DRS will make recommendations to CU SDM with regards to the accommodation.

New students are encouraged to submit documentation to DRS prior to matriculation into CU SDM to allow time to process the request. Ongoing students are encouraged to submit documentation to DRS **before each** semester starts to ensure that timely accommodations may be made, accommodations must be put in place in advance and expire after one semester if they are not renewed. Accommodations are not provided retroactively. Students are encouraged to register with Disability Resources and Services, as soon as they begin their program. The School of Dental Medicine encourages students to access all resources available through Disability Resources and Services for consistent support and access to their programs.

Requesting accommodations and submitting required documentation to DRS is the sole responsibility of the student. After DRS engages in the interactive process with a student, the Office of Student Affairs is notified of the student request for accommodation(s). Accommodations may not fundamentally alter the nature of the University’s academic program and/or create an undue hardship. If a requested accommodation is found to be reasonable, each semester, the Director of Student Affairs & Professionalism will inform CU SDM Course Directors regarding the approved accommodations as defined in a Faculty Notification Memorandum (FNM). The FNM will be shared with faculty and DRS staff in a manner designed to maximize confidentiality as required by law.

At the start of the semester, Course Directors will make the allotted time accommodations for each student, as per the FNM, regardless of the testing method (i.e. online, paper, etc.), thereby allowing reasonable time without undue hardship or fundamental alteration of the curriculum. A student may choose not to use the accommodation for a particular exam or quiz and will notify the faculty a minimum of two weeks/10 business days prior to an assessment, but no later than 24 hours before an exam or quiz, of their decision not to use an approved accommodation. The student is responsible for meeting all course requirements while using only approved accommodations.

If the exam will be given during the scheduled class period and the accommodation creates a conflict with a course before or after another class, the student must inform the Course Director as soon as s/he identifies the conflict. The faculty will decide to address the accommodation requirement. This may include an alternative time/date for the student to take the exam.

When a student opens an online exam, before they begin the exam, it is their responsibility to confirm that the appropriate time has been provided. If the duration of the exam is not correct (e.g. extended time), the student must send an email to the professor and copy selim.oz@cuanschutz.edu to inform them that the duration of the exam is not appropriately set. The student should not start the exam, until a correction to the allotted time is addressed.

Any questions or concerns regarding the Accommodation Guidelines should be directed to the Office of Student Affairs.

More information can be found online at:

<https://www.cuanschutz.edu/offices/disability-resources-and-services>

SECURITY

Identification/Access Cards

Students are granted card access to the buildings/areas needed for their particular course of study, as well as to the student computer center, study areas, and the student center/lounge. University policy requires that students wear badges visibly (between neck and waist) while on campus. Failure to wear your badge may result in your being reported or detained as a suspicious person, as well as eviction from campus or denial of access and services. You are required to keep your badge secured and immediately report a lost or stolen badge to the ID Access Badging office. You are prohibited from lending or borrowing badges, admitting unauthorized personnel, or gaining unauthorized access to campus facilities. Do not hold or prop open card controlled doors or other secured doors for more than a few seconds because this will initiate alarms. Misuse may result in adverse administrative action or denial of card access privileges. Badges are the property of the University and must be returned prior to graduation or separation. **Do not cut, bend or punch holes in badges, or expose badges to heat, since this destroys their ability to provide access.**

Obtaining Badges

Students are scheduled by their school to be photographed for badges at the time of registration or orientation. Students must bring either a driver's license or state ID to the badging appointment. Non-citizens may bring a passport. The last name on the identification must match the name used to register with the University.

Using Badges for Card Access

Card readers are located adjacent to card access doors. Card readers are black panels that are rectangular or square in shape. They are about 1" in depth and 4" X 4" or 2" X 4" in height and width. To unlock a card reader door, pass the badge slowly across the front of the card reader and within one inch of its surface. You should hear a beep and see a small green light. The system will unlock a door strike at the door handle and you may hear a click as it unlocks. If the door is controlled magnetically, there will be no sound. In either case, you will have about five seconds to open the door. If the door has a powered door opener or slider, the motion detector in front of the door will sense your presence and open the door. Report malfunctions to the ID Access Badging office. Please provide your name, phone or pager numbers, the reader at which you had difficulty, the date and time of occurrence, and whether the card reader beeped. For after-hours assistance, please contact University Police. After verifying that you are authorized for after-hours access to that area, the police dispatcher will send assistance.

Contact Information

ID/Access Badging Office:

AMC at Aurora campus: 303-724-0399; Fax 303-724-1352; Building T-407 (U-09)

<http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx>

Building Security

*Subject to change following campus, local, state guidelines

You must carry your University of Colorado ID Badge with you at all times

The dental school clinics are open 6:30AM – 5:30PM Monday through Friday. Clinic doors will lock at 5:30PM Monday through Friday and all doors will remain locked on Saturday/Sunday.

Students may enter the school after-hours at any entrance between the hours 6AM-11PM. Second floor Technique Lab, Second Floor Simulation lab and Basement Student Lounge are accessible to all students 6:00AM – 11:00PM, 7 days a week.

University Police

Contact Information:

University Police Department 12454 E. 19th Place, building 407 Mail Stop F409

Aurora, CO 80045

Main Switchboard: 303-724-2000

Emergency Communication:

Emergency from any CU Anschutz telephone: 9-1-1

Emergency from cellphone: 303-724-4444

Email: police.comment@cuanschutz.edu

The University of Colorado Police Department provides service at the AMC at Aurora Campus for the safety and security of students, staff, patients, faculty, and visitors, of the University. Responsibilities include the protection of life and property, detection of crime, enforcement of laws and regulations, investigations, parking control and building security, crime prevention and community education.

The University Police Department provides the following services to the campus community:

- Twenty-four hour services
- Evening/night shuttle service to your vehicle
- Fingerprinting services
- Bicycle registration
- Motorist assistance – Jump-starts, vehicle unlocks, etc.
- Lost and found services
- Crime prevention programs
- Building/room access
- ID/Access cards

In accordance with the Campus Security Act of 1990 (Jeanne Clery Act), information on the following subjects is available at the University Police offices on both campuses. Information may also be viewed at the University Police website:

<http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx>

- Campus crime statistics
- Procedures for reporting criminal activities or other emergencies occurring on campus
- Policy and procedure regarding sexual assault and the reporting thereof

- Victim assistance
- Access to campus facilities
- Security of campus facilities
- Law enforcement authority of the University Police and inter-agency relations
- Security awareness and crime prevention programs

We strongly encourage you to report all criminal activity, suspicious incidents or persons, and safety hazards to the University Police. With your help, we can make the campuses safer and more conducive to your learning experience.

Sign up for CU Alerts! – CU Anschutz

Communication plays a critical role before, during, and after any emergency or disaster. The University of Colorado Anschutz Medical Campus Emergency Notification System provides campus emergency alerts via text and/or email when conditions develop on or near the campus, which pose an imminent threat of danger to the campus community.

All Anschutz Medical Campus students are automatically registered to receive emergency alerts to their University issued email address.

Students are encouraged to register their personal cellphone number to receive emergency alerts by text through the CU Anschutz Portal. To subscribe to the emergency alerts by text, simply update your profile information in the CU Anschutz portal by adding your personal cellphone number. Be sure to select CELLULAR to identify your number.

Police Escorts

As a service to the university community, University Police Department will gladly provide escorts to any of the parking lots and nearby side streets, within a 4-block radius of the campus (Colfax Avenue, Fitzsimons Parkway, Montview Boulevard, and Peoria Street) upon request during hours of darkness.

Call University Police at 303-724-4444. They will come to your location to meet up with you. These services are provided for your safety and security and is free of charge.

Lost and Found

The University Police Department accepts most items "of value" including university keys, personal identification and ID/access cards. Items considered to be of little monetary value, including most items of clothing, personal keys, eyeglasses, etc/ are turned in to Facilities Management. (Links to an external site.)

If you have lost an item or found something, you may call 303-724-4444 to see if your item has been found, turn in items you have found, or file a report. Items turned into University Police are held for a minimum of 90 day

Security Incident Reports

Any time there has been a security incident on campus or if a student wished to report a crime, he/she should contact the University Police; Headquarters located in Bldg. 407 at 12454 E. 19th Pl., Anschutz Medical Campus: 303-724-4444. An officer will meet with you to make an official report and/or follow through with an investigation of the incident. Auto accidents on campus should also be reported to the University Police. An officer will make a report, which is acceptable to insurance companies for any type of claim. Accidents on city streets are reported to the Denver Police Department. The University is not responsible for any damage to a vehicle while it is parked in a campus lot.

Emergency Call Boxes

There are several emergency call boxes located on the CU-Health Science Center and Anschutz Medical Campus. They are located in each of the parking structures on each floor by the elevators on both campuses and at the card access entrance of each building. These emergency call boxes may be used to report crimes in progress, suspicious persons, medical emergencies, or to request personal safety assistance. Picking up the handset and/or pressing the call button on the emergency call box initiates a direct call to the University Police communication center. For specific locations please visit the web site at:

Lockers

***Subject to change following campus, local and state guidelines**

Each student is assigned lockers for storage of personal belongings at the School of Dental Medicine. Burglary has occurred in the Dental School and, therefore, students are advised to maintain appropriate security of their belongings.

In addition, DS 1 and 2 students are assigned a lockable bank of drawers in the Technique Laboratory and in the Simulation Laboratory with a key for maintaining security. Dental equipment belonging to students has been known to "disappear" in the past, therefore, students are advised to keep unattended valuables locked-up.

Any student who is dismissed or withdraws from the CUSDM will be given 24 hours to remove and return any checked-out equipment to the Dental School. Failure to do so will necessitate entrance of the locker and to repossess University property.

CANCELLED CLASSES

In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed annually by the Office of Clinical Affairs.

In the event of a storm with very significant snowfall or rain, and the campus leadership closes the campus, and the school will also be closed to meet campus requirements.

MEDICAL MALPRACTICE COVERAGE

The University of Colorado provides medical malpractice coverage through a Self-Insurance Trust (the "Trust") authorized and established pursuant to a resolution of the Regents of the University of Colorado. This coverage is subject to the terms of the Trust's Coverage Document and extends to students, interns, residents and other health care practitioners-in-training that are enrolled at the University. As employees, servants, or volunteers of the University, all such persons are "public employees," therefore, their liability in any medical malpractice action is limited by the Colorado Governmental Immunity Act (C.R.S. 24-10-114).

This coverage applies to the persons described above while they are involved in any activity or program which has received the prior approval of the University of Colorado, regardless of where such activity or program may take place, as long as it occurs within the United States. In the event that the activity takes place in a state other than Colorado, and a court in that state determines that the limits of the Colorado Governmental Immunity Act do not apply, the Trust provides coverage of no more than \$1,000,000 per incident. For further information, please contact the Legal Office, 303-315-6617.

The University's Self-Insurance Trust does not provide coverage for externships. Please contact the national ASDA office for information regarding malpractice insurance during externships.

STUDENT DRESS CODE

Purpose:

To standardize the dress of faculty, staff, students and residents in an effort to promote professional standards with regard to safety, cleanliness, comfort and image.

General Policy:

A neat, clean professional appearance is required in all areas of the building. This requirement applies to all students, faculty, staff and residents. All articles of clothing worn in the School should be clean and in good repair.

This policy must be read in conjunction with the School's Infection Prevention and Exposure Control Plan. If a conflict arises between this policy and the School's Infection Prevention and Exposure Control Plan, the Infection Prevention and Exposure Control Plan will prevail.

Clinic Garments and Appearance:

Outer Garments

The decision to determine the proper outer garments typically rests upon whether the planned patient contact involves a potential for splatter. In order to err on the side of safety and to allow for ease of monitoring, the use of outer garments will be based on whether the provider is providing treatment to the patient, regardless of the potential for splatter. Treatment procedures are defined as any time the provider has the potential to contact saliva or blood of the patient, either directly (e.g., gloves) or indirectly (e.g., through instruments). Treatment procedures do not include chair side patient interviews and instruction. When providing treatment the UCSDM guidelines for personal hygiene and appearance as stated in the schools Infection Prevention and Exposure Control Plan are intended to maintain asepsis in the clinic environment and protect clinicians from exposure to infectious agents. In addition, the correct use of protective attire will also reduce the unintended transfer of infectious agents to the home environment. The following guidelines apply as appropriate to all clinic personnel- male and female - including faculty, pre and post-doctoral students, international students, residents, staff with patient contact, and any clinic employees who are likely to contact contaminated materials or surfaces.

- Required Personal Protective Equipment (PPE) for Patient Treatment: Correctly worn masks, gloves, eyewear and gowns provide an important level of protection from infectious materials that may contact mucous membranes of eyes, mouth, nose and non-intact skin. The following barrier techniques will be practiced routinely in all clinics of the UCSDM including the simulation clinic (with the exception of disposable gowns), as part of standard precautions and are required for the treatment of all patients.
 - a. Masks: Selected masks will have an intermediate rating of 98 % particle filtration at .1 micron and must be worn for all patient treatment. The mask must cover the nose and mouth and be correctly adjusted to stay in place. The mask collects aerosols and contaminated material during treatment. It should not be worn under the chin between uses as this allows the contaminated outer surface to touch the face, mouth, etc. Masks become saturated over time and must be changed a minimum of every 60 minutes or more frequently for high aerosol procedures such as ultrasonic instrumentation. Student clinicians will wear a fresh mask for each patient.
 - b. Gloves: Nitrile or Non- latex Gloves will be used in the UCSDM and are a single use item, with a fresh pair to be used for each patient. Wear cuff of glove over cuff of lab coat or gown. Torn or compromised gloves will be replaced immediately and hands washed prior to re-gloving. Contaminated gloves must be removed when leaving the treatment cubicle and/ or clinic treatment area. Upon return to treatment area, hands must be decontaminated with soap and water wash or if no visible soils, use alcohol rub, then fresh gloves may be donned upon returning to patient treatment. Surfaces should not be touched with gloved hands during treatment sessions unless barrier protected.
 - c. Eyewear: Protective eyewear must be worn during patient treatment and includes goggles, prescription eyewear, or face shields. (Face shields do not take the place of masks.) Protective eyewear including prescription glasses must have side-shields or eyewear "wraps" that offer side protection. Patients must also wear protective eye-wear during all procedures including screening exams. All eyewear for clinicians and patients must be cleaned between patients with soap and water or if visibly soiled with splatter, cleaned and disinfected.
 - d. Gowns and lab jackets: Protective clothing must be worn over scrubs or street clothes during clinic patient treatment sessions and any tasks generating potentially infectious aerosols such as instrument processing. Note: Scrubs are considered street clothes and must be covered by protective gowns or jackets in the clinical setting. Protective gowns or lab coats are intended to limit the transfer of soils and contamination in two directions: from street clothes to patient treatment zones; and from aerosols and debris generated in the patient treatment zone that would otherwise be transmitted outside the facility, especially to home and family. Students will wear disposable gowns. Gowns and lab coats must be changed daily or more often if visibly soiled. Faculty and staff will wear approved clean lab coats or disposable gowns over scrubs during all clinic sessions when involved in patient care or while working in clinics where patient care is actively ongoing. Lab coats must cover street clothing where aerosols are most likely to contaminate. Neckties are a known vector of contamination and should be covered if worn.

- Restrictions and removal of PPE: Gowns, masks, and gloves must NOT be worn outside patient treatment areas. Gowns and lab coats should be removed prior to eating. Cloth lab coats should be turned inside out when hung up in non-treatment areas. Contaminated gowns may NOT be worn inside any of the laboratories. Do not wear gloves while manipulating items at rotary grinding or polishing lathes in the labs. Appropriate containers will be provided for the collection of contaminated jackets/ laundry.
- Recommended PPE for decontamination of dental unit treatment operator: Gloves, masks, eyewear and gowns are required while cleaning and disinfecting environmental surfaces in treatment units. Utility gloves or double gloving are the preferred level of hand protection during dental unit cleanup and for surface cleaning and disinfecting. Disinfectant chemicals may compromise the integrity of some glove products. There is also the risk of sharps exposures during treatment area cleanup.
- Required PPE for receiving and processing contaminated instruments in dispensary areas and Central Processing: Receiving and handling contaminated instruments, including those contained within cassettes, trays and baskets, is an exposure prone procedure. Heavy duty puncture resistant utility gloves, masks, protective eyewear and gowns must be worn when receiving and handling contaminated instruments, equipment and supplies.
- PPE in dental laboratory areas: Protective eyewear must be worn in dental laboratories. Masks must also be worn when grinding, using rag wheels or any other procedures likely to product dust and aerosols or when shields and dust collection devices are not installed. Gloves should NOT be worn while working at rotary devices. It is preferred that gowns or lab coats used during patient treatment be removed prior to entering dental labs. Gowns must be removed if visibly soiled.
Required PPE for Simulation Clinic: Correctly worn masks, gloves and eyewear must be worn during all simulation clinic activities.
Required PPE for the Technique Lab: Correctly worn eyewear must be worn during all technique lab activities.
- PPE for Oral Surgery including implant and osseous involved procedures: Sterile gloves will be worn by clinicians and assistants during all oral surgery and periodontal surgery procedures in addition to general PPE required for all patient contact.
- Disposable lab gowns as approved and provided by the Office of Clinic Operations will be worn during all treatment procedures. The outer garment will have a high neck and protect the arms if splash and splatter are reasonably anticipated. Gowns should be changed for each clinic session or more often if visibly soiled.

Personal Appearance and Hygiene for Patient Treatment Procedures:

1. Secure hair away from the face and restrain from entering the treatment field.
2. Beards or mustaches will be covered by face mask or shield.
3. Jewelry on fingers, hands, arms or ears must not interfere with the effective use of gloves and masks. Jewelry on the hands and arms is discouraged during clinical sessions.
4. Nails must be clean and short. Artificial nails are known to harbor soils and microorganisms and are not permitted.
5. Intact healthy skin is a key element of infection control for health care workers.
 - a. Use lotions to maintain skin health, wash frequently and at appropriate times, and inspect skin frequently for cracks and injuries that could increase risk of infectious agent transmission.
6. Shoes worn in patient treatment areas must be clean and have solid closed toes.
7. Neckties, scarves and necklaces should be covered by PPE during aerosol producing procedures.
8. Scrubs must be clean.
9. Designated CU Dental T shirts distributed through School of Dental Medicine are permissible alternative to scrub shirts on Fridays only.

Other Garments to be worn during Patient Treatment

In addition to approved outer garments as listed in Section II.A, students will be required to wear full surgical scrubs for all clinical patient care, whether or not there is a potential for splatter.

1. Style and Color

The Office of Clinic Operations will be responsible for coordinating the style and color of scrubs for each class prior to their entry into the clinic.

2. Undergarments

Undergarments, shirts or blouses must be fully covered by the student's scrubs.

3. Footwear

- a. Dress or athletic shoes are acceptable, but they must be clean and in good repair.
- b. Shoes must protect and cover the foot (i.e.: open toe or exposed dorsum of the foot is inappropriate).
- c. Heel height should not exceed 2 inches.
- d. Nylons or socks must be worn at all times.

4. Glasses and Protective Eyewear

Regular prescription or safety glasses must be worn during all clinical procedures with a potential for splatter of saliva or blood. Glasses should protect the student on the side through wrap-around styling or a side-shield.

Other appropriate eye protection includes a full face shield used in conjunction with a mask or a combination mask/eye shield system.

5. Jewelry

- a. Chain type necklaces and stud-style earrings may be worn during all clinical procedures.
- b. Smooth (wedding band style) rings may be worn if the operator wears gloves. Ring styles which may puncture rubber gloves must be removed.

6. Security Badges

Each student/resident/staff/faculty member will be assigned a security badge which is to be worn as a part of all clinical attire. If you lose your badge, please report it to the Office of Academic and Student Affairs and campus security for a replacement. Note: There will be a fee for each replacement.

DRESS CODE FOR NON-TREATMENT ON THE CLINIC FLOOR LEVELS

Students who are present in the building, and are not involved in patient care, should be appropriately dressed in either:

- a. Surgical scrubs as described in Section II; or
- b. Street Clothes:
 - o Both men and women may wear regular slacks, jeans or cords that are clean, neat and in good repair.
 - o Women may wear either skirts or dresses that are full and long enough to allow for modesty and comfortable movement.
 - o Men are required to wear a dress shirt.
 - o Women are permitted to wear a variety of blouse styles that are in good taste.
 - o First Floor attire with an approved outer garment as described and limited in Section V.C.
 - o NOT PERMITTED - Shorts, gym or sweat clothing, t-shirts or halter tops.

PERSONAL HYGIENE

a. Hair

- o Hair should be neat, clean, and out of the field of operation. Surgical caps are required during surgical procedures.
- o Shoulder length hair must be tied back at the nape of the neck so that it does not require handling during the treatment procedure.
- o Short hair around the face, such as long bangs or "feathers" must be kept off the face.
- o Strong perfumes, colognes or after-shave lotions should be avoided.

- b. Fingernails
 - Hands and fingernails must be kept immaculately clean.
 - Fingernails must be kept trimmed and well-manicured.
- c. Personal Cleanliness
 - Body hygiene is required so that offensive body odors are avoided.
 - Preventive measures should be taken to maintain favorable oral hygiene and to prevent breath odors. Eating strong foods (garlic, onions, etc.) on clinic days should be avoided.
 - Strong perfumes, colognes or after-shave lotions should be avoided.
- d. Make-up
 - Women are expected to wear a minimal amount of make-up. Moderation should be exercised due to the close proximity of patients during treatment.

DRESS GUIDELINES FOR CLASSROOM/LAB ACTIVITIES

Students will follow the same dress guidelines for the simulation clinic as for the regular clinic, with one exception: disposable outer gowns will not be worn in the simulation clinic. Students are required to wear scrubs while working in the Simulation Clinic.

ENFORCEMENT

The spirit of the dress code is intended to nurture the professional image of the dental students and the image of our school. In addition, the stated guidelines provide for both student and patient safety. It is hoped that all students will cooperate by complying with the code without enforcement being necessary. Recognizing that not all students share this point of view, enforcement shall be the responsibility of the supervising faculty who is authorized to take appropriate action in order to achieve compliance. These actions may include the following:

- a. Warnings
- b. Denials of access to clinics, classrooms or laboratories
- c. Reduction of grades where appropriate.

Students/residents have the right to appeal any disciplinary actions to the Senior Associate Dean of Clinics and Professional Practice.

LEAVE OF ABSENCE

On rare occasions circumstances may arise where a faculty member or student feel that a leave of absence for the student would aid in the resolution of a problem facing the student. A request for such a leave should be given serious thought and for a credible reason. Recognition of the nature of the dental curricula demonstrates problems arising from leaving and attempting to reenter due to the sequential nature of the educational process and the courses being offered only once each year. Each student must recognize that at the time of petitioning for re-admittance from the leave that length of time on leave, space availability in the appropriate class for reentry, and resolution of issues causing the original request will all be given consideration before approval to return is granted. It must be realized that some combination of these circumstances may make it impossible for the school to allow an individual to return.

The request must be in writing and presented to the Office of Academic Affairs. A student making such a request must be in good academic standing. Each request is considered on its own merits. Following consultation with the faculty and/or other appropriate persons a decision regarding the request will be made as soon as possible by the dean.

For Financial Aid purposes, a student who is granted a leave of absence under the institution's formal LOA policy need not be considered withdrawn if: 1) only one leave is granted in 12 months; 2) the leave does not exceed 180 days; and 3) the leave involves no additional charges. The institution must determine that there is a reasonable expectation that

the student will return from the leave, and must permit the student to complete the coursework begun prior to the leave. Multiple leaves within a 12-month period are permissible for military reasons or for circumstances covered by the Family and Medical Leave Act (FMLA).

Upon approval from the appropriate academic dean or dean's designate, students must begin a withdrawal process by visiting the Office of Admissions to obtain withdrawal forms. Students who withdraw without communicating with the dean or dean's designate and filing the appropriate withdrawal form, will be marked as having failed their courses for the term.

MEDICAL LEAVE OF ABSENCE

During a student's time at the University of Colorado Anschutz, the student may experience life situations, or medical and/or psychological conditions that significantly interfere with academic and personal success. In these instances, it may be necessary for the student to take time away from CU Anschutz to focus on health. A medical leave of absence is intended to provide the student with the opportunity to fully attend to their health and wellbeing. For information on navigating the process of taking a Medical Leave of Absence visit:

<https://www.cuanschutz.edu/student/support/medical-leave-of-absence>

WITHDRAWAL PROCEDURE

To officially withdraw from the dental programs at AMC, the student must write a letter stating the desire to withdraw and the effective date if withdrawing voluntarily. To complete the withdrawal process the student must clear their lockers and turn in all school owned equipment and supplies in their possession before obtaining and completing two clearance forms (clearance forms are available in the Office of Academic Affairs). The School of Dental Medicine clearance form requires termination clearance signatures from the various activities and departments in the school. The Anschutz Medical Campus clearance form includes obtaining approval of the student's academic dean and termination clearance signatures from varying AMC departments. The completed clearance forms must be filed with both the Office of Academic Affairs of the School of Dental Medicine and the AMC Office of Student Admissions and Records.

INFORMATION TECHNOLOGY POLICY

INTRODUCTION:

The School of Dental Medicine (SDM) is a highly technical environment. Students, residents, faculty, staff, vendors, and affiliates must adhere to the Information Technology (IT) policies laid out below in order to be in compliance with school policy, University policy, the Health Information Portability and Privacy Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulatory obligations. The following policy statement applies to all SDM facilities including but not limited to the School of Dental Medicine main clinic building, RC1 South 11th floor labs and offices, and RC1 North second floor labs and offices.

PURPOSE:

To provide guidance, uniformity and direction, especially with regard to security and confidentiality of information and data, to those using and/or purchasing information technology at or for the University of Colorado School of Dental Medicine including hardware, software, intranet, internet and web-based services or products.

SCOPE:

This policy applies to all individuals: faculty, resident, staff, student, volunteer, visitor, vendor, affiliate, or person of interest (POI) who uses or has access to any SDM IT service, application, device or those supported by SDM IT.

Policy

Polices for all SDM

Computer support –

- IT support will be given to all SDM staff and faculty provided the device was purchased through the SDM IT department using school funds or otherwise approved by the SDM IT department. Supported devices include computers, printers, tablets, phones, scanners, or any other IT related device.
- Support will not be provided for any devices, including smartphones, which were purchased with personal funds.
- Devices that were purchased with school funds without consulting the IT department prior to purchase and that do not meet the current device configuration requirements of the SDM IT department will not be supported. School funds include, but are not limited to departmental funds, faculty development funds, grants, donations, and auxiliary funds.
- Software and/or hardware not purchased by, or approved by, the University is not to be installed or used on University computer hardware.

- SDM IT will not provide support for non-SDM personnel. Non-SDM personnel include but is not limited to individuals who have left the school's employment, personnel who have retired, and students/residents who have graduated.
- Access to SDM computing resources will be taken away as soon as the IT Department signs an individual's checkout form.

Printing –

Printing at the school is to be accomplished using networked multifunction printers whenever possible. Desktop printers for individual use are only permitted when authorized by the school administration. Each department and unit must purchase toner for University-owned SDM printers through the IT department.

Hardware –

- The SDM IT department must purchase or approve all IT devices that will access University resources. When available, warranty coverage must be purchased for IT devices. IT devices include desktop and

laptop computers, printers/MFPs, scanners, barcode/OCR readers, signature pads, tablets, and hand-held devices (iPods, iPads, smart phones, tablets). Devices must meet the minimum specifications recommended by IT personnel. For assistance with IT related purchases, send an email to sdmit@ucdenver.edu stating the equipment you wish to purchase. The IT department will contact you to work out the details.

- All IT devices purchased with school funds (departmental funds, faculty development funds, grants, donations, auxiliary funds) are the property of the school and must be returned upon termination of employment or when the device is no longer in use.
- Phone, iPad/iPod, laptops, and Apple computers will be purchased for faculty only when authorized by the school administration.
- If a tablet computer is authorized for purchase, it must be an Apple iPad.
- Lost, stolen, or damaged IT devices are the end user's responsibility.
- Only devices with intact security features will be supported and allowed to access SDM resources. Rooted or jailbroken devices are not permitted.

Software –

- All of the computers in the School of Dental Medicine must be on a supported operating system using supported software (examples are MS Office 2016, Mac OS 10.12, and Windows 10). Exceptions will be made for users that are using special devices or databases that are only compatible with outdated programs or alternative Operating Systems. IT will try to support these outdated devices/programs but cannot guarantee outcomes. If a computer cannot be updated and patched, according to OIT guidelines it will not be allowed on the University network.
- Software purchased with personal funds cannot be installed on University owned devices without prior approval from SDM IT. (exception for Apple devices)
- All software, applications and services used for SDM purposes requires at least two administrator level accounts managed by SDM IT. This includes but is not limited to: programs purchased with University funds, free/donated software, and programs used on or to access SDM devices or data.
- Any new software acquisitions require coordination and approval from SDM IT prior to purchase/installation/use. As part of this process, a non-IT administrator/owner must be identified.

Apple Devices –

All Software available via Mac or iOS App Stores:

- Non-SDM Owned Apple Devices:

In order to receive SDM-paid software, these devices will be enrolled in JAMF

- All SDM-paid Software will be pushed during course of study, and removed after graduation or termination. This software is supported by SDMIT
- SDM-Owned Apple Devices:
 - All devices must be enrolled in JAMF
 - No Hardware Upgrades are allowed
 - Personal Apple IDs are allowable for paid/free apps for work-related purposes, but are not supported by SDMIT
 - All SDM-paid Software will be pushed during course of study, and removed after graduation or termination. This software is supported by SDMIT
 - All requests for paid software will be approved and managed by SDMIT and pushed by JAMF. These software titles will fall under the “supported” category so long as the app continues to be supported by the vendor and compatible with the SDMIT infrastructure

All Software NOT available via Mac or iOS App Stores:

- All SDM-purchased app licenses must be recoverable upon graduation or termination
- SDMIT will document the licenses purchased with SDM funds, and will perform a recovery process in addition to checkout process for any outstanding licenses

Jamf –

- All Apple devices are subject to enrollment in the School of Dental Medicine mobile device management software, Jamf. This enables SDM IT to maintain device compliance by including, but not limited to: approved applications, pushing software updates and patches, and troubleshooting issues that may arise. axiUm access will only be given to Apple devices that are enrolled in JAMF
- SDM IT holds the right to restrict or delay software upgrades through Jamf to prevent incompatibility with other applications or systems within the University.
- Upon graduation or termination, students/residents and employees will be unmanaged and removed from Jamf

AxiUm use –

AxiUm licenses will only be installed on devices that are supported by the IT department (see above) or a device that is specifically authorized by IT/Administration. We have multiple versions of axiUm that are used for reasons such testing, training, and reporting. Our production environment is labeled “axiUm”. Please ensure that you are always accessing the correct version of axiUm. This is indicated by the text next to the axiUm icons, as well as a background label once you have logged in to the application.

Data Security –

- Users assume all liability related to loss of data from their use of any IT device on campus or off. Devices include laptop computers, flash/USB drives, external hard drives, CD's/DVD's or any other device that contains SDM related data. This includes all data with PHI, HIPAA/FERPA, or monetary value. Please review HIPAA/FERPA regulations as there are personal consequences for violations of the act.
- Users must log off/lock before leaving any system they are using to make sure other people cannot use the computer under their login credentials.
- While using SDM computing resources, users should not save any credentials when prompted by webpages or applications.
- Passwords must be changed every 90 days in accordance with University policy. Passwords must not be shared with other users or written down where they can be accessed by others.
- Electronically communicating PHI with any means other than university email is not allowed.
- Each individual is responsible for saving data from their computer. IT can assist you in configuring network or backup drives to ensure successful strategies for saving data. Network Drives (e.g. H, G, O drives) are backed-up every night. IT is not responsible for data saved locally on the computer (e.g. Desktop/C/Local Drive).
- OneDrive (Microsoft) and ShareFile (Citrix) are approved for hosting HIPAA/FERPA data. All other cloud sharing platforms (including Dropbox) are not allowed or approved for hosting HIPAA/FERPA data.
- University-owned mobile devices (tablets/phones/iPods) must have a password lock on them.
- University-owned mobile devices must have a case on them to prevent damage.
- University-owned laptops must be encrypted. University-owned desktops that are off campus must be encrypted.

- A waiver for encrypting your laptop/desktop can be obtained from OIT if approved.

- Any attempt to bypass security protocols that are in place is prohibited.

It is the responsibility of the user to protect any access controls they use including but not limited to: Computer passwords and passphrases, Campus ID badges, one-time token fobs and/ or applications/ apps, Encryption keys and certificates, and password storage applications/apps. Users must not share or allow to be shared any access controls for which they are responsible.

- For any user-maintained devices (laptops, cellphones, iPads) that access university data and have local passwords, pin codes or other access control methods, the user is responsible for maintaining these methods such that they are compliant with the University password requirements (complexity, must not be based on common words; change frequency, etc..) where possible. Contact SDM IT personnel for guidelines where this is not possible.
- Any indication of security compromise including but not limited to: data theft, malware or virus activity, theft or loss of computing devices, account compromise, etc. must be reported to SDM IT immediately upon discovery.

Computer Usage –

- Computing resources should be used for SDM related work only. Streaming music, videos, online chatting, personal shopping, or any excessive personal internet use while in the School of Dental Medicine building is prohibited. Please consult the IT department if you have any questions.
- Abusive or offensive language in any electronic communication including emails, shared files, or any other SDM document is prohibited.
- In order to connect personal computers to the CU Anschutz (Secured) wireless network, SDM Wired networks, or UCDenver VPN networks, you must maintain your computer or device such that it has: secured credentials for all accounts that meet university requirements, monthly security patches including current officially supported Operating System, application patches by the vendor/s are applied in a timely manner (when available), an up-to-date approved and operational antivirus is maintained, all content on the device is legal, adheres to university policies, and is appropriately licensed.
- Be aware, the University reserves complete rights to the personal computer/device connected to its secured network; including data and the device itself.
- Computing devices that are non-compliant may be administratively disabled for security purposes.

Email –

- University email is not to be used for personal gain, entertainment, or for political advocacy.
- Upon graduation, students/ residents will be removed from the Students-Dentistry@cuanschutz.edu distribution list.
- The email distribution list for a graduating class will be deleted 1 month after graduation.
- Automatic email forwarding from UCD email to any other email service is not allowed

Telecom –

Any telecom (fax, credit card line, phone) related issues such as activation, disconnecting of line, transfer of phone jacks, name display change, voicemail setup and any other telecom issue must go through IT.

Ethernet Access Points –

Use of unauthorized hubs and switches is not allowed in the building. If a department needs more internet jacks, installation cost will come from department funds. Contact SDM IT with any requests to add or move internet jacks.

Audio/Visual support –

SDM IT does not support hardware outside of the SDM facilities listed in the Introduction paragraph of this policy. Technology Support Services (TSS) should be contacted if there are any issues in any building other than the School of Dental Medicine facilities. If out of the ordinary, audio visual or other computer resources are required for a class or meeting in another building, TSS should be contacted in advance to provide the requested services.

Recording –

With certain exceptions, you cannot use video or audio recording devices inside the SDM building. Devices include cell phones, cameras, audio and/or video recorders, or any other electronic recording device. Recording devices may be used to record within the clinical areas for academic assignment or work purposes only. They can be used in other areas with the permission of the person being recorded and the appropriate consent forms completed (e.g. HIPAA/FERPA release form, or other permission form if needed).

Personal Data –

Personal data is not allowed on any SDM computer or any of the shared drives. All data on any SDM owned IT device is University property and therefore public.

Policies specific to faculty

Computer rights –

For security reasons, faculty members placed on Administrative leave will lose their login privileges for the duration of the leave. Privileges will be reinstated upon their return to SDM employment.

Vital Source –

Vital Source privileges will be given to all full-time faculty and some part-time faculty at the department chair's discretion. Privileges will be revoked upon conclusion of service to the SDM.

Printers –

- Printers will not be purchased for new faculty members. Faculty members may keep any existing printers as long as they are paying for the maintenance and purchasing the toner from their development account. Funds to cover these costs cannot come from their department funds or a grant.
- SDM IT will support only individual printers and department printers (3-D printers) that are identified as integral. Multifunction Printer/Copiers are supplied to each area of the school, with the school covering the complete cost of operation for these machines.
- Printers purchased with personal funds are not allowed in SDM facilities.

AxiUm license/access –

Three axiUm licenses will be given to all faculty who are employed at 40% or greater at the school. One license will be dedicated to the faculty member's school computer, one on an iPad and one may be on a personal computer. Windows machines must have an active, up-to-date antivirus program and patches installed. Computers with the Mac operating system must have all the latest apple updates installed and have auto logon switched off. Both Windows and Mac users should check with IT regarding the current recommended software versions. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. For faculty employed 39% or less, access will be allocated based on office availability. A personal/home use license and/or an iPad license for faculty with employment of 39% and less will be evaluated by administration upon request. HIPAA/FERPA training and examination is mandatory and must be updated as required.

Policies specific to staff

Computer rights –

All users will be unprivileged users unless IT perceives a need for the staff member to be an administrator of their computer. Staff will only be permitted to use a Windows computer. For security reasons, staff members placed on

Administrative leave will lose their login privileges for the duration of the leave. Privileges will be reinstated upon their return to SDM employment.

AxiUm License/access –

Two personal/home use licenses for staff will be evaluated by administration upon request. One for a laptop and other for an iPad. Windows machines must have an active, up-to-date antivirus program and patches installed. Computers with the Mac operating system must have all the latest apple updates installed and have auto logon switched off. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. HIPAA/FERPA training and examination is mandatory and must be updated as required.

Policies specific to students and residents

Student Laptops –

Students will be supported only if they purchase their computer according to the school's recommended configuration.

Email –

- Webmail is the only email software supported by IT. There will be no support for any other email software. Webmail is the only official and supported conduit for external access to University email at this time.
- If you are misusing your email account, we will restrict your email address so it cannot send emails to any email distribution list, including your class distribution list. If you misuse your email account after graduation, we will disable it.

AxiUm access –

Students and residents will lose axiUm/Dolphin/Infinit access upon graduation. An extension may be requested via email from their program director.

Students may lose axiUm access if they are not current with the compliance and regulatory requirements of the school as administered through the Compliance portal. AxiUm access is reinstated once the student becomes compliant with the required documentation.

Printing –

A printing quota has been allocated for each DS and ISP class. Please contact the IT department for more details.

AxiUm license –

AxiUm access will be given to students and residents on an Apple computer and/or SDM IT approved device only. Computers must have an antivirus program installed, active, and up to date. Computers must have all the latest software updates installed and have auto logon switched off. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. IT will perform random checks of the computers. People who are not following the guidelines will lose axiUm access. HIPAA/FERPA training and examination is mandatory and must be updated as required.

Vital Source –

The Vital Source library is a digital document and textual library required (no exceptions) by the SDM faculty as part of the DDS and advanced programs' curriculum of the School of Dental Medicine. If you are in good financial standing with the University of Colorado bookstore regarding your Vital Source required semester payments, you will have access to the Vital Source library and its upgrades until your graduation day. Upon graduation, per Vital Source, you will retain all of the books for life but you will not have access to any further upgrades unless you choose to pay a fee directly to Vital Source.

Policies specific to residents (Graduate Practice residents (GPR), Graduate Periodontics residents, and Orthodontics residents)

- GPR Residents: A loaner laptop with axiUm will be provided to residents who are covering emergency calls. Residents are responsible for all theft, loss, damage or repair to the loaner computers.

- A school-owned cell phone will be given to residents who are on-call. Residents are responsible for all theft, loss, damage or repair to the phone.
- Vital source – residents will be given a faculty license for use for the duration of the program only.
- Residents with a Mac laptop will be given access to axiUm via the Citrix Apps program; those with a Windows laptop will be given access to the Citrix Desktop program.

References:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Information Technology for Economic and Clinical Health Act (HITECH), the Family Educational Rights and Privacy Act (FERPA).

State of Colorado Acceptable Use of State and Personal Assets.

Accountability:

All faculty, staff, residents, students and vendors who use or purchase SDM IT or University IT services, applications or devices or who have access to SDM information, data, devices or services are responsible for following all the requirements of this policy. All faculty, staff, residents, and students are responsible to follow any other rules and regulations related to information or data security and confidentiality that are currently written or may be written in the future, even though this policy does not specifically address those rules and regulations at this time.

Authority:

The SDM Dean and other members of the Executive Team, the SDM IT Director, the Information Technology department members, the University Office of Information Technology (OIT), and any other University departments or individuals who have responsibility for HIPAA,

HITECH, FERPA or information and data security and confidentiality have the authority to enforce this policy.

Review and Approval:

This policy will be reviewed on an annual basis or sooner, as needed, but not to exceed 3 years.

The policy is reviewed and approved by the SDM IT Director, the SDM Operations Committee, SDM Faculty Senate, and SDM Executive Committee.

Statement on Student Identity Verification with Remote Learning

With the remote delivery of courses, the University of Colorado School of Dental Medicine (CUSDM) is in compliance with the provisions of the United States Higher Education Opportunity Act-2008, the Higher Learning Commission Policy FDCR.A.10.050, and the Commission on Dental Accreditation Policy on Distance Education concerning the verification of student identity in distance education.

To ensure that the student who participates in the course is the CUSDM student who is registered for the course, the following methods are used:

- Secure login and pass code
- Proctored examinations
- New or other technologies and practices that are effective in verifying the identity of students

The Passport ID Single Sign-On (SSO) is the authentication and security measure to ensure that accounts are managed more securely across university resources. Each student is assigned an account with a unique username. The student creates security questions and answers, and enters contact information to receive text or email to be used in the event that students need to change their password. This system follows guidance for IAL1 as set forth in NIST Special Publication 800-63-3 for Digital Identity Guidelines, including lifecycle management and Federated login* to ensure that the Canvas learning management system (LMS) and Zoom video conferencing system adhere to a uniform, non-siloed configuration.

The University of Colorado Anschutz Medical Campus uses Canvas LMS and Zoom video conferencing system. With single sign-on service (Federated login), Canvas LMS and Zoom integrate with university authentication services to ensure appropriate and secure student access to courses. All users of the university's resources are responsible for maintaining the security of university credentials and passwords, and any other access credentials, per the published IT policy:

"It is the responsibility of the user to protect any access controls they use including but not limited to: Computer passwords and passphrases, Campus ID badges, one-time token fobs and/or applications/apps, Encryption keys and certificates, and password storage applications/apps. Users must not share or allow to be shared any access controls for which they are responsible."

The Canvas LMS and Zoom conferencing provide student photos associated with their account and this is visible in areas of the course including the discussion. Live audio and video of students interacting in the course are also features of the learning management system and conferencing system. Exams and assessments are delivered using a secured exam platform, automated proctoring integrated into our LMS also utilizing SSO. Students are responsible for providing complete and true information in any identity verification process. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to employ pedagogically sound assignments and evaluations that support academic integrity.

The University of Colorado School of Dental Medicine is continually working to improve security in our environment. With the impending campus wide implementation of two-factor security, we will be significantly adding to our security posture. The system will be moving much closer to IAL2, pending integration of two factor authentication with the third party LMS system and zoom. The University of Colorado School of Dental Medicine will continue to explore and implement other new and emerging technologies that can aid with identity verification as applicable.

The University of Colorado School of Dental Medicine complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of student information. The student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA can be found at:

<http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx>

The University of Colorado School of Dental Medicine currently does not charge a fee for student identity verification. Students will be notified of additional fees, if any, prior to the registration process.

* Federated login enables the use of a single identity provider's authentication ticket/token to obtain access to an external system. As a result, once the identity provider's authentication is complete, they now also have access to the external federated domains. This process ensures that the identity provider (UCDenver in this case) has control over the management and maintenance policy of the accounts (e.g. password policies, account lockout, identity management).

ONLINE COURSE EVALUATIONS

Students will be given guidelines and instructions for completing course evaluations.

Evaluations of Didactic and Clinical Instructors

Didactic/Instructor evaluations are due at the conclusion of each semester.

Evaluation of Courses

Course evaluations are due at the conclusion of each semester.

EXTERNSHIP POLICY AND PROCEDURES

These opportunities are usually restricted to third and fourth year students. The DS1 and DS2 students have not attained the clinical experience necessary to participate.

You must seek permission from the School of Dental Medicine to participate. This is based on a number of factors - academic standing, clinical progress, permission from Course Directors, permission for Practice Leaders and permission from the University's Risk Management office. Students will need to acquire private malpractice insurance for clinical activities associated with externships. Students that are having academic difficulties should spend their time learning what is necessary to become a competent dentist at the School of Dental Medicine. Students that are on academic or disciplinary probation are not permitted to participate in these activities.

Participation cannot interfere with your normal patient care activities at the School of Dental Medicine, with any regularly scheduled rotation (ACTS, Healthy Smiles, Oral Surgery, and Emergency), and with classes unless permission is obtained from the Course Director.

Externships in private dental offices, even if it is your mother or father's office, it is not allowed.

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Participation cannot interfere with your normal patient care activities at the School of Dental Medicine, with any regularly scheduled rotation (ACTS, Healthy Smiles, Oral Surgery, and Emergency), and with classes unless permission is obtained from the Course Director.

Externships in private dental offices, even if it is your mother or father's office, it is not allowed.

GENERAL GUIDELINES

You must send the Academic Affairs Office a written request for permission to participate. The request must include the School or site you wish to visit, the name of the contact person (DDS or DMD) at the site, the dates of the externship, and the learning objectives you expect to achieve.

Remember not to agree to an externship and then seek permission. It can be difficult for you to back out of something you and the site had already planned on.

It is expected that you schedule these activities when you are not scheduled to be in class or in clinic. Participation in an externship is not an excused absence, unless special arrangements are made.

Academic Affairs will verify your academic standing. We will also contact faculty members to verify your clinical progress. If you are behind in clinical progression, you will not be permitted to go.

We will provide you with the necessary letter of permission and a letter verifying the Institution's evidence of Liability Insurance for individuals participating within the State of Colorado. If the rotation occurs outside the state of Colorado and within the United States, you will be expected to provide your own Liability coverage. If the experience is outside the United States, the Institution does not provide any Liability coverage.

Some Institutions request that a memorandum of agreement or other formal legal agreement be established with the University of Colorado. If the agreement is not currently in place, the externship site must provide the school with their required paperwork. It reviewed by the University of Colorado's legal counsel, and then it must be sent back to the externship site for the appropriate signatures. This is a time intensive process so it is advised to plan ahead.

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE STUDENT TRAVEL POLICY AND PROCEDURE

Prior to any student travel (in state or out-of-state), all students must obtain prior approval from the Office of Admissions, Student Life & Inclusion. If prior approval has not been obtained through the Office of Admissions, Student Life & Inclusion, reimbursement to the traveler may be jeopardized.

Purpose

- To standardize and inform the students of proper procedures and all allowable expenditures in preparation for any University Colorado Denver School of Dental Medicine related student travel.
- These procedures will allow the student traveler to process his/her travel arrangements within the appropriate guidelines, in order to receive reimbursement in a more efficient manner.

Procedures

I. Coordination

1. Approving Authority

Before a student makes any arrangements to attend an event/conference, the student will need to contact the Manager of Student Engagement for prior approval. A "Student Travel Approval Request" form (available in the Admissions and Student Affairs office) will need to be completed by the student and signed by the Manager of Student Engagement (see attachment #1).

NOTE: If an individual department will be sponsoring or paying for a student to attend an event/conference, the student will go through the departmental staff to have their travel arrangements made.

The student traveler also needs to speak to his or her individual academic or clinical instructor as to the length of time you will be gone and make the necessary arrangements for any course or lab work missed.

2. Notification

Once the student has been approved for travel, he/she will need to submit a complete copy of the itinerary (event/conference) information to the Assistant of the Associate Dean for Admissions, for processing and reimbursement purposes (e.g. date of conference, what meals are provided, registration form, lodging costs, etc.).

Notification or invitation to attend an event/conference is usually sent to the appropriate delegate(s) or student well in advance. If the travel expenses are to be paid by the School of Dental Medicine, the student attendee is encouraged to submit information early in order to process the student's registration and receive the best airfare rates available (minimum of 30 days in advance).

IMPLEMENTATION

Event/Conference Registration

Only when the student has been approved for travel, he/she will need to submit the completed registration form to the Assistant for processing. Payment will be taken care of at this time by the School of Dental Medicine.

Airline Reservations

The student will need to complete a "Student Travel Arrangement" form (available in the Admissions and Student Affairs office) prior to any travel arrangements (see attachment #2). Please try to be as specific as possible as changes are very costly. The Assistant will contact one of the approved travel agencies to make the necessary travel arrangements for the student. A confirmation will be distributed to the student once processing is complete.

NOTE: Online airline tickets are not allowed. Students must provide the Internet airfare quote for comparison with State contract rates to the individual processing your travel arrangements.

Leave Request

Once the event/conference registration and airline reservations have been completed, the student must sign a "UCSDSM Internal Travel and Leave Request" form, and the "Travel Authorization Request" form, located in the Student Affairs office.

REIMBURSEMENT

Once the student has returned from the event/conference, it is the responsibility of the student to submit his/her original receipts for reimbursement. To avoid tax implications, **traveler must submit all original receipts within 45 days of trip end** (preferably within a few days of trip end). If you received an advance for travel, receipts need to be submitted within 30 days of trip end. If not, the advance amount will be reported to the IRS as income.

Travelers must submit original itemized receipts for all individual charges exceeding \$25. Receipts are required for the following:

1. **Hotel/Lodging-** The original itemized hotel bill (paid in full) is required. No movies, mini bar or meals charged to the room are reimbursable (please refer to meal allowance). You will be reimbursed for the single room rate and any applicable taxes for lodging.

One personal telephone call (not to exceed \$2.00) per each full day in travel status is allowed.
2. **Parking-** reimbursable when it is a necessary part of the trip (e.g., parking at traveler's destination, parking at DIA, transportation to or from hotel if shuttle is not available).
3. **Intra-city Transportation-** transportation costs (shuttle, buses, taxis, etc.) at traveler's destination are reimbursable. Please ask for a receipt, even if under \$25.00.
4. **Meals-** federal per diem rates will apply according to geographic location as follows: 75% = 1st and last days, of per diem without receipt, 100% of per diem if receipt exceeds the rate.
5. **Tips-** reasonable tips given to bellhops, porters, maids, and ground transportation personnel are reimbursable. Exception: Tips on meal service are already included in the meal allowance and cannot be claimed separately.

6. **In-State Travel-** Travel within the State of Colorado and immediate area outside Colorado that is a necessary part of an otherwise in-state trip. Approval from the department is always required. Expenses incurred while in-state traveling are reimbursable according to rules. Mileage for use of personal vehicle is reimbursable, using state- assigned rates.

Reimbursement cannot be made without a receipt of payment (only exception, see #4).

You the traveler are responsible for the receipts in order to receive reimbursement in a timely manner. Once all of the information has been received from the student, reimbursement to the student may be expected in approximately fourteen working days of submission.

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE STUDENT GRIEVANCE PROCEDURES

Good faith efforts shall be made by all students, faculty and administration to settle all disagreements, complaints or grievances on an informal basis. These efforts will include conferences between the persons directly involved and others whom these persons believe may be able to help solve the problem.

The administration and faculty work to ensure that open lines of communication exist with dental students. All students have the opportunity to visit directly with the Dean of the School of Dental Medicine, or any member of the administrative team about any issues of concern. Students may sign up to have lunch with the Dean, either individually or as part of a group. If problems are identified, the Dean asks the School's associate deans to investigate and report back to him/her, so that he/she may discuss the issue further with the student.

However, if a student would prefer to submit a written complaint, he/she may do so directly, or through their faculty advisor, to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will review the complaint and work with the student and faculty advisor to help direct the grievance to the most appropriate individual or committee within the School of Dental Medicine.

After either an individual or committee considers a grievance, a student may appeal any decision related to the grievance, directly to the Dean of the School of Dental Medicine. The Dean may, (1) support a previous recommendation, (2) make a new recommendation or, (3) refer the case to the Executive Committee of the School of Dental Medicine. The Dean and/or the Executive Committee shall render a decision within ten days. The decision of the Dean and Executive Committee is considered final for the institution.

Campus Policies, Guidelines and
Procedures:

STUDENT ORGANIZATIONS

I. Introduction:

Purpose: The purpose of this policy is to set forth the fiscal oversight rules for student organizations and to define the general institutional relationship of those organizations that conduct activities on a University of Colorado Denver (UC Denver) campus with the University.

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Applicability and Definitions

Applicability

This policy applies to all student organizations, with or without university recognition, that wish to conduct activities at UC Denver.

Definitions

Affiliated Student Organizations are those groups, clubs and organizations that are created by and whose voting members are students at UC Denver. These organizations are not controlled by or connected to local, state or national organizations outside the university.

Associated Student Organizations are local chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by their respective campus.

Bylaws or Constitution: a formalized set of rules adopted by a student organization governing its meetings and activities.

Outside Organization: any other organization having no recognition, association or affiliation with UC Denver (including, but not limited to any of its schools, colleges or programs). Students may choose to join outside organization on their own but not on behalf of UC Denver. Any student who is aligned and/or a member of an outside organization is personally responsible for his or her own activities in connection with this group. Students shall not use the university's purchasing, travel office, payroll and personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be deposited to a university account. Outside organizations shall not use the university's name, IRS tax-exemption, tax identification number, or governmental status. Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures, and is subject to a rental charge (see UC Denver Administrative Policy titled "Use of Facilities and Services by External Entities").

Recognition: the formal process undertaken by the student organization through which it requests Affiliated or Associated status. Recognized organizations must have a constitution or bylaws and an advisor. (see section 2.i below)

The advisor accepts responsibility for the organization's compliance with state, university and UC Denver campus rules and regulations. Recognition is obtained through the Responsible Office at each campus.

Responsible Office: At the Anschutz Medical Campus (AMC), the Director of the Student Assistance Office (on behalf of interdisciplinary student organizations) or the school student affairs officials (on behalf of school-specific student organizations) is considered the Responsible Office. At the Downtown Campus (DC), the Responsible Office is the Director of Student Life. Any inquiries regarding the organization's status and all agreements or contracts must be directed to this office.

Student: includes any individual who is registered or enrolled in an academic program at UC Denver. Student organizations may require, at their discretion, full-time or degree seeking status within a particular program or on a specific campus. When this is the case, students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.

Student Organization: is an organized group of students who wish to conduct activities related to the educational and social experience at UC Denver. Students have the authority, through appropriate procedures, to form or disband any affiliated or associated student organization.

Student Organization Advisor: a UC Denver employee (faculty or staff) assigned to the student organization to provide oversight, guidance, and to ensure compliance with state, university, and campus laws and policies. Advisors must regularly participate in their organization's plans and activities, including after-hours events, and must maintain actual, direct knowledge of their organization's finances. Some student organization advisor duties may be delegated to other UC Denver employees, but responsibility for student organization activities remains with the advisor. Advisors must be present during activities which include the serving of alcohol at pre-approved events (see UC Denver Administrative Policy titled "Alcohol")

Policy

1. General

UC Denver recognizes the value of student organizations to the mission of the university and therefore may provide assistance to student organizations in conducting their activities. The level of assistance varies depending on the relationship of the student organization with UC Denver. Student organizations differ in the areas of interest and ability to conduct activities on behalf of UC Denver. Therefore, the relationship of student organizations to UC Denver varies by type. The recognized relationship types are Affiliated and Associated.

Student organizations shall adhere to policies and procedures for official recognition, including non-discrimination, in determining their membership. UC Denver reserves the right to deny recognition to groups, including those who advocate inciting or producing lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.

2. Coordination of Overlapping Activities

In some circumstances, student organizations may want to undertake activities that are similar to program areas already undertaken by departments on campus. Therefore, student group activities need to be coordinated with the Responsible Office at each campus. Without close coordination between the student organization and the program director charged with responsibility for such an activity, there is potential for unnecessary duplication and potential conflict.¹

If an organization wishes to conduct similar activities, the advisor and officers should meet with the director of the program in question to collaborate and resolve any potential conflicts. The program director has the final authority to approve or deny the activities that will affect his/her respective program. Any conflicts which arise will be referred to the appropriate school, college dean, or vice-chancellor for final resolution depending upon the school or campus- specific program in question.

3. Student Organization Approval and Oversight

Affiliated Student Organizations- Any student organization wishing to receive "Affiliated" status must submit a registration form to the Responsible Office. The form must include: the organization's potential advisor and

student president; a signed statement by each agreeing to the responsibilities associated with the positions; a copy of the proposed bylaws or constitution; and a written statement outlining the scope of current and planned activities.

At AMC, all registration materials will be reviewed and copies forwarded to the Responsible Office for review. Final approval rests with the Director of the Student Assistance Office (for interdisciplinary organizations) and the school directors of student affairs (for school-specific organizations). This registration form must be updated annually.

At DC, final approval is vested in the Director of Student Life. The registration form must be updated every semester.

For example, as one of its service activities, a student organization may wish to provide students information on UC Denver Financial Aid opportunities and various scholarships that may be available for students pursuing health professions. This activity is already vested in the campus Student Financial Aid Office. The web and many private, profession-oriented and federal sites contain general financial aid and scholarship information that a student group might want to share with students that would not necessarily be duplicative of the UC Denver Financial Aid Office's mission.

Associated Student Organizations - Any student organization wishing to receive "Associated" status must submit a registration form to the Responsible Office. The form must include a copy of the organization's bylaws or constitution and a written statement outlining the scope of current and planned activities. Associated student organizations are required to have a Student Organization Advisor.

Associated student organizations are required to submit a registration form annually to the Responsible Office. Because associated student organizations do not use university accounts, they do not have funds maintained in the university accounting system. Therefore, the advisors for these organizations do not take on fiscal oversight responsibilities for the organization.

All approved registration forms will be kept in the Responsible Offices at each campus.

4. Depositing Monies Generated by Student Organizations

Funds collected by affiliated student organizations shall be deposited into one or more university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by the Responsible Offices at each campus. Affiliated student organizations may not deposit monies into any bank account outside of the university.

Associated student organizations are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

5. Use of the University's Procurement, Travel Office, Payroll and Personnel Systems

Affiliated student organizations will have access to the university's procurement, travel office, payroll and personnel systems at AMC through the fiscal oversight staff and at DC through the Office of Student Life. Access to these services shall be in compliance with the related state, university and campus laws and policies regarding procurement and propriety of expenditures. They manage their funds through the university accounting system and shall not establish separate checking accounts at any outside banking institution or credit union.

All forms and agreements must be reviewed and approved by the Responsible Office on the respective campus.

Associated student organizations do not have access to the university's purchasing department, travel office, payroll or personnel systems. Funds collected by Associated Student Organizations shall not be deposited into any university account.

6. Use of University's Name, Trademark, IRS Tax–Exemption Status

Affiliated student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status. Use of each one must be approved and coordinated through the campus' Responsible Office. When referring to its relationship to UC Denver, an affiliated student organization may use: 'the University of Colorado Denver (student organization)'.

Associated student organizations shall not use the university's name, IRS tax-exemption, tax identification number or governmental status. The Associated Student Organization must be able to use the tax identification number of its related local, state or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts. If neither option is available, then the organization must fulfill the Affiliated Student Organization criteria or it shall not obtain recognition at UC Denver.

Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of the Director. Associated student organizations may not represent themselves to the public as affiliated student organizations. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus.

When referring to its relationship to UC Denver, an Associated Student Organization must use 'the student chapter of (local, state or national organization) at the University of Colorado Denver.'

Outside organizations are not affiliated or associated with UC Denver or any UC Denver college, school or program. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university's logo, trademark, letterhead, tax identification number, or tax-exempt or governmental status under any circumstances.

7. Fundraising

All procedures outlined in the University of Colorado, Office of the University Controller, Finance Procedural Statement titled: "Fundraising Events" must be followed for all fundraising efforts and supersedes any statement within this policy.

Fundraising is the act or activity of soliciting and collecting gift revenue benefiting the University. Examples of fundraising activities include the collection of gifts or money through: contributions or donations, sale or auction of merchandise or services, collection of registration or sponsorship fees, imposition of admission charges or registration fees, and/or membership fees.

Student organizations are strictly prohibited from securing a raffle license as a fundraising activity.

Affiliated and associated student organizations may be allowed to conduct fundraising activities on campus. All fundraising activities, including printed materials soliciting donations for the benefit of the student organization must be reviewed and approved by the Responsible Office.

8. Donations

Affiliated student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any organization. Additionally, they shall not make in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative.

This prohibition does not include donations to non-profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor for Finance Administration. See the Administrative Policy Statement titled: "Donations."

9. Awards

Affiliated student organizations applying for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.). Award applications filed by an affiliated student organization must be reviewed and approved prior to submittal by the Responsible Office. When an organization secures an award, the check should be made payable to the “Regents of the University of Colorado” and deposited according to university fiscal rules and policies.

Associated organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.

10. Alcohol

As stated in the UC Denver Administrative Policy Statement titled “Alcohol”, the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

11. Use of Facilities

Affiliated and associated student organizations may use university-owned meeting rooms without charge as long as the usage is nominal and does not conflict with regular university business or activities. All use of space on campus must be coordinated through the appropriate campus offices. Use of Auraria facilities is subject to AHEC rules and may require a damage deposit; contact the DC Office of Student Life for details.

12. Legal Liability

As indicated in the Administrative Policy Statement titled: “Fiscal Roles and Responsibilities,” the individual(s) involved in a transaction made in violation of state or university laws and policies may be held personally liable for that transaction.

Additionally, any transaction made that violates any contract, grant or donor restriction may also cause the individual involved to become personally liable.

Reference

- a. State of Colorado – Fiscal Rule 2-1
- b. Administrative Policy Statement – Fiscal Roles and Responsibilities.
- c. Administrative Policy Statement – Propriety of Expenses.
- d. UC Denver Administrative Policy – Alcohol
- e. Administrative Policy Statement – Bank Accounts and Investments.
- f. Administrative Policy Statement – Donations.
- g. Administrative Policy Statement – Alcohol Purchase and Provision
- h. Auraria Higher Education Center (“AHEC”) – Campus Policies.
- i. PSC Procedural Statement - Alcohol
- j. PSC Procedural Statement – Alcohol FAQ
- k. PSC Procedural Statement – Fundraising Events
- l. UC Denver Administrative Policy – Use of Facilities & Services by External Entities
- m. For information on the processes required to initiate a new student organization, go to:

www.ucdenver.edu/life/services/studentlife/getinvolved/studentorgs/Pages/default.aspx

For the Downtown Campus or;

www.ucdenver.edu/studentassistance

For the Anschutz Medical Campus

POLICY TO LIMIT CONFLICTS OF INTEREST BETWEEN HEALTH CARE PROFESSIONALS AND INDUSTRY REPRESENTATIVES

Background

Productive partnerships between academic health care professionals and industry representatives serve a vital purpose, facilitating drug discovery, technology transfer and the evidence-based use of drugs and medical devices for the benefit of patients. Indeed, the University of Colorado “encourages and supports outside interactions of its faculty and student employees with federal, state and local governments and with business and industry, as important parts of their research, education and public service activities.” 1

At the same time, relationships between industry representatives and health care providers raise the possibility of conflicts of interest. Drug and medical device manufacturers and their representatives frequently provide gifts, meals, honoraria, drug samples and travel stipends to health care providers and trainees in order to increase the sale of their products.2 3 4 5 6 7 8 9 10 The promotional information provided by industry representatives may be biased or incomplete, leading to prescribing decisions that are not evidence-based, cost-effective or in the best interests of patients. 3 5 9 11 12 13 14 15 16 17 18 19 20 21 Gifts, meals and dissemination of biased information may also compromise the scientific integrity and independence of a school’s educational programs. 4 10 22 23 Finally, gifts, meals, drug samples and paid travel add to the cost of medications for all patients. 2 5 6 9 10 11 19 Development of this Policy

The Association of American Medical Colleges (AAMC), the Prescription Project, the American Medical Student Association (AMSA) and various policy leaders have urged all academic medical centers to “accelerate their adoption of policies that better manage, and when necessary, prohibit, academic-industry interactions that can inherently create conflicts-of-interest and undermine standards of professionalism.” 10 Importantly, according to the AAMC, it is the obligation of students, residents and faculty in the health professions “to manage all conflicts of interest, real and perceived, through effective self-regulation.” 10

Therefore, the students, residents and faculty of the University of Colorado Denver Schools of Dental Medicine, Medicine, Nursing, Public Health and Pharmacy and the Health Sciences Library have adopted the following policies to govern and guide their interactions with pharmaceutical and medical device company representatives. The overriding objective is to maintain a critical, reflective and unbiased clinical care and learning environment for faculty and trainees alike. 4 24 25
Scope of Policy and Definitions

This policy applies to all health sciences students, residents and other trainees, and to all regular faculty members, at the University of Colorado Denver Schools of Dental Medicine, Medicine, Nursing, Public Health and Pharmacy.

Health Sciences Library faculty are also covered by this policy. The term “Health Sciences Center (HSC) students, residents and faculty” is used to describe all these parties in an inclusive manner.

The restrictions and prohibitions contained in this policy apply to all HSC students, residents and faculty who are engaged in learning, teaching or patient care at any of the affiliated hospitals and outpatient clinics, excluding private offices. Faculty members and residents are covered under this policy, even if they are employed by, or based at, an affiliated hospital or institution.

The terms “industry” and “industry representatives” refer to all sales, marketing and other product-oriented personnel, even if they are not classified by the sponsoring company as participating in sales or marketing. All companies manufacturing drugs, medical devices, diagnostic testing equipment or supplies, nutritional supplements and other health-related products are included. However, the term “industry representatives” does not include personnel from drugstores, supermarkets or pharmacies who visit schools or departments to recruit trainees as future employees.

Exclusions

This policy complements, but does not replace, other university, hospital and practice plan policies that govern conflicts of interest. In the event of any inconsistencies between this policy and other applicable policies, to the extent that this policy is more restrictive the provisions of this policy shall apply.

Part-time (< 0.5 FTE) and volunteer faculty members are excluded. However, part-time and volunteer faculty members may be subject to specific disclosure requirements under the University of Colorado Conflict of Interest Policy. 1

The policies and prohibitions set forth below do not address research conflicts of interest, consulting activities, enrollment of patients in clinical trials or participation on hospital pharmacy or formulary committees. These activities are governed by other hospital, University or practice plan policies.

Similarly, while this policy prohibits receipt of free or discounted drug samples by individual students, residents and faculty, it does not prohibit or restrict distribution of drug samples to hospital practice sites or practices, which are governed by hospital-specific regulations.

This policy does not prohibit receipt of equipment or supplies by students, faculty or other investigators, when such equipment and supplies are necessary for the conduct of university-approved scientific research.

Industry support for Continuing Education courses is also governed by separate University and national guidelines and is excluded from this policy. "Continuing Education" refers to courses, workshops and symposia that are accredited, that include participants and speakers from outside the University and that award continuing education credits. However, "recurring structured conferences," such as tumor board meetings, grand rounds and morbidity and mortality conferences, are covered under this policy, even if continuing education credits are offered.

Relationships with industry representatives are common and often complex. Not every interaction, stipend or gift can be anticipated. When deciding whether a specific situation is covered under this policy, it should be remembered that the principal objective of this policy is to ensure that gifts and payments to students, residents and faculty members do not inappropriately or adversely influence either: a) prescribing or clinical decision-making; or b) the independence and scientific content of the University's educational programs.

POLICY

A. Gifts and Meals

1. HSC students, residents and faculty may not accept any personal gift from industry or its representatives, even if the gift is of nominal monetary value (zero-dollar limit). Pens, notepads, mugs, penlights, calipers, textbooks and free or discounted tickets to sporting events are examples of prohibited items.
2. HSC students, residents and faculty may not accept or distribute promotional materials that bear the logo or name of the company.
3. Meals, beverages, snacks or other hospitality paid for by industry or industry representatives shall not be provided to, or accepted by, HSC students, residents or faculty.
4. These prohibitions include all gifts, meals and other hospitality, even if offered after hours or at off-campus venues.

Exceptions to Policies A.1 - A.4

- A school, department, division or center ("academic unit") may receive unrestricted grants from industry to support teaching conferences, visiting professorships, grand rounds or other educational programs. Such funds from industry must be deposited in a central, conflict-free account that is managed at the level of the academic unit. The academic unit must retain sole discretion for distributing the funds in support of unbiased educational programming or

scholarship; there can be no quid pro quo of any kind. Industry representatives may not select speakers or topics and may not pre-approve the content of educational programs, slides or educational handouts. Industry representatives also may not earmark contributions for specific recipients.

- The prohibition against accepting meals and hospitality provided by industry (A.3) does not apply to students or residents who are assigned to off-site private medical, dental or other provider offices.
- The gift restrictions (A.1) do not include receipt of scientific, clinical or other achievement awards, even if funded or named by industry.
- Donations or loans of medical devices, equipment or supplies to academic units, if solely for use in the educational activities of these units, are not prohibited under this policy.
- Policies A.1 - A.4 do not prohibit acceptance of gifts, meals or items bearing industry logos provided as part of an off-site meeting of a professional society, where the items provided are incidental to attendance.
- Policy A.2 does not prohibit distribution of industry-branded educational guides or pamphlets to patients or health care providers, so long as the purpose is education, not marketing or promotion. A responsible faculty member must review the content of the guides to ensure that they provide balanced, evidence-based and objective information.

B. Drug and Medical Device Samples

Individual HSC students, residents and faculty members may not accept free or discounted drug samples, medical devices or other supplies from industry or industry representatives.

Exceptions to Policy B

- Free or discounted drug samples or drug purchase vouchers may be distributed to clinical care units in accordance with specified hospital policies.
- This policy does not prohibit industry representatives from meeting with faculty members, residents or other trainees to demonstrate use of a medical or surgical device, so long as a faculty member has pre-approved, and is present to supervise, the interaction.

C. Travel and Paid Attendance at Meetings

HSC students, residents and faculty may not accept gifts, monetary stipends, paid travel or honoraria solely for attendance at industry-sponsored dinners, lectures or sales presentations.

Exceptions to Policy C

- This policy does not prohibit participation by students, residents or faculty at professional development courses, fellowships or other educational programs, such as continuing education courses or professional meetings, held at other institutions or organizations, even if the educational program receives industry support. Students or residents who attend educational courses or programs must be selected by an academic unit (school, department, division or center) and must receive prior approval by the dean, department chair or division or section head, who must determine that the conference or training program has educational merit.
- This policy does not prohibit participation by students, residents or faculty at on- or off-site educational programs that are designed to demonstrate the proper use of medical or surgical devices or techniques, even if the programs receive industry support.

- This policy does not prohibit an academic unit from creating a conflict-free, central fund to support tuition, travel or participation in educational activities by faculty or trainees.
- This policy does not prohibit travel related to development or conduct of a grant or contract that is related to research or technology transfer.

D. “No Strings Attached” Grants

Individual HSC students, residents and faculty may not accept “no strings attached” grants or gifts from industry or industry representatives; in the absence of work products or other defined deliverables, set forth in a written contract, these are equivalent to gifts and are prohibited.

Exception to Policy D

- This prohibition does not preclude receipt of fair market compensation for specific services provided by a faculty member to a pharmaceutical corporation or medical device manufacturer, where compensation reflects time and effort and where expected work products are defined in advance in a written contract. Thus, contracts for consulting or participation on advisory boards are not prohibited by this policy

E. Participation on Speakers’ Bureaus

Speakers’ bureaus, which are often “little more than extensions of [a company’s] marketing department,” may pose real or perceived conflicts of interest. 26 HSC students, residents and faculty may not participate in, or receive compensation for, talks through a speaker’s bureau if: a) the content of the lectures, slides, references or educational handouts is subject to approval by industry representatives; or b) the content of the lectures, slides, references or educational handouts does not represent a balanced and objective assessment of treatment options, or is not based on the best scientific evidence (as determined by the faculty member); or c) the faculty member is offered compensation that is above fair-market value; or d) the company provides honoraria or gifts to the attendees; or e) the overall purpose of the lecture or course is marketing.

All speaking relationships and contracts are subject to review and approval by the University, in accordance with University and practice plan policies, and must be disclosed annually in accordance with the University’s Conflict of Interest Policy. In all cases, a student, resident or faculty member may only receive fair compensation for the services provided and must disclose his or her financial interests at the time of the lecture.

Exception to Policy E

- This policy does not seek to limit or discourage participation on speakers’ bureaus that are related directly to an active grant or contract and that are organized for the purpose of disseminating scientific data.

F. Ghost Writing

HSC students, residents and faculty may not be listed as authors or co-authors on papers, monographs or other publications that are ghost-written by industry representatives.

G. Disclosure of Conflicts of Interest

All medical students, residents and other trainees shall submit the same annual disclosure of potential conflicts- of- interest currently required of faculty and staff.

H. Educational Programs

1. "Shielding students and residents from all marketing activity will not prepare them for coping with the barrage of marketing they will face ... when they complete training and enter practice." 10 Therefore, the five health sciences schools and the health sciences library faculty will develop inter-disciplinary instructional programs that will help learners understand the conflicts that may arise between industry representatives and health care professionals and how to develop and sustain productive and ethical relationships. 9 11 20 Educational programs should also include evidence-based medicine, literature search strategies, critical appraisal of the health care literature and academic "counter-detailing" exercises.
2. The health sciences schools should develop programs to educate students, residents and faculty members about the processes of drug discovery and development, clinical testing, marketing, regulation and adverse event reporting.
3. The health sciences schools and library faculties should explore opportunities to develop, in partnership with industry, new portals for disseminating objective and unbiased information about drugs and products that will "optimize the potential of modern information technology."

I. Implementation

The five health professional schools and the library faculty agree to form an inter-disciplinary committee to assist in implementation of this policy, address questions regarding interpretation of the restrictions and recommend changes to the policy as needed.

J. Enforcement

It is the responsibility of all students, residents and faculty members to understand their obligations under this policy.

Sexual Misconduct, Intimate Partner Violence and Stalking

<https://www.cu.edu/sites/default/files/aps/79746-aps-5014-sexual-misconduct-intimate-partner-violence-and-stalking/aps/5014.pdf>

<https://www.cu.edu/ope/aps/5014>

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees. Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

ETHICS AND REPORTING

The University of Colorado is committed to conducting its affairs ethically and in accordance with federal and state laws and regulations as well as university policy. Each member of the faculty and staff is expected to share in this responsibility. The University of Colorado is also committed to preventing, detecting, and correcting violations of applicable laws, regulations, and policies.

For additional information and to confidentially submit a report, please visit the CU EthicsLine. For other concerns or complaints, please refer to Student Complaints/Appeals or Faculty/Staff Concerns & Reporting. The Ethics and Compliance Program may be reached at reg_compliance@ucdenver.edu or 303-724-1010.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Periodically, but not less than annually, the University of Colorado informs students of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institutions to comply with the act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy can be found in the library on each of the campuses of the University of Colorado.

The following items of student information have been designated by the University of Colorado as public or "Directory Information": Name, address, telephone number, date and place of birth, dates of attendance, registration status, class, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities. Such information may be disclosed by the institution for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received each term in the Office of Admissions and Records. Forms requesting the withholding of "Directory Information" are available in the Offices of Admissions and Records. The withholding of directory information is in effect until specifically rescinded by the student or until the student is no longer enrolled.

The University of Colorado assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates individual approval for disclosure.

Questions concerning the **Family Educational Rights and Privacy Act** may be referred to the Office of Admissions and Records of the student's home campus.

<https://www.cuanschutz.edu/registrar/student-resources/ferpa>

STUDENT BILLING POLICIES

E- BILL POLICY

The University of Colorado Denver | Anschutz Medical Campus has implemented an official E-Bill (electronic billing) program. The university no longer mails paper billing statements to students. All registered students must access their student account bill through the UCDAccess portal.

E-Bills are online student billing statements. E-Bills display the same information as paper billing statements (for example: charges for tuition and fees, as well as credits and payments). As a student, you will receive a monthly notification to your official university e-mail account stating that your current E-Bill is available. This e-mail notification will include a link to the UCDAccess portal and step-by-step instructions for accessing your E-Bill.

Your E-Bill is basically a snapshot of your student account, much like any paper bills you may receive. Any student account activity that has taken place since the E-Bill was created will not be reflected. The "Account Balance" provided in the "Finances" section of the Student Center in UCDAccess is your true student balance.

Your payment options will not change as a result of the E-Bill program. You may pay online with an electronic check or credit card, in-person at the Bursar's office or mail a check or money order payment to the address provided on the .PDF version of your E-Bill.

You may set up other individuals (such as a parent, guardian, employer, and other third party) as "Authorized Payers" to view your E-Bill and make payments online. Any Authorized Payer you establish will receive an e-mail notification each time a new E-Bill is available. If your parent or guardian typically pays your tuition and fee bill, University of Colorado Denver | Anschutz Medical Campus encourages you to establish that person as an Authorized Payer.

TUITION & FEE AGREEMENT AND DISCLOSURE

All students who register for classes at the University of Colorado Denver | Anschutz Medical Campus are held responsible for payment as described in the Tuition and Fee Agreement and Disclosure. Students accept the terms of this agreement during the registration process in UCDAccess.

<https://www.ucdenver.edu/docs/librariesprovider22/billing-payments/tuition-and-fee-agreement.pdf>

STUDENT LIFE

Student Organizations

The School of Dental Medicine offers various student organizations and interest groups. Student organizations must register on a yearly basis in order to be considered an official, recognized club within SDM. Registration occurs for previously established organizations in the beginning of each fall semester. New organizations can begin the registration process at any time throughout the year by contacting the Manager of Admissions and Student Engagement.

SDM recognized clubs can host events on campus, book rooms, recruit members, fundraise, and receive support from the School of Dental Medicine and/or the Office of Student Affairs. Each organization can request their own email address and inbox. See the "SDM Club Org Email Contract" for more information about club email addresses. Student organizations can request financial support by filling out the "SDM Student Organization Financial Support Request Form" and emailing the Manager of Admissions and Student Engagement.

SDM Student Organizations are required to have a representative attend periodic Club Committee Meetings. Club Committee Meetings are hosted by the Office of Student Affairs to share updates with and gather important information from student organizations. Non-attendance to Club Committee Meetings can result in student organizations losing recognized status within SDM.

See the "Student Organization Handbook" and the "Student Organization Policy" for more information on CU Anschutz student organizations and policies.

The list below includes but is not limited to all SDM student organizations:

1. AMERICAN DENTAL EDUCATION ASSOCIATION

Student membership in the American Dental Education Association (ADEA) is available to any student enrolled in the University. The association is to lead individuals and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public. Through participation on councils and committees, each member is allowed expression in the process of dental education. For additional information visit www.adea.org.

2. AMERICAN STUDENT DENTAL ASSOCIATION

The American Student Dental Association (ASDA) is a national student-run organization which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession. Various organizations have graciously paid the dental students' membership fee to allow each of our students the opportunity to experience and become involved in organized dentistry. Additional benefits include life insurance, loans, MasterCard, and various publications (Journal of the American Dental Association, Dentistry, ASDA Handbook, ASDA News, and Journal of the Colorado Dental Association). For additional information visit www.asdanet.org or for the ASDA Colorado Chapter visit www.coloradoasda.org.

3. AMERICAN ASSOCIATION OF WOMEN DENTISTS

The American Association of Women Dentists is the leading resource for advancing, connecting and enriching the lives of women dentists. The organization serves its members by offering a variety of programs and services that benefit the special needs of the busy woman dentist. . The American Association of Women

Dentists, established in 1921, is the only dues-based national organization representing the interests of women dentists across the country. AAWD benefits its members from dental school through retirement.

4. AMERICAN ACADEMY OF PEDIATRIC DENTISTRY

The American Academy of Pediatric Dentistry's Mission is to advance optimal oral health for all children by delivering outstanding service that meets and exceeds the needs and expectations of its members, partners and stakeholders. The purpose of the organization on campus is to initiate and promote a better understanding and appreciation of dentistry for children among dental students at the University of Colorado. Its ultimate objective is to foster a relationship between the dental students and the pediatric community through educational presentations, screenings, and dental projects. For additional information visit <http://www.aapd.org>

5. STUDENT NATIONAL DENTAL ASSOCIATION

The Student National Dental Association (SNDA) has had a longstanding goal for over 40 years to promote, aid and support the academic and social environment of minority students. SNDA strives to establish opportunities for its members to develop stronger alliances amongst one another while developing a sense of community, aiding in the advancement of minority students within the field of dentistry. SNDA provides great opportunities to hone leadership skills on both a national and local level. For additional information visit www.sndaonline.net.

COMMUNITY SUPPORTERS

Various organizations support dental students at the University of Colorado. The following organizations graciously sponsor the dental students' American Student Dental Association membership fee to allow each of our students the opportunity to experience and become involved in organized dentistry.

- COLORADO DENTAL ASSOCIATION

The Colorado Dental Association (CDA) provides member services that promote the highest standards of care for the public and inspires members in the pursuit of professional excellence and personal fulfillment through education, leadership, and communication. For additional information visit www.cdaonline.org.

- METRO DENVER DENTAL SOCIETY

The Metro Denver Dental Society is a not-for-profit component society of the American Dental Association and the Colorado Dental Association. MDDS represents more than 2,000 dentists in the metro area. For additional information visit www.mddsdentist.com.

- THE AMERICAN PROSTHODONTIC SOCIETY

The American Prosthodontic Society's mission is to promote the advancement of the discipline of prosthodontics by integrating the generalist, specialist and dental laboratory technologist in a manner that will continuously seek improvement of patient treatment through education and research. For additional information visit www.prostho.org.

- DENTISTS PROFESSIONAL LIABILITY TRUST

For additional information visit www.tdplt.com.

STUDENT COUNCIL

The Student Council is the voice of the entire SDM student body. It is involved in planning events, answering questions, solving class problems, and communicating student concerns to the administration. All dental students are members of the Student Council. The Council Executive Committee is composed of the student body officers and each class president.

Elections for class officers are held annually prior to the conclusion of the spring term, with the final selections to be effective beginning at the start of the summer semester. If no new nominations are submitted, the previous elected member will remain in the position. The incoming dental students hold elections for class officers/committee representatives in September to give classmates the opportunity to get to know each other prior to elections.

Students must remain in good academic standing and not on academic probation in order to maintain an elected position. Committee representatives are locked into their positions for the entire 4-years of their dental school career as long as they remain in good academic standing. If an Executive Committee board member falls out of good standing an election will be held to find a replacement.

All newly elected class officers, student senate representatives, committee representatives, dental student council officers, and student organization representatives (or if any revisions to current officers are made throughout the year) are to be submitted directly to the Manager of Admissions and Student Engagement.

Class President

- Hold class meetings
- Attend Student Council meetings (1x/month)
- Class spokesman
- Communicate with SDM administration as representative of the class
- Hold student issues meetings with appropriate parties as necessary
- Sit on assigned subcommittees and attend scheduled meetings

Class Vice President

- Support President and preside at all meetings in the absence of the President
- Sit on assigned subcommittees and attend scheduled meetings

Class Secretary

- Keep accurate minutes of each meeting
- Keep annual reports for the officers and committees
- Report old business at class meetings
- Maintains class events calendar and course/exam schedule

Class Treasurer

- Maintain and oversee the class account (financial records are maintained through the Manager of Admissions and Student Engagement)

Note: Approval to use funds is needed prior to any activity or fundraisers. All deposits and reimbursements are made through the Manager of Admissions and Student Engagement

- Responsible for collecting and keeping track of class funds made from fundraisers

Student Diversity Officer

- Work in close coordination with the Office of Diversity and Inclusion which includes regular meetings with the Director of Diversity Programming
- Communicate Office of Diversity initiatives, programming and directives to the class
- Bring concerns, insights and ideas to improve campus culture to the Office of Diversity
- Help facilitate conversations with the class, SDM and CU Anschutz regarding diversity and inclusion.
- Sit on certain committees to provide advocacy and insight from the perspective of diversity, inclusion and equity. These committees include but are not limited to:
 - SPEA Committee
 - Student Affairs Committee
 - Institutional Effectiveness Committee

- Help to create programming which addresses issues and ways to improve diversity, inclusion and equity at CUSDM
 - Note:
 - In order to run for the SDO position an application must be first completed with the Office of Diversity and Inclusion. Up to three candidates in each class will be selected by the School of Dental Medicine Student Success Committee and each class will vote for one candidate to represent them.
 - Co-SDOs or two Student Diversity Officers are acceptable per class as long as both candidates agree to work in the role together if elected.

School of Dental Medicine Subcommittees and Other Positions

Dental Curriculum Subcommittee

- The Dental Curriculum Subcommittee shall have the responsibility, authority, and accountability for the entire dental curriculum of the School of Dental Medicine. The committee's responsibilities shall include determination of the course offerings, assignment of courses to the appropriate department, approval of course content, coordination of the academic calendar and periodic evaluation of the curriculum.
- *Each class will vote for 1 student to serve on this subcommittee*

Student Professionalism and Academic Integrity Subcommittee

- The Student Professionalism and Academic Integrity Subcommittee shall be responsible for developing policies for the evaluation of dental student professional conduct and academic integrity issues. It shall also be responsible for implementing and enforcing student professional conduct and academic integrity policies that have been approved by the Faculty Senate and it shall make recommendations to the Dean and other parties regarding discipline of each student. The subcommittee shall follow guidelines approved by the Faculty Senate in full accord with the Rule of the Regents and the requirements of due process
- *Each Class will vote for 1 student to serve on this subcommittee*

Student Affairs Subcommittee

- The Student Affairs Subcommittee will be responsible for oversight of the student life at the School of Dental Medicine. This shall include oversight and input for class activities including but not limited to the White Coat Ceremony, the Graduation Banquet, and the Graduation Ceremony.
- *Each Class will vote for 1 student to serve on this subcommittee*

Institutional Effectiveness Subcommittee

- The Institutional Effectiveness Subcommittee shall have the responsibility, authority, and accountability for the Institutional Effectiveness Program of the School of Dental Medicine. The committee's responsibilities shall include the development of guidelines and procedures, implementation of a plan of outcomes, assessment, coordination of effort and evaluating compliance. Specifically, the committee shall be responsible for designing a system of outcomes assessment for the programs of the School of Dental Medicine, evaluating and coordinating the measures used to make assessment, assuring compliance with the program, assuring data collection and analysis, and assuring the distribution of the data and recommendations of the responsible person(s), committee(s), or organization(s) for action.
- Subcommittees reporting to the Institutional Effectiveness Committee include the Dental Curriculum Subcommittee, and the Dental Student Performance Subcommittee
 - *Committee members that serve on this position are the DS2 and DS3 Class Vice Presidents, as well as the ISP2 Class Vice President.*

Operations Subcommittee

- The Operations Subcommittee shall be advisory to the Dean with responsibilities including oversight of patient care, facilities, equipment, instruments, IT, and the patient management system. The Committee shall assist the Dean by suggesting strategies for improving didactic, preclinical and clinical education environments, and patient care.
 - Committee members that serve on this position are the DS3 and DS4 Class Presidents, as well as the ISP1 and ISP2 Class Presidents.

AMC Student Senate Representative (2 Representatives Per Class)

- AMC Student Senate is the governance for the Anschutz Medical Campus student body - this is the direct line to the Chancellor, Regents and President of the University. Senate participates in a shared governance model at AMC with the Deans, faculty, and staff who, through meetings with the Chancellor and staff are able to convey concerns, needs, and successes of the student body. Two student members from each class are voted to represent the students. The Senate includes members from Medicine, Nursing, Child Health Associates, Pharmacy, Dental, etc.
- AMC Student Senate Representatives attend student senate meetings twice a month.
 - NOTE: AMC Student Senate Representatives who do not attend, or classes that do not elect senators are jeopardizing their class funding - 25% of the annual funding may be lost if attendance has not been satisfactory from September through March/April. Funds withheld by Senate will be re-distributed within Senate for committee use.
- AMC Student Senate Representatives report back to their class upcoming student senate activities and help out with said activities.

Interprofessional Education (IPE) Student Representative (2 Representatives Per Class)

- Represent the views of fellow health professional students.
- Use your personal and professional skills to advocate for interprofessional education.
- Gain knowledge of your institution's interprofessional commitment and activities.
- Strengthen the impact of interprofessional education at the University of Colorado Anschutz Medical Campus.
- Maintain other expectations of the IPE student representative during courses and clinical experiences

FRATERNITIES

Professional fraternity life is offered as a part of the School of Dental Medicine activities. Two national dental fraternities are represented through local chapters:

- I. **Alpha Omega**, Beta Iota chapter
- II. **Delta Sigma Delta**, Alpha Delta chapter

STUDENT RESOURCES

SDM STUDENT SUPPORT RESOURCES

School of Dental Medicine Office of Admissions and Student Affairs: Available to all students to discuss and aid them in any problems or situations that may arise during their educational career and advocate for the student. This can include interaction with or without the faculty advisor depending upon the comfort level of the student or the individual situation. The Office of Admissions and Student Affairs can coordinate with the Office of Academic Affairs tutoring efforts to assist in satisfactory academic progress. The Office of Office of Admissions and Student Affairs can confidentially refer students for assistance in Financial Aid and Counseling Services on campus.

School of Dental Medicine Office of Academic Affairs: Available to all students to discuss their individual academic progress or to class officers representing the class as a whole to discuss academic related issues. Can coordinate with the Office of Admissions and Student Affairs tutoring efforts to assist in satisfactory academic progress.

School of Dental Medicine Office of Diversity, Equity, and Inclusion: In addition to having a campus-wide Office of Outreach and Inclusion, the School of Dental Medicine also provides direct support and resources for diversity. The School of Dental Medicine Office of Diversity and Inclusion aims to improve access and quality of oral health care to underserved communities by expanding a more diverse dental workforce. To help diversify the dental workforce, the Office of Diversity and Inclusion has several educational programs designed to support all our students here at the dental school.

Title IX Ally

Dr. Deidre Callanan

University of Colorado School of Dental Medicine Email: Deidre.callanan@ucdenver.edu

Phone: 303-724-8290

Information can be found at: <http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx>

Dental Student Advising System: Dental Students are assigned to faculty advisors during the first semester of dental school. Students are encouraged to communicate with the faculty advisor to discuss any topics that they feel comfortable discussing that could include academic progress, academic expectations, post-graduate education opportunities, etc. The advisor will also serve as a referral service to guide the advisee to offices and agencies that offer aid not within the resources of the advisor.

MAXIENT FORM

In an effort to stay engaged and for you to easily access our Maxient Reporting Form, we have launched a shortcut to be located in your shortcuts folder.

The Maxient icon will be located on the desktop on all computers in the school and in the Home/Shortcuts folder on all managed Mac computers for you to conveniently access and use. Your feedback, even anonymously is important to us.

The University of Colorado Anschutz School of Dental Medicine faculty, staff, and students are encouraged to refer students, faculty and staff, to the Office of Student Affairs who exhibit:

- academic, personal, or emotional challenges
- threatening, worrisome, or other concerning behavior, either in-person or via the internet
- unprofessional or unethical behavior i.e. cheating
- behaviors that do not convey compassion, respect, empathy, caring and tolerance in all interactions with students, patients and families, professional colleagues, teachers and staff, in respect to Title IX's protected classes.

A confirmation will be sent when a report is received by the Office of Student Affairs. The Associate Dean of Student Affairs and the Director of Student Affairs & Professionalism will review the report and distribute to the appropriate person(s) for management. An email will go out from the Office of Student Affairs notifying the sender that the concern is being addressed. The details of actions being taken, ranging from a meeting to an investigation to a referral to SDM departments, or campus entities (Student services, OEO, DEI&CE, ODAI, police, legal, mental health, etc.) will remain confidential to protect the individuals involved.

Please find the Maxient link below to access the CUSDM Student Occurrence Reporting Form:

https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=127

ANSCHUTZ MEDICAL CAMPUS STUDENT SUPPORT RESOURCES

Campus Educational Support Services: A service unit focused on providing specialized technology and expertise, which supports AMC students in education, faculty, staff, etc. Examples of services provided include photography, graphics & illustration, digital services, media production, etc. For additional information please visit the Visual Images office or the web page:

<http://www.ucdenver.edu/about/departments/EducationalSupportServices/Pages/ESS.aspx>

CU Anschutz Campus Student Services: The Office of Campus Student Services is located on the 3rd floor of Ed II North in the Student Services suite. The Office of Campus Student Services' mission is to enhance student life at the Anschutz Medical Campus of the University of Colorado Denver by providing excellence in specific non-academic and academic student services. Students who have been admitted into their respective school/program or who are currently enrolled as a degree seeking student may utilize the Office of Campus Student Services' many services during their tenure at the Anschutz Medical Campus.

<https://www.cuanschutz.edu/student>

CARE Team: The CARE Team was created to address the health and safety needs of students as well as the campus community. Its purpose is to assess whether individuals pose a risk to themselves or others and to intervene when necessary; and, more generally, to identify and aid those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. For more information, please visit the CARE Team website.

Office of Case Management: The Office of Case Management creates access to resources for students to maintain their safety, health, and well-being, consults & trains on supporting students in navigating challenging situations, manages the Case Management referral system, and convenes the CARE Team. The Office is located in Education 2 North, Room 3200 and can be reached at (303) 724-8488. Additional information can also be found on the Office of Case Management website.

Phoenix Center: The Phoenix Center serves the entire campus community including students, faculty, and staff. They provide free, confidential support services, education, awareness efforts, and resource referrals for issues of interpersonal violence – which includes relationship violence, sexual violence, and stalking. The center is located in the Education 2 North Building, Room 5232. The center can be reached at (303) 724- 9120 for appointments or for the 24/7 helpline at (303) 556-2255. Additional information can also be found on their website.

Central Office of Diversity, Equity, Inclusion and Community Engagement

<https://www.cuanschutz.edu/offices/diversity-equity-inclusion-community>

Mission: We are committed to transforming and advancing policies, programs and practices that address social injustices and health disparities alongside the communities we serve.

Vision: We aspire to build a medical campus community that thrives on diversity, equity, inclusion and community engagement; strives to eliminate social injustices and health disparities through measurable commitments, strategic, systemic and sustainable systems of accountability; and demonstrates trust and respect for ALL through inclusive practices and policies.

As a world-class medical destination at the forefront of transformative education, science, medicine and health care, we will combine efforts and leverage all of the campus missions to attain our goal. This includes expanding on the endeavors of the former Community-Campus Partnership program and strengthening the collaboration with our hospital partners.

Location:

CU Anschutz Fitzsimons Building,
13001 East 17th Place Suite CG001
Email: odeice@cuanschutz.edu

The Office of Disability, Access, & Inclusion:

The Office of Disability, Access, & Inclusion welcomes qualified students with disabilities (e.g. psychological, learning, chronic health, sensory, or physical) and is committed to providing equitable access to our programs. Students who meet the technical and admission standards of our programs (with or without accommodations) partner with our office to establish access by identifying and removing barriers related to their disability.

Mission Statement

The Office of Disability, Access, & Inclusion recognizes, welcomes, and celebrates disability as an integral part of a diverse health professions campus and workforce. To facilitate inclusion, we partner with students and programs to identify opportunities to create and promote meaningful access. The office is located in Strauss Health Sciences Library V23-1409A1

Phone: 303-724-8428

disabilityaccess@cuanschutz.edu

<https://www.cuanschutz.edu/offices/disability-resources-and-services/home-page>

CU Anschutz Veteran & Military Student Services

The University of Colorado Denver and the CU Anschutz Medical Campus are military friendly and committed to providing service members and their families with a high-quality education, catered to their distinct needs.

The Office of Veteran & Military Student Services (VMSS) represents veteran, active duty, reservist, national guard and dependent students.

Location: Education Building 2, North P28-3207

Phone: 303-724-9649

Email for an Appointment: VMSS@ucdenver.edu

<https://www.ucdenver.edu/veterans>

CHANGE OF NAME OR ADDRESS

The student may make a change of address directly on-line at:

<http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx#>.

In addition, the student **must also** report any revisions to the **SODM Office of Admissions, Student Life & Inclusion**.

FINANCIAL AID

The Financial Aid office shall make every effort within published rules to ensure that financially needy students, who otherwise would not be able to attend the University of Colorado AMC because of insufficient family resources, will have the financial opportunity to attend this institution and obtain their degrees.

The Financial Aid Office is located in the Education 2 North Building, Room 3123 (3rd Floor).

Advising Hours:

Mondays, Wednesdays, & Fridays - 8:00am - 3:00pm

Tuesdays & Thursdays - 8:00am - 1:00pm

You can also reach them by phone at 303-724-8039 or by email at Financial.aid@cuanschutz.edu.

Financial aid consists of federal, state and institutional funds. These funds generally consist of a combination of part-time employment, long-term low interest loans, grants and scholarships. Most financial aid is awarded on the basis of financial need. There is a state-funded scholarship for undergraduates, based on merit, and a state-funded graduate fellowship for graduate students enrolled in at least 9 credit hours per term based on merit. Financial need is defined as the difference between the cost of attendance as defined by federal regulations and the institutional policies (tuition, fees, books and supplies, room and board, transportation) and total family resources available to the student. The primary responsibility for financing post-secondary education rests with the students and their families. It is important to note that Financial Aid is intended to help the student with educational expenses. Federal, State, and institutional funds are intended to support the student during school and are not available to help in the support of a student's family.

The AMC Financial Aid Office participates in the Federal Direct Stafford Loan Program. Under the program, the federal government provides subsidized and unsubsidized Stafford loans and Parent Loan for Undergraduate Students (PLUS) to students. Students are not required to complete separate loan applications, thus eliminating the banks, guaranty agencies, and other private lenders. The Federal Direct Stafford Loan Program makes the process of applying and receiving loan funds easier for the students.

Financial aid awards for the current term will be applied first toward current tuition and fee bills. After the current tuition and fee amounts have been paid, the remaining financial aid funds will be refunded to the student for living expenses.

The University reserves the right to adjust or cancel your award anytime as a result of information received that affects your eligibility. It is the responsibility of a financial aid recipient to report any changes in your financial, marital and enrollment status to the Financial Aid office. If you should receive assistance from other sources, such as trainee ship, graduate fellowship, private loan or scholarship, you must report this to the Financial Aid office. It may be necessary to repay some financial aid if you receive more funds than can reasonably be attributed to meeting your educational expenses at the University as determined by the Financial Aid Office.

TRANSCRIPTS

Students may print unofficial transcripts through the Student Portal, UCDAccess. Official transcripts may be ordered by completing a "Transcript Request" form through the Office of the Registrar's website.

<https://www.cuanschutz.edu/registrar/student-resources/transcripts>

The cost of official transcripts varies based on pickup and/or delivery method.

Outstanding financial obligations with any CU campus must be resolved before a transcript can be released. You will be notified if you have a financial hold before you are permitted to submit a transcript order. Please contact the Bursar's Office to make payment arrangements:

CU Anschutz Bursar's Office

Education 2 North | Room 3120A
Office Hours: 8:30am - 5:00pm
Phone: 303.315.1800
Email: Bursar@ucdenver.edu

Mail Payments to:

13120 East 19th Avenue
Campus Box A098
Aurora, CO 80045

Or call directly:

- Past Due Accounts: 303.315.1812 or 303.315.1828
- Loan Inquiries: 303.315.1830
- Tax Offset: 303.315.1813

Third Party Billing: ThirdPartyBilling@ucdenver.edu

EDUCATIONAL SERVICES

Research Activities

Research Activities of the School of Dental Medicine are coordinated through the Research Committee and Dr. Lynn Heasley, Chairman of Craniofacial Biology. These activities involve research in the areas of basic science, biomaterials, clinical care of patients, behavioral science, and methods of practice administration, among others.

Strauss Health Sciences Library

The Strauss Health Sciences Library provides many resources that students have access to throughout their time in the program. The library contains journal articles, books on reserve, and other online resources for students on the Anschutz Medical Campus. The library is located at 12950 E. Montview Blvd. The library can be reached at (303) 724-2152 or on their website.

LEGAL SERVICES

Notary

Notary services are available to students by various office administration staff at the Dental School.

MAIL SERVICES

Incoming Mail

Mail addressed to students is placed in student mailboxes located on the lower level of the Dental School building.

Inter-departmental Mail

All internal mail (Boulder Campus, Denver Campus, AMC, Veterans Administration Hospital, Denver Health Medical Center) can be delivered by the internal mail system.

Outgoing Mail

There is a regular post office located on the on the Anschutz Medical Campus. Students may purchase postage stamps and send outgoing mail.