

University of Florida College of Dentistry

Pre-Doctoral Student and Faculty Handbook

Effective August 2021

Office of Academic Affairs
PO Box 100407
352-273-5950

The University of Florida is an Equal Opportunity Institution and does not discriminate based on race, national origin, sex, marital status, religion, age, or disability.

While every effort is made to provide accurate and current information, the University of Florida College of Dentistry reserves the right to change without notice statements concerning rules, policies, fees, curriculum, or other matters.

Disclosure: The Office of Academic Affairs may amend this Pre-Doctoral Student and Faculty Handbook at any time. Any amendments or changes shall only become effective after reasonable notice is given to students and faculty.

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This handbook applies to all students and faculty during the academic year (August to August of the next year). It is updated every summer and goes into effect with the fall academic term.

Alternate Format of this Handbook

Upon request, for individuals with documented visual and print-related disabilities, this Handbook is available in an alternate format. The alternate formats may include large print, Braille, audiocassette, DVD, and interpreters. For more information, contact the Office of Academic Affairs, PO Box 100407, Gainesville, FL 32610-0407, or call (352) 273-5950.

SECTION A – Vision, Mission, Values and Anti-discrimination Commitment

Vision

To be a global leader in dental education, research, patient care, and service.

Mission

Provide innovative dental education and deliver the highest degree of patient-centered care and service while promoting discovery and the generation of knowledge through research, with strong commitments to community engagement, diversity, and inclusion.

Values

We value excellence through high-quality, comprehensive dental care, cutting-edge research, and learner-focused education. We support a culture of dignity, respect, support, and compassion fostered through a diverse and inclusive environment.

Anti-discrimination Commitment

The University of Florida and the University of Florida College of Dentistry are firmly committed to fostering an environment free from discrimination. The college values human dignity, racial, ethnic and cultural diversity, and equality of opportunity. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

For further information, visit:

[UF's Proposed Regulations](#)

[UF Human Resources Options for Reporting Concerns](#)

[UFCD Code of Conduct](#)

Find more information on the University of Florida College of Dentistry's goals and measures to achieve those goals here: <https://cod-strategic-plan.sites.medinfo.ufl.edu/2018/07/12/ufcd-2019-2024-strategic-plan/>.

SECTION B – The Core Dental Curriculum

Educational Mission

The Educational Mission of the University of Florida College of Dentistry (UFCD) is to graduate a scientifically knowledgeable, biologically oriented, technically competent, socially sensitive practitioner of dental medicine. We expect students and graduates to adhere to the highest standards of professional conduct and ethics and function effectively as a member of the nation's health care delivery system. Our graduates must be competent in the prevention, diagnosis and care of patient's oral-facial conditions that affect overall health and patient well-being. A competent practitioner is one who is able to begin independent, unsupervised dental practice upon graduation.

Educational Philosophy

UFCD's highest commitment is to academic excellence. The development of the competent graduate in the science, art, and practice of dentistry is the foundation of our educational philosophy. It is paramount that the educational environment is humanistic and reflects the values of integrity, honesty, respect, fairness and cooperation. It is equally important that faculty and staff develop, integrate and facilitate effective and active learning. These efforts must result in graduates who possess and demonstrate knowledge and skills in the cognitive, psychomotor, and affective domains.

Curriculum Committee

The Curriculum Committee is responsible for overseeing and managing the four-year DMD curriculum consistent with the Commission on Dental Accreditation Standards and the college's educational mission and philosophy. The curriculum strives to encompass the College's educational mission and philosophy and uses a competency-based approach to education and student evaluation. Find more information on the Curriculum Committee here: <https://dental.ufl.edu/about/administration/shared-governance/committees/curriculum-committee/>

Doctor of Dental Medicine Curriculum

The Doctor of Dental Medicine curriculum spans eleven semesters, typically completed in four years and utilizes a biological, psychological and social approach to foster integration of basic, behavioral and clinical sciences. The timing and sequence of courses are designed to help students develop the requisite knowledge base and the rationale they will need for clinical patient care.

The *basic sciences* provide dental students with foundation knowledge in anatomy, physiology, cellular and molecular biology, virology, immunology, microbiology, and nutrition.

The *behavioral sciences* provide dental students applied knowledge in the areas of interpersonal communication, human behavior and ethics.

The *clinical sciences* develop a dental student's therapeutic and clinical decision-making skills. Interprofessional education sessions and evidence-based practices are incorporated throughout the curriculum.

Electives allow dental students the opportunity to vary their program according to their individual interests. Each student is encouraged to enroll in at least one research-oriented elective, and all students must complete a minimum of six (6) credit hours of electives for graduation.

The College is also committed to volunteer services and interdisciplinary service-learning. Each student is required to perform ten hours of community service every academic year. A wide range of opportunities exists locally, in-state, nationally and internationally through our international service learning experiences.

Competency-based Dental Education

The UFCD curriculum provides students with the mechanism for developing competency as clinical dentists in preparation for the practice of general dentistry. Graduates will be competent to provide a wide spectrum of dental care, either directly or through referral while remaining responsible for all aspects of patient care. In this sense, the general practitioner is expected to understand the indications and contraindications for contemplated treatment and recognize when the scope of treatment is beyond their individual capability. The curriculum is designed so that the students develop and/or enhance the knowledge, skills, and values required of a competent practitioner. Students must be deemed competent in these knowledge, skills, and values by the faculty prior to graduation.

UFCD Competencies for the New Dental Graduate

The Competencies for the New Dental Graduate was developed by UFCD's Curriculum Committee with input from the faculty, students, and staff and approved in October 1999, with revisions in June 2004, April 2007, March 2010, August 2014, May 2016, and August 2020. Find the entire document here:

https://dental.ufl.edu/wordpress/files/2020/09/COMPETENCIES_FOR_THE_NEW_DENTAL_GRADUATE_2020.pdf

Enrollment and other policies

Registration in UFCD (DEN) courses is restricted to students who are currently admitted to a program in the college and who are classified as DMD and Graduate Dental Students. Postdoctoral Fellows may audit courses for no credit or grade. While the college will use all of its resources to provide sufficient patients for students, the ultimate responsibility for procuring patients and completing clinical courses and degree requirements rests with the student.

SECTION C – The Elective Dental Curriculum

Elective courses are designed to allow students the opportunity to self-direct their education according to their individual interests and needs. Electives supplement the core curriculum. Each student is required to complete a minimum of six (6) credit hours (sixty clock hours) of approved elective courses. In addition, six (6) CEUs must be earned in the junior and ten (10) in the senior year for a total of twelve (16) hours of CEU credit. Only 3DN and 4DN students receive credit for CEUs.

Registration in an elective

There are two ways to enroll in an elective – respond to an email sent by the course director or departmental personnel or complete the Elective Enrollment Request form and obtain the course director's signature. The Elective Enrollment Request form is available in the Office of Academic Affairs and must be returned to that office to be registered for an elective.

If a student is interested in a course of study not currently offered, he/she should work with the appropriate faculty member to develop it. The faculty member should complete a new elective request form (available at the UFCD website) and forward it to the Curriculum Committee for approval. The course director will be notified of the committee's final action.

Evaluation

The evaluation mechanism is stated in the syllabus for each elective and is based on criteria developed by the course director. All electives are graded as pass/fail (S/U).

Global Oral Health Education Program

Students representing UFCD have participated in service-learning internationally in several countries including Honduras, Dominican Republic, Jamaica, Bahamas, and Ecuador to provide care to disadvantaged populations, to participate in cultural exchange, and to learn about dental education in other countries. The Office of Academic Affairs administers all international educational experiences arranged for undergraduate dental students representing the College to assure:

- Appropriate safety and welfare standards of the visit for the students and faculty.
- The adequacy of the educational, clinical, and cultural benefits of the experience.
- Appropriate institutional affiliation agreements have been arranged.
- Coordination between the educational content and timing of the student's participation/scope aligns with their educational preparation.
- Approved student selection criteria for the visits.
- Participating attending instructors have either active or courtesy faculty appointments with UFCD.

- Acceptable behavior standards and obligations of the participants.
- Appropriate elective credit is issued to the students.
- Appropriate tuition is charged to cover the cost of course administration and travel for the course director.
- Proper funding is secured through student organizations, or other UF offices if applicable.

Role of the Global Service-Learning Program Coordinator:

- To serve as the UFCD Faculty representative and coordinate College activities with their support and guidance.
- To review the program and itinerary of all international educational experiences involving UF dental students.
- To serve as course director of DEN8290 and schedule courses only during student break periods.
- To plan and conduct student experiences that have an educational as well as a humanitarian experience that meets guidelines set by the UF UFCD.
- To secure affiliation agreements through the UF International Center with any international institution or organization hosting UF dental students.
- To announce/advertise offerings to students to allow for travel deadlines and planning to be met.
- To select students based upon appropriate selection criteria (eligibility criteria to be developed by the coordinator and should exclude any student on academic or conduct probation).
- To cooperate with the UFCD Office of Academic Affairs to assure enrollment of students (completion of elective course registration form).
- To coordinate with the UF International Center for necessary insurance coverage, vaccinations, passports, visas, etc.
- To process and maintain any courtesy faculty appointments.
- To mandate an academic requirement of the student for course completion (i.e. Reflective paper, daily log, class presentation, etc.)
- To issue grade (U/S) for elective credit or community service hours as required by the program and based on students' achievements.
- To collect, analyze and respond to elicited feedback from participating students to aid in course improvement.
- To review and establish the tuition(s) for the elective courses. Provides centralized assistance to students and faculty in UFCD including:
 - Registration of students interested in participating in UF students/faculty educational visits.
 - Logistics for the activities required for the adequate preparation of an official UF students/faculty educational visit to another country are described in flow list diagrams published on the OGH internet site.
 - Coordinates between the different UF offices involved in the preparation and organization of a UF students/faculty educational visit to another country, such as student health services, insurance and orientation, and the UF International Office. These involve meetings and lectures for the adequate preparation of a trip, and safety issues during the visit.

- Coordinates student activities related to the preparation of the trip including travel arrangements, equipment and supplies acquisition and storage, and their transportation across international borders.
- Serve as a meeting place, hub, and channeling facility before each educational visit to another country.
- Serves as a permanent repository for data produced by faculty and students in their UF students/faculty educational visits.
- Provide a campus-level channel of communication for all global health matters emanating from the Health Professional Colleges, including coordination of multidisciplinary visits.
- Ensures partnerships with fellow international organizations.
- Introduces and publishes material to inform the UF Health Science professional community about global health activities.
- Coordinates with the UF Foundation, Inc. in applying for external gifts and funds.

Role of UFCD Office of Academic Affairs and Office of Student Advocacy and Inclusion:

- To facilitate course approval through Curriculum Committee review.
- To maintain student roster and grade issuance.
- To collect tuition for elective/continuing education, based on the division of travel expenses of course director among the student participants
- To budget funds, if appropriate, through the Office of Student Advocacy and Inclusion.
- Coordinate with the coordinator the collection of donations for the different trips, and in general for the program.
- Provide letters of gratitude and certificates to donors (to be used as documentation and tax deduction)

Role of UF International Center

Find detailed information on the UF International Center website here: <https://internationalcenter.ufl.edu/>

The international center charges an administrative fee when students wish to obtain academic credit for their students/faculty educational visit to another country. The fee is usually not applicable when the students are not receiving academic credit.

Only students in good academic standing free of academic or conduct probation will be permitted to participate in the international education program. Although most travel is planned during school breaks, travel during class time will only be permitted providing the student contacts their course directors and receives written permission to miss instructional activities during the time they will be absent.

Combined/Joint Degree Program

Integrated DMD/PhD program

This integrated program allows students to work simultaneously in both research and clinical areas that will enhance their focus and skills to start an academic career.

Students will complete three years of the DMD program prior to entering the integrated format. In the subsequent four to five years, the student is expected to complete their clinical training for the DMD degree and pass the NBDE Part II or INBDE and meet all requirements for the PhD portion of the program. Find complete information on the DMD/PhD program here: <https://research.dental.ufl.edu/student-resource/dmd-phd-program/>

SECTION D – Instructional Support, Testing and Teaching Policies

Canvas

All DMD courses use Canvas, a learning management tool that includes course syllabi, teaching materials and assessment tools. Students receive instructions on how to use Canvas during their pre-orientation to the College. Gatorlink authorization is required for login at the site, which can be found at Canvas.

Computer requirement

The College of Dentistry requires incoming students to have a laptop computer in order to be able to function in the current learning environment. An iPad or iPad hybrid computer will not currently satisfy this requirement. Students are required to access electronic forms of information, submit assignments, and communicate with other students and faculty electronically in the DMD program.

In general, students can expect to need access to and ongoing use of a near state-of-the-art laptop computer. In other words, you will need daily access to a virtually new, powerful computer with Internet along with a printer. The choice of platform – Apple or PC – and the brand of laptop is up to the student so long as it meets the requirements stated below.

Laptops that use the following operating systems meet the [UFCD requirement](#).

For more detailed information about Computing at UF, go to [UF Computer Requirements](#)

Please be aware that products in the computer world are constantly changing. Therefore, this requirement is evolving and will continue to evolve. You can expect it to change as the power, price, and quality of computers change and students' needs in the college change. We make every effort to minimize the impact of changes in this requirement on our students.

When you select a laptop, it is wise to purchase the largest RAM, and the largest capacity hard drive installed by the computer manufacturer.

Canvas and ExamSoft

Courses in the UF College of Dentistry use Canvas as an online learning platform. Students should keep notification settings active to keep current on course updates. The college uses Canvas/LockDown Browser and ExamSoft testing software to administer selected DMD program examinations using student laptop computers. Laptops that do not meet college guidelines may cause difficulties for students when testing. It is particularly important for students to acquire an up-to-date, robust laptop for use in the dental program.

In conjunction with Canvas assessments, UFCD uses the LockDown Browser or Honorlock proctoring software. For low-stakes assessments under 15% of a total grade, the best practice is to use LockDown Browser. For higher-stakes assessments over 15% of a total grade, the best practice is to use HonorLock.

For more detailed information about Canvas and ExamSoft go to [Testing Information](#)

Exam Scheduling Policy

The exam schedule is constructed by the Office of Academic Affairs and approved by the course director the semester prior to the course taking place. Before the schedule is approved and posted for the upcoming semester, the course director is able to request schedule modifications. After the course has started, exam schedule changes are possible but depend on several factors before a change can take place. An exam can be rescheduled 2 months prior to the exam if the course director has approved the change, there is a 75% approval for the change by the class, and the Office of Academic Affairs has the resources for the date change. Exam rescheduling after 2 months, an exam can be rescheduled if the course director has approved the change, there is a 100% approval for the change by the class, and the Office of Academic Affairs has the resources for the date change. Exam date polling will be conducted by the Office of Academic Affairs. Failure to meet one of the requirements will result in an exam taking place as originally scheduled.

Security of Personal Mobile Devices at the University of Florida

Lost or stolen smartphones and laptops are a continuing source of security problems. The UF Mobile Computing and Storage Devices policy [UF Mobile Computing Policy](#) addresses this in several ways; importantly, the corresponding standard specifies that all mobile devices that store University data (regardless of ownership) be fully encrypted. Encrypted devices provide a “safe harbor” for the university. This means that if you have university Personally Identifiable Information (PII) on your encrypted laptop, smartphone, or USB drive, and the device is lost or stolen, the UF does not have to notify potential identity theft victims because the data is protected. Even more importantly, you are also protected from personal legal, or financial liabilities.

Email Policy

In the College of Dentistry, email is the primary mode of communication between faculty, administration, staff, and students. Students are required to check their email daily on all scheduled school days. A [Gatorlink \(ufl.edu\)](#) and [dental.ufl.edu](#) accounts are required for each student, with the primary email address as the [dental.ufl.edu](#). **Official emails will be sent exclusively to the dental.ufl.edu.** Additional emails can be forwarded from the Gatorlink ([ufl.edu](#)) to the [dental.ufl.edu](#). The preferred email address recorded for all students will be the [dental.ufl.edu](#) address. This is the email address displayed in the online phonebook. Students are responsible for checking their email twice daily.

The official platform for UFCD electronic communications is Microsoft Outlook. Faculty, students and staff are required to use Outlook for all UFCD business. Outlook email may NOT be automatically forwarded outside the [dental.ufl.edu](#) domain space.

Accessing your University email from other people's computers can be convenient, but exposes you to additional risks. It is never a good practice to configure an email client to access your email from a computer not assigned to you by the university or personally controlled by you. It is best to use Outlook Web.

Policies on Acceptable Use may be found on the UF Information Technology site: [UF Acceptable Use Policy](#)

Testing Information

Testing software and platforms are subject to change depending on availability, and emerging technology options. The college uses Canvas/LockDown Browser and ExamSoft testing software to administer selected DMD program examinations using student laptop computers. Laptops that do not meet college guidelines may cause difficulties for students when testing. It is particularly important for students to acquire an up-to-date robust laptop for use in the dental program.

The current best practice is to use online proctoring. In conjunction with Canvas assessments, UFCD uses the LockDown Browser or ExamID/ExamMonitor proctoring software.

Find detailed information about Canvas and ExamSoft here: <https://dental.ufl.edu/education/dmd-program/testing-information/>

Course Scheduling

University of Florida class periods use the following schedule:

<https://dental.ufl.edu/education/dmd-program/curriculum-overview/course-schedules/>

Course schedules are created and maintained by the Office of Academic Affairs the term before the class begins. Schedules are subject to change due to university closures, room closures, service outages, or other extenuating circumstances.

Students are responsible for monitoring the schedule, emails, and Canvas course information during the term for updates and changes.

Library Services

UFCD has a liaison librarian who is there to assist dental students with access to electronic resources, database selection, and searching, and other research questions. You may contact the UFCD library liaison at meyer.sarah@ufl.edu.

The Health Science Center Library is located in the Communicore Building. Hours of operation may be found here: <https://library.health.ufl.edu/quick-links/>

In order to borrow library materials, students will need a valid activated Gator 1 card. The card may be activated at the library's Circulation/Reserve desk. There is an in-depth FAQ online to answer most questions on how to use the library and its databases and online services here: <https://library.health.ufl.edu/help/faq/>

The UF Health Science Center Libraries has added a code of conduct to our website, which applies to all visitors to the HSCL, both in person and at virtual events hosted by the HSCL. With this resource, we hope to make our physical and virtual spaces a safe, inclusive, and supportive environment that fosters mutual respect for all people. Please take a moment to review the code of conduct: <https://library.health.ufl.edu/about-us/library-user-policies/code-of-conduct/>.

Thanks to the HSCL's Diversity, Equity, and Inclusion Team for drafting these guidelines. If you have any questions, please contact us either using our [online form](#) or by calling us at 352-273-8408.

Teaching and Evaluation

Students and/or class officers with questions or course concerns should first contact the course director. If the concern is not addressed the student can consult with their class advisor.

Find policies on student instruction and evaluation in the UFCD *Best Practices for Classroom Teaching and Student Evaluation* here: <https://dental.ufl.edu/wordpress/files/2019/02/Best-Practices-for-Classroom-Teaching-and-Student-Evaluation-in-the-DMD-Educational-Program-20190207.pdf>

Faculty evaluations are conducted through GatorEvals. Students will receive reminders on when to complete evaluations directly from GatorEvals and the Office of Academic Affairs. Best practices for scheduling faculty evaluations are for didactic and preclinical after every examination if a course has many lecturers or at the end of the semester.

Clinical course evaluations should open at the beginning of the semester due to rotations. Best practices for students are to complete evaluations as they are made available to them. All students are expected to complete course/faculty evaluations at the end of each semester.

Section E – Academic Standing, Grades, and Graduation

Academic Standing

Students are in good academic standing when they pass all courses, maintain a 2.5 cumulative GPA, and demonstrate professional behavior and ethics.

Grading System

Student performance in academic coursework and clinical requirements is evaluated by letter grades “A” to “E”. Individual course grade scales are determined by the course director and may vary from the UF grading scale. A grade of “D” is issued only when a student successfully remediates a course he/she previously failed with an “E” grade (see remediation section below).

The Satisfactory/Unsatisfactory (S/U) grading system is used for select courses so designated by the College and for all elective (DEN8290) courses. A grade of “S” is equal to a “C” or better grade, but is not calculated in the grade point system. An “S” is issued when a satisfactory/unsatisfactory course has been successfully remediated.

Grade point averages (GPA) are derived from the UF numerical equivalents of the letter grade. Overall GPA is determined by computing the ratio of grade points to semester credits attempted.

UF Grades and equivalent grade points:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- D = 1.00
- E = 0.00

Other Grades

An “I” (Incomplete) grade is assigned to a student who is capable of achieving a passing grade in a course, but who could not complete the course requirements because of extenuating circumstances. Arrangements must be made with the course director to complete the work by the end of the next semester or earlier. This grade must be rectified by the end of the next semester. An “I” grade may be assigned at the discretion of the course director as an interim grade for a course in which the student has either completed a major portion of the course with a passing grade or has been unable to complete course requirements prior to the end of the semester because of extenuating circumstances or has obtained written agreement from the

instructor as to the arrangements for resolution of the incomplete grade. Instructors are not required to assign "I" grades.

A "W" (Withdraw) grade is assigned for any course dropped when the student was in good academic standing. This grade requires College approval and is assigned to students withdrawing enrollment due to personal and/or medical problems resulting in an excused extended leave of absence.

Graduation Requirements

In order to earn the DMD degree the student must have an overall four-year GPA of 2.5 or better, have passed all courses and competency assessments, including a minimum of 6 credit hours of electives and 16 hours of Continuing Education Credits (6 hours in 3DN year and 10 hours in 4DN year). Students must have no incomplete grades on his/her academic record and must pass National Board Examinations (NBDE Parts I and II or INBDE). Additionally, the student must satisfy all requirements relating to patient treatment status, patient records, collection of fees, and accountability for institutional equipment and supplies.

Finally, the Department Chairpersons must review the performance of all degree candidates and certify to the Dean their eligibility for graduation.

Student Class Ranking

Student class rankings are developed and used to respond to requests for/from other institutions or agencies, most often when a student applies for an advanced education program, scholarship, or employment. Rankings for each academic year are computed annually at the end of the Spring Semester as a function of grade point averages. Grade point averages are derived from the numerical equivalent of the letter grade. The student with the highest grade point average is ranked number one, with lower rankings computed accordingly. At the completion of the dental curriculum, an overall grade point average and class ranking is computed.

Graduation with Honors

The College of Dentistry recognizes high academic achievements by DMD candidates with the designation magna cum laude (high honors) and cum laude (honors) on the transcript and diploma. Students are recognized in the commencement program and ceremony. The Office of Education provides UF honor cords for these graduates to recognize their academic achievement; the cords are worn during the commencement ceremony.

The top ten percent of the original entering class, ranked according to cumulative weighted grade point average at the end of the Fall semester (S-10) may graduate with honors. The top five percent graduate magna cum laude and the next five percent graduate cum laude. Recipients may not have a record in the University Of Florida Office Of Judicial Affairs indicating a violation of the Student Honor Code while enrolled at the College of Dentistry.

Graduation with Research Honors and High Research Honors

Dental students who have engaged in research during the DMD program may be eligible for Research Honors. The Research Committee administers this program and details can be found at

<https://research.dental.ufl.edu/student-resource/research-programs/research-honors-high-research-honors-awards/>.

Section F – Professionalism, and Student Performance Evaluation Committee (SPEC)

Student Professional Behavior and Variance

On occasion, a student may vary from the positive expression of the college's core values by displaying unprofessional behavior. Their actions may be directed not only to individuals but also to property. On such occasions, these variances must be reported, documented, and feedback given to the student. The College may take action based on the nature of the infraction.

Professional Variance Forms

Find the Professional Variance form on the UF College of Dentistry website here:

<https://dental.ufl.edu/wordpress/files/2020/10/ProfessionalVarianceForm-Fillable.pdf>.

This form can be used to document and provide feedback for variances in professional behavior both in clinical and academic settings:

1. A faculty or staff member-observing student deviating from expected behavior must complete the form; the form must be signed by faculty.
2. Once the form is completed, the faculty must meet with the student to discuss the observed behavior and more appropriate alternative behaviors. If only a staff member observed the unprofessional behavior, the meeting must include the staff and their immediate faculty supervisor or department chair.
3. The student has the opportunity to respond as indicated on the form if s/he so desires.
4. Both the student and the faculty/staff sign the form.
5. Copies of the signed form are given to the student, faculty/staff, and Office of Academic Affairs.
6. Forms are maintained in the student conduct files in the Office of Academic Affairs.
7. All variances are cumulative over the entire course of enrollment in the DMD program.

Counseling and disciplinary action for a **first offense**:

1. The student and faculty or staff member completing the form must meet to discuss the incident and sign the form. A neutral third party, such as a department chair, Team leader, course director, clinical or education representative should also be part of this meeting.
2. The copy of the form distributed to the student will serve as a written warning and self-corrective action is anticipated.
3. A copy of the first variance is placed in the student conduct file in the Office of Academic Affairs.

Counseling and disciplinary action for a **second offense**:

1. In addition to the steps for a first offense, The Assistant Dean of Student Advocacy and Inclusion schedules a counseling appointment with the student, and appropriate faculty, including the TEAM leader or others as appropriate.

2. At this appointment, the student, faculty or staff member, and Assistant Dean for Student and Advocacy and Inclusion to discuss the incident and sign the form. A plan for corrective action is discussed with the student and documented.
3. Record of the second variance is placed in the student conduct file in the Office of Academic Affairs.

Counseling and disciplinary action for a third offense:

1. In addition to the steps for a first offense, The Associate Dean for Academic Affairs schedules a counseling appointment for the Associate Dean of Clinical Administration (if the variance is related to clinical behavior), the Assistant Dean for Student Advocacy and Inclusion, and appropriate faculty, including TEAM leader or others as appropriate.
2. At this meeting, the student, faculty or staff member, Assistant Dean, and Associate Deans discuss the incident and sign the form. A plan for corrective action is discussed with the student and documented.
3. Record of a third variance is placed in the student conduct file in the Office of Academic Affairs.
4. A suspension from school may be issued at the discretion of the appropriate Associate Dean (see above) or the Associate Dean may elect to issue an "E" or "U" grade following the grade basis of the enrolled Professionalism course.
5. The student is referred to SPEC. Any future variances will result in immediate referral to SPEC.

Some types of behavior may be so egregious as to justify immediate suspension or dismissal of a student. Examples of such behavior include, but are not limited to, criminal acts, persistent substance abuse, blatant disregard for patient safety, or flagrant academic dishonesty.

Course Remediation

Students failing any academic coursework will be awarded an "E" or "U" grade following the grade basis of the course, will be referred to the Student Performance Evaluation Committee (SPEC), and placed on academic probation. The student must meet with the course director to develop a remediation plan within one week of receiving the failing final grade.

- The remediation activities are at the discretion of the Course Director and may consist of a comprehensive examination or other appropriate activities.
- Faculty are available to assist students preparing for this examination, but the responsibility for learning the material resides with the student. The remedial activity will include no formal instruction.
- The time and place of the remediation examination will be arranged individually.
- The highest grade attainable in a remediated course is a "D" or "S" following the grade basis of the course.
- Students failing to satisfactorily complete the remediation program will maintain the failing "E" or "U" grade and be referred to SPEC again for their review and recommendation (please see section Results and SPEC decisions).

If the course is a clinical course requiring cumulative points, units or RVUs, then the highest passing grade issued will be a "C". Students failing to satisfactorily complete a course at the second offering will be

referred to SPEC for further evaluation and possible action. A failing grade awarded in any course will remain on the permanent record. Any grade achieved after re-enrollment will be listed separately. Please note the highest final grade attainable on a subsequent attempt of a course is an "A".

If the course director determines that the student failed the coursework to such an extent that remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, the course director can recommend that the student repeat the course when it is offered, which could require retracking. Re-enrollment will be as soon as deemed feasible by the course director in concert with the Associate Dean for Academic Affairs and the SPEC.

The Student Performance and Evaluation Committee (SPEC) Overview

The SPEC is charged to act upon recommendations from appropriate units of the college relative to student warnings, counseling, probation, and expulsion in concert with the student's academic standing and progress. The SPEC makes recommendations to the Dean regarding the status of individual students.

This committee consists of six full-time faculty members elected by the Faculty Assembly, and one full-time faculty member appointed by the Dean, with two committee members elected each year. In addition, the committee includes three pre-doctoral students, one from the second, third, and fourth-year classes. There is no Vice-Chairperson. The Associate Dean for Academic Affairs will serve as the non-voting permanent chairperson and as the college's liaison when interacting with the student, his or her family, the University Administration and any legal counsel. The Assistant Dean for Student Advocacy & Inclusion will serve as a permanent, non-voting, ex-officio member of the Committee. Members of this committee will also serve as the College's representatives to the Health Science Center Student Conduct Committee and will be advised of conduct violations of students undergoing academic review by this committee. The committee reports directly to the Dean who handles all appeals originating from the actions of the committee.

The function of the SPEC is to:

- Identify and recommend students for commendation who have achieved outstanding performance.
- Monitor student performance in the basic sciences, didactic and clinical courses and electives.
- Identify students who are experiencing academic difficulty and implement action according to guidelines.
- Place and remove students on/from academic probation.
- Address student conduct.

Reasons for a student to meet with SPEC

Students can be interviewed and/or placed on academic probation for various reasons.

Students are interviewed, and considered for academic probation, by SPEC when the following occurs:

- They are referred for professional or conduct issues.
- They fail either Part I or Part II of the NBDE, or the INBDE.
- If, at any time, the Associate Dean for Academic Affairs observes that progress is unsatisfactory in didactic and/or clinical courses.
- If, at any time, the SPEC deems appropriate to initiate action due to lack of overall student academic progress.

- If, at any time, deficiencies related to clinical activities are noted by faculty through the department chairperson. This may involve the student's failure to treat patients promptly, efficiently, and satisfactorily after patients are assigned to the student.

Students interviewed by SPEC and placed on academic probation when the following occurs:

- They do not have a grade point average (GPA) of at least 2.5 for their first semester, second semester, or cumulative GPA.
- They receive a failing "E" or "U" grade in one or more courses. Students who fail a course remain on academic probation even after successful remediation or re-enrollment.
- Unsuccessful remediation.
- They fail the National Board Dental Examination(s) more than once.

Students are placed on academic probation without a SPEC interview when:

- They fail to graduate from the program at their anticipated graduation date.

Steps in the SPEC procedure

Students identified as having poor academic performance or delay in their academic progress are asked to be interviewed by the Committee, following due process procedures, when placement on academic probation, retracking, or dismissal is a consideration.

1. The Associate Dean for Academic Affairs will establish an interview date and notify the student, the student's advisor or Team leader, and the course director.
2. The purpose of the interview is to give the student an opportunity to discuss the circumstances that lead to their referral. The student may bring another student, faculty, or staff member for support. Any additional person appearing for the student's behalf must receive the written consent of the student being heard. Legal counsel may attend with proper notice but may not speak on behalf of the student or address the committee in any way. If legal counsel violates this restriction, the committee may elect to postpone or even terminate proceedings.
3. After the interview, the SPEC will evaluate all the information. It is SPEC's responsibility to make independent decisions regarding individual student's academic status and/or professional behavior based upon documentation provided to the committee including the following:
 - Academic counseling reports
 - Referrals from course directors and/or Academic Review Committee
 - Professional variance(s)
 - Submission of course final grades
4. SPEC voting procedures:
 - The quorum for the SPEC is one half plus one person of the voting committee.
 - A majority vote of the established quorum is required to support a decision.
 - In the event of a tie vote, the Associate Dean for Academic Affairs may cast the deciding vote.
 - Vote for dismissal will be conducted by secret ballot and counted by the chair of SPEC and Assistant Dean for Student Advocacy and Inclusion, or the support staff for the committee.

- Faculty who are involved in the course(s) in question, or who serve as course directors may participate in the deliberations of SPEC but must recuse themselves from voting.
5. The Associate Dean for Academic Affairs will notify the student in writing of the SPEC decisions regarding course retake/remediation, probation, retracking or dismissal. Students are notified by email to pick up this letter in the Office of Academic Affairs. Copies of all correspondence with the student will be maintained in the student's academic file.
 6. The SPEC may request progress reports on probationary requirements. A student on probation who has not successfully fulfilled probation requirements will continue on probation with the possibility of retrack or dismissal.

Results and SPEC Decisions

The SPEC will decide regarding academic probation, retracking, retaking/remediation of the course(s) when offered, or dismissal of students who are presented for an interview.

Academic Probation

A student will be placed on academic probation when the student receives a failing grade in a course or does not make normal academic progress in the clinical curriculum.

Academic probation is intended to:

1. Inform students that their academic performance is below the standards required to graduate, and that they must improve their achievement to the standards required to graduate.
2. Recognize unsatisfactory work at an early date.
3. Be sufficiently significant to make clear to the student, and to the administration, the shortcomings of the student's performance.
4. Provide occasion for counseling.
5. Give students whose ultimate success is doubtful further opportunity to demonstrate adequate performance.

While on probation:

1. SPEC will review the student's performance every semester. Typically, students must demonstrate acceptable academic performance for a minimum of a year prior to consideration for removal from probation.
2. A student cannot represent the College externally without SPEC permission, for example, international humanitarian trips or national organization meetings.
3. Students who are on academic or conduct probation will neither be funded for travel nor designated as official student representatives to any state or national organization.
4. Further, students on academic or conduct probation cannot serve as representatives on University Committees without the permission of SPEC. This policy is predicated on the rationale that any student in these circumstances would prudently devote full attention, time, and energy to maintaining a satisfactory performance standard.

5. Probation is for an indefinite period, generally no less than 3 semesters, and is until SPEC determines the student no longer is in academic jeopardy.

Retracking

Academic retracking is when students are required to repeat a year, or part of the year, when their academic accomplishments are substandard. It recognizes that repetition may improve their knowledge and skills, and allow students to make satisfactory progress. When the student must repeat a year, the student is placed with the next year's graduating class and their graduation date is extended by a year. In the event that the student must repeat part of the year, their graduation date may be extended as long as needed to complete all graduation requirements. The student is also placed on academic probation.

Dismissal

A student may be dismissed from UFCD if the student fails to maintain normal academic progress. When dismissed, a student is no longer able to continue in the DMD program at the University of Florida College of Dentistry. Such dismissal does not prohibit the student from enrolling in other programs or colleges if he or she meets the requirements for those programs.

Suspension from Clinical Patient Care

Students who exhibit inappropriate clinical and/or professional behavior can be suspended from clinical patient care and referred to SPEC. The Associate Dean for Clinical Affairs administers these actions. Detailed information regarding suspension from the clinic can be found in the Clinic Procedure Manual, UFCD Clinical Affairs Manual. Find more information in the Clinic Procedure Manual and Quality Assurance Manual here: <https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>.

Appeals Process

Students have the right to appeal all SPEC decisions. The student's appeal decision should be made to the Dean of the College of Dentistry. All appeals must be in writing and received within five business days of the written notification of the SPEC decision. The Dean will review the written appeal and the student's academic record and may decide based on those documents. Alternatively, the Dean may convene a faculty panel to hear the appeal and assist with a review of the matter. The findings of the review panel are not binding on the Dean, who has the sole authority to overturn or sustain the SPEC decisions.

If the Dean decides to meet with the student and/or appeal panel, the student will be notified in writing of the time, date, and location of the meeting. Current members of the SPEC may not serve on the appeal panel. Faculty, family members, friends, or other supportive persons may attend the meeting at the request of the student. They must sign a waiver, in doing so; the student waives their right to the confidentiality of their student record. If the student wishes to have legal representation present, the student must notify the Dean's Office in writing at least three business days prior to the scheduled meeting. If the student fails to appear for the meeting, the Dean and the review panel will meet, and the Dean will make the final decision based on the written material. The student will be notified of the final decision rendered by the Dean.

The Office of the University Ombuds was established to assist students in resolving problems and conflicts in the course of interacting with the University. This office provides an unbiased, informal avenue of redress for students' grievances that arise in the course of interacting with the institution. The Ombuds works to

achieve a fair resolution and works to protect the rights of all parties involved. The website for the Office of the University Ombuds is here: <https://www.ombuds.ufl.edu/>.

Any further appeal should be addressed to the Office of Senior Vice President for Academic Affairs and Provost. Within five business days of receiving the Deans' Response, the student must present their grievance in writing to the University of Florida Senior Vice President for Academic Affairs and Provost. The Dean's response to the appeal should be included. Find further information regarding the appeals process for academic sanctions and grievances here: <http://aa.ufl.edu/>.

SECTION G – Academic Honesty and Honor Code

Academic Honesty

The University of Florida Honor Code was voted on and passed by the Student Body in the Fall 1995 semester. The Honor Code reads as follows: Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment." Find further information regarding the UF Honor Code here: <https://sccr.dso.ufl.edu/process/student-honor-code/>

University of Florida Academic Honesty Guidelines

All students are required to abide by the UF Student Honor Code and Student Conduct Code found here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

The conduct set forth hereinafter constitutes a violation of the Code.

- Cheating
- Complicity in Violating the Student Honor Code
- False or Misleading Information.
- Interference with an Academic Activity.
- Plagiarism.
- Submission of Academic Work Purchased or Obtained from an Outside Source.
- Unauthorized Recordings
- Unauthorized Taking or Receipt of Materials or Resources to Gain an Improper Academic Advantage

Selection of Remedies in Student Discipline

(Regulations of the University of Florida)

Students charged with violations of either the Student Honor Code or the Student Conduct Code shall have their cases heard by the appropriate person or body designated below:

- Dean of Students officers
- The Student Conduct Committee (SCC) may conduct formal Hearings. Student Conduct Committees are composed minimally of three (3) members and at maximum five (5) members, consisting of Faculty, staff and Students.
- A University Officials Board (UOB) may conduct Hearings.
- Health Science Conduct Committee (HSCC) may conduct formal Hearings.

Find more information here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

Find faculty resources here: <https://sccr.dso.ufl.edu/resources-by-audience/faculty-and-staff/>

Procedures for Suspected Violation of the Student Honor Code

The UF Student Honor Code process is found here: <https://sccr.dso.ufl.edu/process/student-honor-code/>

If a faculty member believes that a student has violated the Academic Honesty Guidelines or Honor Code, the faculty member should talk with the student about his/her suspicions. The department chair should attend this meeting as an observer. The faculty member should contact the Student Conduct and Conflict Resolution Office (2-1261) to determine if the student has a prior academic honesty violation.

If the student has a prior violation, the case and any evidence along with an explanation of the case will be automatically forwarded to the Student Conduct and Conflict Resolution office. If this is the first instance, the faculty will proceed to meet with the student. In addition, the UFCD Assistant Dean for Advocacy and Inclusion can be invited as an advocate for student rights and due process. If the faculty member believes there is sufficient cause to hold the student accountable for the violation, he/she should complete a **Student Conduct Informational Meeting Checklist (SCIMC)**. Find the checklist here: <https://sccr.dso.ufl.edu/wp-content/uploads/sites/4/2017/08/Informational-Meeting-Checklist-Honor-Code.pdf>

If the severity of the offense in question warrants more than a grade penalty and an educational sanction, the faculty member can refer the incident to the Office for Student Conduct and Conflict Resolution for a hearing rather than give a grade penalty.

Student Does Not Agree to Faculty Sanction

If the student does not accept responsibility or does not agree with the faculty's sanction, he/she may choose to have the case heard by the Health Science Center Student Conduct Committee or the UF Dean of Students Office. Faculty should send the form along with all evidence to the Office for Student Conduct and Conflict Resolution in P202 Peabody Hall within 24 hours of being completed. If the student disagrees with

the allegation(s) brought forth, he/she will have an informational meeting with Student Conduct and Conflict Resolution to learn more about the hearing process.

SECTION H - Student Attendance, Absence, Leave and Parking Policies

Students are expected to attend class during school hours (7:25 am - 4:55 pm). Course directors can require attendance in their classes on all days officially scheduled on the annual academic calendar. For any deviation from this policy, the procedures described below must be followed. Any student not following this policy will be considered having an unexcused absence. Students with an unexcused absence for didactic and/or laboratory classes will be subject to grade penalties imposed by the course director or in accordance with policy stated in the course syllabus. Students who have an unexcused absence for clinical rotations or mandated special education events will be subject to the ***Policy Regarding Unexcused Absence from Clinical Rotations or from Required Attendance Educational Events***. Students who develop a reoccurring history of unexcused absences will be referred to SPEC.

For Acute Illness, Family or Personal Emergency

A student who is absent because of an acute illness or personal emergency is required to notify the Office of Academic Affairs immediately to advise them of the situation. The recommended format is an email message addressed to the Office of Academic Affairs (DN-Office_of_education-DL@ad.ufl.edu) with copies to their Course Director(s) requiring mandatory class/laboratory attendance and their TEAM Leader/Treatment Coordinator, when appropriate. Course director email addresses can be located either in the ECO course syllabus or in the Outlook address book. The Office of Academic Affairs will notify any intra- or extramural rotations that the student is assigned to that day and will notify the student and rotation coordinator of the date and time for the make-up session(s). It is also an acceptable alternative to notify the Office of Academic Affairs by telephone (352-273- 5950). Personnel in the Office of Academic Affairs will place a copy of an email message or a written report of leave in the student's file.

Extended unplanned absences (greater than 3 days) and/or absences occurring on days of scheduled examinations, assignment deadlines, supervised laboratory projects or clinical rotations may require documentation from the student by the Office of Academic Affairs or Course Director. Acceptable documentation includes verification of doctor's appointment, visit Student Health Services or newspaper obituary.

Upon return to the College, it is the responsibility of the student to contact the notified course directors within two working days following the date of the absence and prior to the next scheduled class session. Failure to notify the course director within this period may result in grade penalties at the discretion of the course director if make-up examinations or laboratory sessions need to be arranged. It is the responsibility of

the student to arrange for remediation of any missed assignments/exams that were given during the missed class session(s).

For Planned Personal Reasons

Requested leave of absence, except for acute emergencies, will be granted only to students in good academic standing. While some course directors may not mandate attendance for classroom lectures, attendance is mandatory for all basic science and preclinical simulation laboratory sessions, all intramural and extramural rotations, special education events, testing sessions, and lectures/seminars where the course director mandates attendance.

While it is recognized that students occasionally will need some time to attend to personal needs, this must not be abused. Absences for personal reasons will be granted only when the course director(s) determine that such absence will not be detrimental to the student's progress in the course, or that such absence will not affect the teaching of the course. The student assumes full responsibility for his or her actions should his or her academic progress or graduation be jeopardized through failure to complete courses, clinical competencies, and electives in a timely and satisfactory manner. Students in the TEAM Program, semesters 6-11, are given Personal Leave Days in accordance with the policy provided below.

Before going on leave, the student must report all planned absences of five days or less to the Office of Academic Affairs using the electronic **Report of Planned Student Leave Form** on the Teaching Resources and Forms web page found here: <https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>

Requested leave during an assigned extramural rotation will be denied unless a rare make-up session is available. If the requested leave includes basic science and preclinical simulation laboratory sessions, special education events, testing sessions, and/or lectures/seminars where attendance is mandated, the student must obtain permission from each course director and their signature on the form. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class session(s). If an absence occurs during an assigned intramural clinical rotation(s), the student is obligated to arrange with another student to switch assignments and have the student substitute sign the form below. If an absence occurs during assigned TEAM clinic session(s), the TEAM Leader must also sign the form below.

Policy Regarding Unexcused Absence from Clinical Rotations or from Required Attendance Educational Events

Students are permitted to exchange rotation assignments with another student only if the entire length of the assignment is exchanged and they notify the Office of Academic Affairs. Students exchanging single days or a portion of the assigned rotation or students who do not inform the Office of Academic Affairs of the exchange will be considered as an unexcused absence. In addition, students not following the excused absence policy, as outlined in the Student Handbook, and who either arrive late or not at all to their assigned clinical rotation; or chose not to attend a required educational event for which regularly scheduled classes

and clinics have been suspended, will receive the following penalty based upon the frequency and severity of their unexcused absences:

- Clinical Rotations:
 - First offense or 1 day of absence or tardiness: *written reprimand and make-up of absence, a letter signed by the student and placed in the student's file.*
 - Second offense or 2 days absence or tardiness: *written reprimand and make-up assignment to equal double the time of the absence.*
 - Third offense or 3 or more days of absence or tardiness: *issue failing grade in rotation, repeat entire rotation, referral to the SPEC.*
- Required Educational Event:
 - Failure to attend a required educational event without an excused absence recorded in the Office of Academic Affairs will result in suspension from clinic activities at the discretion of the Associate Dean for clinical Administration and Quality.

Attendance reports (absences) must be sent to the Office of Academic Affairs by the department responsible for the rotation or educational event. Reported absences will be compared to the report of excused absences on file. When absence or tardiness is determined to be unexcused, the Associate Dean for Education will arrange a conference with the student in the presence of the Assistant Dean for Diversity and Inclusion and will issue an appropriate penalty as warranted.

Leave Policy for the TEAM Clinic

Policy

This policy governs attendance at the UFCD TEAM Clinic and does not govern attendance at UFCD internal and extramural clinic rotations, didactic core or elective courses, and special events, which are handled by a separate policy. All students are expected to be present at each assigned TEAM clinic session with their Clinic Care Group (CCG). The TEAM Leader (TL) is responsible for the attendance of each student in his/her CCG. Except for jury duty, unplanned medical leave (acute illness), or personal/family emergency, leave is a privilege and not a student right; it requires advanced coordination, planning, and permission of the TL. Leave can also be granted for approved Personal Leave Days (PLDs). All leave requires completion of the UFCD Report of Planned Leave form. Some leave may receive RVU credit.

Procedure

All leave requests must be made using the UFCD Report of Planned Leave form and signed by the dental student, approved by the TEAM Leader, in consultation with TEAM Treatment Coordinator (TC) three days prior to the anticipated date of the absence so as not to interfere with patient scheduling. This form again the electronic version is then forwarded to the Office of Academic Affairs and placed in the student's file. The following absences require completion of this form:

- RVU-granting leave:
 - Jury Duty: Students will be given RVUs for jury duty equal to chairside dental assisting credit. Since it is a civic responsibility, jury duty will be considered a professional learning

experience. In order to receive RVU credit, the student will be required to make an educational report at a huddle or TEAM meeting regarding the judicial process (not necessarily the particulars of the legal case).

- Educational opportunities: Students not claiming elective course credit will be given RVU credit for an externship at another educational institution, a teaching clerkship within the UFCD simulation laboratory, and attendance at state or national professional organizations, and completion of state licensure examination. In order to receive RVU credit, the student will be required to make an educational report on their experience at a huddle or TEAM meeting.
- Other: As approved by the TEAM Leader. Some service-learning experiences (volunteer service) may be given RVU credit as long as the service is beyond that credited towards the ten hours required annually in the curriculum.
- Non-RVU granting leave:
 - Acute Illness or Personal/Family Emergency - Students absent because of acute illness or personal emergency, and the treatment coordinator will call the patient to reschedule. The student should place a note in AxiUm, notify the treatment coordinator and team leader, and the Office of Academic Affairs on the day when it becomes apparent they will not be able to be in school. On the first day, the student returns to school, he/she will be responsible for signing the Report of Student Unplanned Leave form completed by the Office of Academic Affairs.
 - Personal Leave Day (PLD) – Examples may include, but are not limited to, personal vacations (Note: Clinics are closed 7 weeks for breaks plus 9 days of observed University holidays per year – these dates are not to be counted as PLDs and provide ample time to plan personal vacations), advanced education program or job interviews, and others approved by the TL. Religious holidays are granted to any student requesting leave for the religious observances and are not counted as a PLD. Two days are granted for National Board Dental Examinations and are not counted as PLDs. PLDs are discouraged on days when it interferes with didactic core courses and/or TEAM meetings.

3DNs and 4DNs will be allowed 14 total PLDs during semesters 6-11. Additional PLDs require prior approval by the TL in consultation with the Associate Dean for Academic Affairs and Associate Dean for Clinical Affairs. PLDs in excess of the allotted 9 must be made up between the end of semester 11 and the date of graduation (about a three-week interval). The payback days are in the ratio of 1:1.

Elective course attendance is granted clinic absence if the treatment coordinator has been given sufficient notice to block clinic patient scheduling. The TL must approve elective course attendance beyond the required six credit hours.

Penalties

Students absent without prior approval may be suspended from further clinical activity within the Clinic Care Group. The student will be referred to the Associate Dean for Clinical Affairs along with objective documentation of the unexcused absence. Unexcused absences will be considered as patient abandonment and as such are a violation of clinic policy.

Jury Duty

Juries are selected in Florida from a list of United States citizens 18 years or older who have a Florida driver's license and are legal residents of Florida. This list includes University of Florida students who are obligated to serve on juries when selected. In all cases, jury service shall be a legitimate excuse for missing class. Faculty shall not penalize students for missing class because of jury duty and students must be given the opportunity to make up tests or work missed because of jury service.

Consecutive Absence of School Days

The Associate Dean for Academic Affairs (in addition to the TEAM Leader and the Associate Dean for Clinical Affairs for third- and fourth-year students) must approve absences of 6-30 consecutive days. In a documented emergency, the leave will be approved without any problem. Leave for personal convenience will be approved only when the student documents that he/she has received approval for absence from all courses, and has also received approval from the appropriate course director(s)/department chairperson(s) that the absence will not compromise the student's normal progress in the curriculum.

NOTE: An absence exceeding 6 days usually will be viewed as a breach of expected protocol for timely treatment of patients and as detrimental to the maintenance of clinical skills and progress in the curriculum.

Specification of leave policy should not be interpreted as an entitlement to leave time, but rather as a descriptive protocol when leave becomes necessary. The annual academic calendar includes appropriate holidays and semester breaks.

Absence of More than 30 Consecutive School Days

A student must petition in writing the Associate Dean for Academic Affairs for approval if it is anticipated that leave of more than 30 consecutive school days will be necessary. It is recognized that circumstances or opportunities may arise that demand or legitimately necessitate a temporary interruption in a dental student's course of education and such circumstances include, but are not limited to, the recommendation of a physician or counselor providing treatment to the dental student, childbirth or adoption, death, illness or infirmity of a close family member, financial distress, professional obligations, and other family tragedies.

Under these circumstances, the Associate Dean for Academic Affairs to approve requests for leave of absence will make a reasonable attempt and that such requests will be judged by the same criteria and considered without discrimination among students. When necessary and appropriate, accommodations will be made to facilitate a student's continued participation in the program of study, providing that the cost of such accommodations is reasonable, and does not infringe on the rights of others.

Granting leave of more than 30 consecutive school days may result in a stipulation that the student is dropped back one year in standing, or that the student withdraws from school and applies to the Associate Dean for Academic Affairs for reinstatement.

Cumulative Absence for a Calendar Year

A student missing a cumulative total of 4 weeks of course work during one academic year will be subject to the stipulations described in item 4 above. This policy applies regardless of the length of time of each absence making up the cumulative total.

Religious Holidays Policy

Students and faculty must cooperate to allow each person to observe the holy days of his or her faith. A student needs to inform the faculty member of the religious observances of his or her faith that will conflict with class attendance, with tests or examinations or with other class activities prior to the class or occurrence of that class, test or activity. The faculty member then is obligated to accommodate that particular student's religious observances. Because our students represent a myriad of cultures and many faiths, the University of Florida is not able to assure that scheduled academic activities do not conflict with the holy days of all religious groups. We, therefore, rely on individual students to make their need for an excused absence known in advance of the scheduled activities. The UF Religious Holidays policy is located at [UF Religious Holiday Policy](#) and is as follows:

Students, upon prior notification of their instructor, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

If a faculty member is informed or is aware that a significant number of students are likely to be absent from his/her classroom because of religious observance, a major exam or other academic events should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Elective Extramural Activities and Elective Clinical Clerkships

Although participation in some approved elective courses and college-sanctioned elective extramural externships may require absence from usually scheduled activities, the leave policy as described above is applicable to those endeavors. This does not include required extramural rotations.

SECTION I – Student Safety

Personal safety for students, staff, and faculty is a top priority at the University of Florida. There are many resources available on campus to this end. The University of Florida Police Department provides a website with helpful crime prevention information here: <https://police.ufl.edu/>

Student Nighttime Auxiliary Patrol (SNAP)

The Student Nighttime Auxiliary Patrol (SNAP) is a free, nightly, campus safety and transportation service for students sponsored by UF Student Government, Student Traffic Court, and UF Transportation and Parking Services. SNAP operates four to seven 15-passenger vans (depending on demand) seven nights a week from 6:30 PM – 3 AM during the Fall and Spring semesters and from 8:30 PM – 3 AM during the Summer semester.

For SNAP service, call 392-SNAP (7627). Find more information on SNAP here:

<https://taps.ufl.edu/alternative-transportation/snap/>

Emergency Telephones

As an added security measure, “Blue Light,” non-dial, outdoor emergency telephones are located at strategic points on campus, including all parking garages.

Reporting a non-emergency incident:

To report any non-emergency incident occurring on campus, call the University of Florida Police Department directly at 392-1111 (V/TDD) or come to the University of Florida Police Department located at 1515 Museum Rd., Gainesville, FL 32612 (on the corner of Museum Road and Newell Drive).

- When calling for either emergency or non-emergency service, be prepared to:
- Clearly identify yourself
- Give your location
- Explain briefly the nature of your call
- If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire, and/or medical service.

Personal Safety and Crime Prevention Programs

Personal safety is generally the first concern of people on university campuses nationwide. The University of Florida Police Department places personal safety as its number one priority. There are many programs available from the police department to assist the community with their personal safety. Here are some tips to enhance your personal safety.

- Listen to your instincts. If you feel there is a problem getaway.

- Stay tuned into your surroundings. Be alert for danger.
- Stick to well-lighted walkways. Avoid isolated, wooded, or dark areas. Do not take shortcuts.

When you run or jog, never do so alone. Avoid running at night. If you must run at night use the lighted areas of campus and run with others. Avoid isolated areas and never wear headphones when running.

The Community Services Division of the University of Florida Police Department is proud to offer R.A.D. (Rape Aggression Defense) self-defense training to all women of the university community. R.A.D. training focuses on personal safety skills and threat assessment to empower women with the ability to protect themselves in violent situations. For more information, call the Community Services Division at (352) 392-1409.

Thefts

Thefts are the largest single crime problem on campus. Frequent targets are bicycles and personal property that is left unlocked or unattended. It is general knowledge in the criminal community when students return to campus. Protect your property by following simple precautions:

- Never leave your valuables unattended.
- Register your bicycle and other valuables with the police department.
- Homeowner's insurance policy on your permanent residence may cover thefts while away at school. Check with your insurance company.
- When in the residence hall never leave your room unlocked while taking a shower or making a short trip down the hall. Do not prop open exterior or hall doors.

Property Security

- Never leave your belongings unattended anywhere.
- Always use a U-style lock for your bicycle. Attach the lock through a wheel, the frame, and a stationary object such as a bicycle rack.
- Mark or engrave your valuables. Use Operation ID (link to OP ID) for the most expensive items. Register all of your property on the UF Police Department and then take your valuables (laptops, iPods, bikes, play stations) to the University Police station to be engraved for tracking.

For further information on this or others safety topics please contact the University of Florida Police Department's Community Services Division at 392-1409.

Safety in Clinics

Clinical experiences by their nature involve students in a variety of settings, locations and communities, as well as with a variety of patients/clients. Students are expected to exercise good judgment and reasonable caution in ensuring their own safety during clinical experiences (e.g., lock car doors, travel with classmates when possible, be aware of security services).

Patient care areas may have the potential for exposure to hazardous substances such as radioactive materials. Students who require protection beyond those of all staff are to notify faculty prior to any clinical assignments. If at any time students believe the clinical setting is unsafe, students should take appropriate steps to protect themselves and their patients, including leaving the setting if necessary. Contact the course instructor or any college administrator immediately so that appropriate arrangements can be made.

SECTION J – Evaluation, Advising and Complaint Process

Advising Procedures

The Assistant Dean for Student Advocacy and Inclusion is the ongoing Freshman class advisor. At the beginning of the Sophomore year, each class will select a faculty member who will become their class advisor and remain so through the remaining three years. Team leaders also serve in an advising capacity, but on an individual level. The Assistant Dean for Student Advocacy and Inclusion is also available for academic and personal counseling.

Advisor/Advisee responsibilities are as follows:

- Provide assistance and support to students in academic, professional and personal development.
- Promote class harmony.
- Provide consultation and support in personal/family/financial emergencies.
- Promote access to appropriate college, health science center and university personnel and services.
- Advise class officers.
- Monitor student academic progress.
- Promote academic honesty.
- Demonstrate respect.
- Promote ethical behavior.

TEAM Program

All Sophomore, Junior, and Senior students are assigned a faculty TEAM leader who serves as their advisor. The TEAM leaders are expected to have good communication skills and serve as an advocate for the students' education and for quality and timely patient care.

Special advisors may be assigned to individual students to address specific issues.

Evaluation Policies

Find policies regarding evaluation procedures in the UFCD *Best Practices for Classroom Teaching and Student Evaluations*: <https://dental.ufl.edu/wordpress/files/2019/02/Best-Practices-for-Classroom-Teaching-and-Student-Evaluation-in-the-DMD-Educational-Program-20190207.pdf>

Sharing/Distribution of Grades

Student academic information is, by law, confidential; any academic record that is individualized with a student's name or social security number must be protected. A student's right to privacy is protected by Florida Statute 1002.22 and the federal Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), commonly referred to as the Buckley Amendment. Even with names obscured, numeric student numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number is not permitted.

Overall course, examination, quiz and assignment grades will be made available on personal Electronic Curriculum Organizer accounts.

Student Evaluation of Instruction

The faculty members of UFCD seek to continually improve the quality of its instructional program. The College evaluates instruction through faculty/course evaluations and student debriefings. Students are expected to submit evaluations each semester. Completion of these evaluations is voluntary, however, as part of your professional commitment to the program, we strongly and encourage you to participate. All of the responses are confidential. Your thoughtful responses and comments serve as a basis for future planning.

As part of the curriculum management plan students are also asked to participate in a course debriefing. Course debriefings consist of approximately 6-8 class representatives, course faculty members, and staff from the Office of Academic Affairs. Participants review the course evaluation data and design recommendations for the course at its next offering in the curriculum. Student participation is vital to the College's evaluation of the educational program. Policies regarding curriculum management can be located in the UFCD *Curriculum Management Plan* here:

https://dental.ufl.edu/wordpress/files/2019/04/Curric_Management_2018_draft_CCapproval-1.pdf

Complaint Process

External complaint process

- The University of Florida's DMD program is accredited by the Commission on Dental Accreditation (CODA). If a student, faculty, patient or other individual has any complaints or concerns about the college's accredited educational programs, those issues and concerns can be directed to the Commission.
- CODA will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interred 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 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 or by calling 1-800-621-8099 extension 4563.

Internal complaint process

- **Informal:** UFCD recognizes that health care professionals should learn to address disagreements and conflicts in a mature and responsible manner. Often relational problems may be resolved best informally between the parties involved. Students who wish to make a complaint about an issue related to UFCD should first contact their class president, vice president, or Student Affairs committee representative. The class officer can advise the student on how to best seek resolution. Oftentimes, the class officer has heard the same complaint from other classmates and will then proceed by advocating for their class as a whole rather than for one individual. Class officers may seek the help of the Assistant Dean for Student Affairs, their Class Advisor or TEAM leader. Students who do not feel comfortable discussing their concern with their class officers should discuss the complaint with the Assistant Dean for Student Advocacy and Inclusion, or Associate Dean for Education.
- **Formal:** If the informal procedure has been followed and a student still feels the issue is unresolved, the student may initiate a formal complaint. Find the UFCD complaint form here:
<https://sharepoint.ahc.ufl.edu/edu/cod/Education/Lists/UFCD%20Student%20Complaint%20Form/Item/newifs.aspx?List=7e301474%2D599c%2D4f88%2D923e%2D0eaea71d4c16&RootFolder=&Web=0711fa0e%2Df748%2D4e66%2D9764%2Df40982af1a0b>.

The form asks for a description of the complaint including the circumstances regarding the complaint, previous efforts to resolve and restitution sought. The grievance is forwarded to the appropriate person or committee who has been designated to handle a certain type complaint. For example, the Facilities Manager would receive all complaints involving the physical plant/infrastructure of the College. A timely acknowledgement of the submission will be sent by email.

SECTION K – Student Resources and Services

Student Financial Aid

The UF Student Financial Affairs office administers student financial aid for all UF students, including DMD and advanced and graduate students in dentistry. Detailed information, including educational links, access to awards and contact information is available here: <https://www.sfa.ufl.edu/>

A UF Student Financial Aid Coordinator is physically located in UFCD to assist students with financial aid issues. Find detailed information about UFCD financial aid resources, policies and procedures here: <https://admissions.dental.ufl.edu/financial-aid/>

While the College and the University will assist the student in obtaining needed financial support, it is the student's responsibility to finance their dental education.

Office of the University Registrar

The Registrar's Office maintains University of Florida information about student records and student record privacy. Find full privacy information here: <https://registrar.ufl.edu/ferpa/>.

Students can log in to review their holds, request enrollment verifications, view their unofficial transcripts, and order official transcripts. Find the student information portal here: <https://one.ufl.edu/>.

Other services include official name change processing, and diploma reorders. Find more information about the Registrar's Office and their services here: <https://registrar.ufl.edu/>.

Americans with Disabilities Act (ADA) – Accommodations

UFCD provides reasonable accommodations for those students providing documentation of disabilities. Common testing accommodations can include providing a scribe, a reader, extended time, quiet and separate environment, and assistive technology. Disability resources are available on campus at the Disability Resource Center. Find more information here: <https://disability.ufl.edu/>

Students with documented physical, medical, sensory, or psychological disabilities must meet all standard UFCD admissions requirements.

If you are admitted and require accommodations while attending UF, you must register with the Disability Resources Center in the UF Dean of Students Office. A registration appointment is required, and a copy of your documentation should be brought to the appointment. For detailed information about the Disabilities Resources Center go to the link listed above.

Students are to communicate required accommodations to the UFCD Assistant Dean of Student Advocacy and Inclusion.

Procedure to obtain special testing accommodations within UFCD:

- Students receiving special testing accommodations will be handled in a manner that protects their privacy and confidentiality. Computerized testing conditions will mimic those provided to non-accommodated students. Accommodated examinations will occur simultaneously during regularly scheduled block examinations in an appropriate location. When scheduling conflicts prohibit synchronous testing, the examination will be scheduled prior to the regular examination time.
- Students requiring special testing accommodations will be handled through the Assistant Dean for Student Advocacy and Inclusion. The following procedures will be followed:
 - Students requesting testing accommodation must be tested by the Disability Resources Program at Peabody Hall. Students qualifying for accommodations will receive an Accommodation Memo from that office which must be presented to the Assistant Dean for Student Advocacy and Inclusion.

Tutoring Program

A tutoring program is available to any student who fails an examination, whose performance ranks in the bottom ten percent of the class in multiple courses or who is referred by the course director. Students are advised of this tutoring program during orientation and then occasionally reminded during class meetings. Student performance is monitored by the Assistant Dean for Diversity and Inclusion following each block examination period. The Assistant Dean for Diversity and Inclusion will contact the student, provide counseling and advisement, offer tutoring and match tutors with tutees. The two work out a schedule and activity plan that is reported to and approved by the Office of Diversity and Inclusion. The tutor is compensated by an hourly wage.

Health and Wellness Resources

The University of Florida has a broad variety of student support services available to students.

The UF Counseling and Wellness Center (UF Counseling and Wellness Center), located in P301 Peabody Hall, and at 3190 Radio Road (phone number 352-392-1575), provides counseling and student development services to students.

NOTE: A psychologist is on call 24 hours a day for consultation. You can access this person by calling 352-392-1171.

The Student Health Care Center (SHCC) (U F Health Student Health Care Center) is an outpatient clinic, which provides primary medical care and a variety of other special services. The SHCC is located on campus in the Infirmary building (next to the Florida Gym). Clinic hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. For information, call 352-392-1161, extension 4309. SHCC, in cooperation with the Department of Community Health and Family Medicine, offers limited student health services at

Shands Hospital, second floor of the Dental Tower, Room D2-49. Student Health at Shands may be reached at 352-392-0627.

Student Health Insurance

UFCD requires all students to have health insurance. Beginning Summer B, 2014, student health insurance is mandatory for all newly admitted or re-admitted students who are enrolled at least half time in a degree-seeking program. Students are required to show proof of adequate health insurance as a condition of enrollment. This requirement applies to existing UF students who complete a degree and move to a new degree-seeking program (e.g. from bachelor's to DMD).

The program allows students and their families to retain the freedom to purchase insurance in the marketplace or through the University-sponsored plan. Find more information about the University-sponsored options here: <https://shcc.ufl.edu/fees-and-insurance/health-insurance-options/>

Dental Student Organizations

The college has a wide variety of student-led organizations in which students participate. Find a complete list here: <https://dental.ufl.edu/education/student-multicultural-affairs/student-organizations/>

UFCD Student Officers and Representatives

UFCD abides by UF policies and rules regarding student organizations and student officers and representatives of UF organizations.

UFCD has an established policy that students who are on academic or conduct probation will neither be funded for travel nor designated as official student representatives to any state or national organization.

Further, students on academic or conduct probation may not serve as: class officers, student representatives on College Standing Committees, or representatives on University Committees.

This policy is predicated on the rationale that any student in these circumstances would prudently devote full attention, time, and energy to maintaining a satisfactory performance standard.

SECTION L – Miscellaneous

Dress Code

The College of Dentistry maintains a dress code that applies to all students, faculty and staff while in the Health Science Center. The goal is part of the professionalism code that should be adopted by all. This code should be followed any time the individual is within the premises of the UFCD, regardless of the time of the day or night, Monday through Sunday.

It is also encouraged in all premises of the UF Health Sciences Center. The dress code applies to all usual academic activities, including didactic lectures and exams, preclinical simulation classes, and clinical patient care activities during the four-year curriculum.

It also applies to activities in the Simulation Laboratory during practice times and activities in all other areas of the College of Dentistry. For special events and invited presentations by nationally recognized experts, the event organizer may require that students wear business attire.

Find the UFCD Dress Code in the Clinic Procedure Manual here:

<https://dental.ufl.edu/wordpress/files/2021/06/18-19-Clinic-Procedure-Manual-34th-Rev-with-corrections-June-15-2021.pdf>

Participation as a Student-Patient in the UFCD Clinical Education Program

As part of a student's educational experience, it is essential to personally experience some of the routine clinical procedures rendered to patients.

Among the required clinical procedures, considered reversible and carrying minimum risk, that dental students are expected to experience are:

- Health history review.
- Head, neck and intraoral examination, including charting of clinical and radiographic findings
- Periodontal probing.
- Oral disease risk assessment.
- Alginate impressions for study casts.
- Face-bow transfers.
- Supragingival dental cleaning using hand and ultrasonic instrumentation.
- Oral hygiene instructions.
- Topical fluoride treatments.
- Intraoral topical and local anesthesia administration employing standard infiltration and block injections.
- Nitrous oxide/oxygen inhalation with nasal hood.

Any student wishing to petition to be excluded from any of these requirements must do so to the Associate Dean of Clinical Affairs within the first week of the course providing training in the petitioned clinical experience. Petitions for exemption must be provided in writing stating individual reason(s) to justify the request.

Student Parking at the Health Science Center

All Health Science Center students, including dental students must purchase a decal and park in designated student parking areas.

Two (2) business days after registration for semester courses, new students will be able to visit Transportation and Parking Services (UF TAPS) online to purchase the Green parking decal. The Green decal will allow dental students to park in any lot designated "Green" or "Any Decal."

Students are NOT allowed to park in garages intended for patients and visitors, unless they themselves have an appointment to be treated as a patient that day or are visiting a patient. Because parking is limited and must be prioritized for patients, parking in undesignated areas could lead to undesired consequences, such as a SPEC hearing, conduct probation, retracking and/or dismissal from the program.

There are a variety of parking options available to students. Please visit the UF Transportation and Parking Services website to learn more: www.parking.ufl.edu.

Please adhere to parking regulations and do not park in patient/visitor parking. Free or reduced fee parking vouchers are available for patients only who are receiving treatment that day in health science center clinics, including dental clinics. Vouchers are not for student use, unless the student is receiving treatment as a patient on that day.

Parking policies, including parking voucher use by students, are strictly enforced and can result in referral to and action by the college Student Performance Evaluation Committee.

Dental Clinic Services

As a dental student, you will probably be asked how family and friends can obtain dental treatment in the University of Florida Dental Clinic. Please refer to the Clinic Procedure Manual for detailed information about becoming a college patient. Find the Clinic Procedure Manual here: <https://apps.dental.ufl.edu/intranet/policies/ClinicalAffairs/CPM.Final.pdf>