

UNIVERSITY OF FLORIDA COLLEGE OF DENTISTRY

Dental Housestaff Policy and Procedure Manual

2024 – 2025

**University of Florida, College of Dentistry
School of Advanced Dental Sciences
Advanced and Graduate Education
(352) 273-7800**

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.

The University of Florida is an Equal Opportunity Institution.

**University of Florida, College of Dentistry
Housestaff Manual**

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VISION STATEMENT, MISSION STATEMENT, AND VALUES

Vision Statement

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

Mission Statement

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.



CONDITIONS OF ENROLLMENT

Documentation

All acceptances are contingent upon successful completion of a criminal background check and providing all required documentation; for matriculation. Required documentation for matriculation includes but is not limited to signing and uploading your contract, proof of current Basic Life Support certification (must be valid through December 31), official National Board of Dental Examinations Part I and Part II (refer to the Office of Admission website for details), copy of dental degree, and official transcripts (degree-seeking programs must send official transcripts to the University of Florida, Office of Admissions and the Advanced and Graduate Education office).

All matriculating students must also mail the Florida State Board of Dentistry Residency/Intern Application and verification of any malpractice proceedings brought against him/her, together with all of the appropriate documentation and an original signature.

Graduate Record Examination (GRE) scores are only required for the Department of Orthodontics.

In addition to the documents above, internationally trained students will need to provide official proof of proficiency in spoken and written academic English (TOEFL (iBT): 80, TOEFL (PBT): 550, and IELTS Academic: 6.0, score reports are only valid for two years from the date of the testing), official course-by-course evaluation report (Educational Credential Evaluators, Inc., (ECE) or WES Evaluations). Please note if any of the required documents listed above are from an international university, you will be required to provide official documents in the native language and official translations (**translator must be approved by UF**), if applicable.

Disclaimer or Resident Assertions; Invention and Copyright Agreement

The resident agrees that unless approved by the department chair all materials compiled or published by the resident relative to training and experiences received at the university and its affiliated hospitals, or arising from participation in training, patient care, or research under this agreement, will clearly state that the opinions or assertions contained therein are those of the resident and not those of the university. According to the university's rules, the resident must execute the university's Invention and Copyright Agreement.

Medical Requirements/Immunizations

Prior to enrollment, all advanced education students are required to submit documentation of immunity to measles, mumps, rubella, hepatitis B series, tetanus/diphtheria/pertussis (TDAP), varicella, and to have a two-step tuberculosis skin test within 12 months of the program start date. *All advanced education students; shall be required to comply with the infection control policies and procedures; of the facilities where their rotation occurs.*

Seasonal Influenza Vaccination Program

All advanced and graduate students are required to be vaccinated, decline vaccination via electronic format, or have an approved medical or religious exemption completed before the annually communicated deadline. In order to maximize the safety of our patients and visitors as well as our workforce, individuals who cannot be vaccinated or decline vaccination will be required to use other protective measures such as but not limited to; procedure or surgical masks depending on their job function and/or primary work location.

For detailed information regarding the Seasonal Influenza Vaccination Program, please click on the following link, <https://bridge.ufhealth.org/policies/seasonal-influenza-vaccination-program/>.

For detailed information on Opting out of the vaccine, please click on the following link, <https://bridge.ufhealth.org/flu/opt-out/>.

Disclosure of Infectious Disease Status

The college requires all advanced education students who suspect or know themselves to be positive for certain infectious diseases to disclose that information to the Associate Dean for Clinical Affairs upon admission to the college or when first suspected or confirmed. The infectious diseases to be reported include, but are not limited to Hepatitis A, Hepatitis B, Hepatitis C, Tuberculosis, and sexually transmitted diseases except for HIV disease. While Florida Statutes 760.37 and 760.50 prohibit “interference, coercion, intimidation or discrimination” based on HIV seropositivity, CDC guidelines state that HIV or HBV positive dentists should seek counsel from an expert panel. Therefore, in compliance with these guidelines, students who are HIV antibody positive are encouraged to reveal their seropositive status and seek counseling. Information about the health status of each individual maintained is strictly confidential.

Physician Impairment and Substance Abuse

Effective July 1, 2018, all residents must undergo substance abuse testing as a condition of the appointment process, if the program treats patients at Shands UF. Your continued participation as a resident in the advanced education program is contingent upon your participation in and the results of the substance abuse testing conducted at the request of the University before or at any point during your appointment. The University of Florida is a Drug-Free Workplace, as defined on the University website <https://policy.ufl.edu/policy/drug-free-workplace/>. Violations can result in disciplinary action up to and including termination. A violation may also be the reason for the evaluation and treatment of a drug and/or alcohol disorder or referral for prosecution. Faculty, staff, peers, family, or other individuals who suspect that a resident is suffering from a psychological or substance abuse problem are obliged to report such problems. Reporting can go directly to the program director, chair, or associate dean. Residents suspected of impairment will be relieved of all patient care responsibilities. All referrals are confidential. The University makes available a Resident Assistance Program to its residents. The University also provides an educational program for residents regarding

physician impairment, including substance abuse.

Required Annual Trainings

There are several required annual trainings, below is an example of a couple of them. It is your responsibility to ensure your trainings are up to date. You can find the required trainings on our college training page, <https://dental.ufl.edu/about/human-resources/required-training/>.

Bloodborne Pathogen (BBP) & Biomedical Waste (BMW)

This training, which includes Bloodborne Pathogens and Biomedical Waste training, is required of all clinical faculty, students, staff, residents, fellows, interns, and volunteers upon entrance or hire by the College of Dentistry, and annually thereafter. New residents are required to complete this training as soon as possible, but no later than the first week of their start date.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is federal legislation designed to limit gaps in insurance coverage and to improve the privacy of personal health information. Compliance involves taking a required training course and signing a confidentiality agreement.

Full HIPAA compliance ensures that patients and their families have the privacy of their health information and their medical records protected. HIPAA regulations set tight boundaries on the use and release of health records and give patients more control over and access to their health information, enabling them to find out how their information may be used, and about certain disclosures of their information that have been made.

HIPAA rules provide clear standards for protecting personal health information recorded or transmitted on paper, email, and the computer and/or telephone, including billing records and fund transfers. They also prohibit individuals from looking into patient records without a well- defined professional reason and place limitations on who can access such records. Clinical departments and units related to business operations must make sure all of their systems, security measures and procedures meet HIPAA requirements. HIPAA includes civil or criminal penalties for those who violate patient's privacy rights. Additionally, if you are found to violate this law, appropriate disciplinary action may be taken up to and including dismissal.

All residents must sign a statement agreeing to maintain the confidentiality of patient's health information. All new residents must complete the online general awareness training course no later than one week after they arrive at UFCD. This online training is found in myTraining by logging into myUFL.

Effective May 1, 2003, the UF Privacy Office assumed responsibility for investigating ALL reported violations of health information privacy or security that occur within the University of Florida, including clinics managed and staffed by Shands employees. All known or suspected violations of privacy or security related to University of Florida health information should be reported directly to the UF Privacy Office at privacy@ufl.edu or (352) 294-8720. Privacy Incident Report forms are available online at <http://privacy.ufl.edu/>

RESIDENT RESPONSIBILITIES

The position of the resident (the term resident applies to interns, residents, and fellows) presents the dual aspects of a student in post-graduate training and a participant in the delivery of patient care. A resident's continuation in the training program is dependent upon satisfactory performance as a student and the maintenance of satisfactory professional standards in the care of patients. Behavior that reflects poorly on the professional standards, ethics, and collegiality are all components of a resident's academic evaluation. Disqualification of a resident as a student or as a member of the health care team disqualifies the resident from further continuation in the program. Among a resident's responsibilities in a training program at the university are the following:

- To meet the qualifications for resident eligibility outlined in Specialty Guidelines of the American Dental Association's Council on Dental Accreditation (CODA);
- To develop a personal program of self-study and professional growth with guidance from the teaching staff;
- To provide safe, effective and compassionate patient care, commensurate with the resident's level of advancement, responsibility, and competence, under the general supervision of appropriately privileged attending teaching staff;
- To engage in full participation in the educational activities of the program and, as required, assumption of the responsibility for teaching and supervising other residents and students; to participate in institutional orientation and education programs and other activities involving the clinical staff; submit to the program director confidential written evaluations of the faculty and the education experiences;
- Participate in institutional committees and councils to which the resident is appointed or invited, following approval of Program Director, especially those that relate to patient care review activities, and participation in institutional programs and activities involving the staff;
- To adhere to established practices, procedures, policies, and rules of the university or affiliated institutions as applicable, including among others, state licensure requirements training where these exist;

- To develop an understanding of ethical, communication, socioeconomic, and medical/legal issues that affect graduate dental education and practice; to apply cost-effective patient care.

DURATION OF APPOINTMENT AND CONDITIONS FOR REAPPOINTMENT

Your initial appointment is referred to in the Letter of Offer to Residents. We anticipate you will remain in the prescribed course of your residency until completion. However, it is understood that appointments are renewed annually and that continued retention in the training program depends on your satisfactory performance/training progress, including your adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program and the best interests of the program as determined by the university. A resident's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's educational and professional achievement, competence, and progress as determined by the program director and teaching faculty. However, no appointment shall create any rights, interests, or expectancies of continuation beyond the term of the current appointment itself. After each academic year, your performance will be reviewed and the recommendations for continuation communicated to you by the program director or designee. The program maintains a confidential record of the evaluations.

All assignments and call schedules are made at the discretion of the appropriate program director. In addition, should residency programs be closed or downsized, the university will inform the resident well in advance of such events. Every effort will be made to complete the resident's course of training or to find another site for the resident to complete training.

Residents are not automatically entitled to additional training beyond the prescribed number of years to achieve board eligibility in the designated specialty. Any such extension of the residency and the required funding must be approved by the program director and the university's College of Dentistry Office of Advanced and Graduate Education.

STANDARD OF ETHICAL CONDUCT

Honesty, integrity, and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty, and staff members, as well as the university's formal organizations, must assume responsibility for these qualities. The concern for values and ethics should be expressed in classes, seminars, laboratories, and, in fact, in all aspects of university life. By definition, the university community includes members of the faculty, staff, and administration as well as students.

Education at the University of Florida is not an ethically neutral experience. The university stands for and seeks to inculcate, high standards. Moreover, the concern for values goes well beyond the observance of rules.

A university is a place where self-expression, voicing disagreement, and challenging outmoded customs and beliefs are prized and honored. However, all such expressions need to be civil, manifesting respect for others.

As a major sector in the community, students are expected to follow the university's rules and regulations that, by design, promote an atmosphere of learning. Faculty, staff, and administrators are expected to provide encouragement, leadership, and example. While the university seeks to educate and encourage, it also must restrict behavior that adversely affects others. The Standard of Ethical Conduct summarizes what is expected of the members of the university community.

PROFESSIONAL BEHAVIOR

The College of Dentistry expects all advanced education students to be professional in their dealings with patients, colleagues, faculty, and staff and to exhibit caring and compassionate attitudes. This and other qualities will be evaluated during patient contacts and in other relevant settings. Professional behavior is defined as appropriate behavior to the circumstance.

The behavior of a student reflects on a student's qualification and potential to become a competent healthcare provider. Attitudes and behaviors inconsistent with compassionate care, refusal by or inability of the student to participate constructively in learning or patient care, derogatory attitudes or inappropriate behavior directed at patient groups, peers, faculty or staff, or other unprofessional conduct, can be grounds for dismissal.

EMAIL POLICY

In the College of Dentistry, email is the primary mode of communication between faculty, administration, staff, students, and residents. Residents are required to check their email daily, on all scheduled school days. All official emails will be sent exclusively to dental.ufl.edu. Please note, this is the email address displayed in the online directory. All students are encouraged to begin using their dental email accounts as soon as possible to ensure they receive all official correspondence from the University of Florida.

About GatorLink

GatorLink is an individual's computer identity at the University of Florida. Every applicant, student, resident, faculty, and staff member is expected to have a GatorLink ID.

HIPAA Email Policy

In order to enhance the delivery of healthcare services, while strengthening HIPAA compliance and reducing the risk of privacy violations, the following policy is mandated:

1. PHI may be communicated by email between clinicians and patients only if the patient has signed an authorization.
 - a) See the COD Clinical Manual for Email Correspondence tip-sheet with patients and/or personal representatives who want to communicate by email, before the patient signs an authorization.
 - b) Clinically relevant email messages must be added to the patient's record in AxiUm as an attachment. To the same record add a contact note stating there was an email interaction with the patient and that the message has been added as an attachment.
2. PHI may be communicated by email between and among clinicians and support staff under the following conditions:
 - a) An email containing PHI may only be sent from one dental.ufl.edu address to another dental.ufl.edu address. **The sender of any email containing PHI is responsible for ensuring that the recipient's address is within the ufl.edu email system.**

- b) PHI may be communicated by email only for: requesting consultations, making referrals, prescription refills, and billing inquiries.
3. The Minimum Necessary Rule applies to all email correspondence that contains PHI. Extraneous comments, opinions, assumptions, and speculations should be excluded from all email correspondence.
 4. No distribution list may be used for email that contains PHI.
 5. An email containing PHI may not be manually forwarded or auto-forwarded to any non-ufl.edu account including, but not limited to, personal and commercial email accounts such as AOL, Yahoo, MSN, etc.
 6. When replying to an email containing PHI from senders outside the ufl.edu system, the response may not contain the original message or any other PHI.
 7. Access to ufl.edu email accounts through the internet must be by secure (SSL) connections.
 8. Limit computer storage for emails containing PHI to three days or less. Move confidential or sensitive information to the server that incorporates additional access protections, or print and appropriately store hard copies of the information.
 9. Include the following confidentiality statement in all emails that are sent from the University of Florida:

NOTE: This communication may contain information that is legally protected from unauthorized disclosure. If you are not the intended recipient, please note that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this message in error, you should notify the sender immediately by telephone or by return email and delete this message from your computer.

To access the email authorization form and information sheet, visit the privacy website at <https://ufhealth.org/patient-privacy-policy>. For questions, contact UF Privacy Office at <https://privacy.ufl.edu/contact-us/>.

Patient Privacy (HIPAA)

Protected health information includes photographs and videos of the patient, even if the patient asked for the photo/video to be made or consented to it being made. It is best to return such photos to the patient, as long as no other patients are in the photos. A media release form from UF Health Communications must be completed before sharing any photos or videos, including with a patient. Please see Core Policy 01.072 – Photography and Audio Recordings at UF Health Shands for further guidance.

Unless a patient has completed a media release form, do not post patient information, even if you think you have “de-identified” it. It often is possible to identify patients even if you do not include their names or other obvious identifying information. Realize that details, such as your name, your place of work/study, and the date/time stamp can make it easy to identify patients you describe, particularly to the patients themselves and their families and friends. UF Health has very specific guidelines for taking videos and photos within the hospital and clinics. Please reach out to the UF Health social team if you ever have any questions or concerns.

For additional information regarding Social Media at UF Health please visit us at, <https://support.webservices.ufhealth.org/social/patient-privacy-hipaa/>.

SOCIAL MEDIA POLICY

The purpose of this policy is to guide employees choosing to use social media to communicate, collaborate, and interact with students, faculty, staff, stakeholders, and the general public on matters concerning or impacting the University of Florida (UF).

This policy applies to all UF faculty, staff, and students who are employed by UF in any capacity. The guidelines also apply to other people (such as volunteers and appointees) who use internally managed university computing resources. This policy applies to all forms of social media, including, for example, Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn, blogs, online comments, etc. This policy may apply to employees outside of work hours and while using personal accounts when the use of social media affects an individual's professional responsibilities, violates applicable law, or constitutes a violation of UF regulation or policy.

This document provides several policies and regulations that may apply to the use of social media. Violations of these policies may result in criminal or civil penalties, and/or consequences affecting an individual's employment or student status, including but not limited to disciplinary action, and may result in personal liability.

Users of university computing resources should be aware that such use is not private and may be monitored by the University of Florida Acceptable Use of Computing Resources Policy referenced.

Activities Violating the Law or Policy

UF employees may not use social media in ways that violate federal, state, local, and, when applicable, foreign laws. For example, social media communications depicting child pornography violate criminal laws and UF regulations. Social media communications constituting threats of violence or known or intended to cause severe emotional distress may violate the law and UF regulations. Social media communications containing false statements that could harm a person's reputation are possibly defamatory and may result in civil liability.

UF employees may not use social media in ways that violate UF regulations, policies, or procedures. For example, social media communications may not be used as a way to violate UF's regulation prohibiting discrimination on a protected class or violate UF's policy prohibiting sexual harassment. Uses of social media in ways that constitute criminal or civil actions or in ways that violate UF regulations, policies, or procedures may be reviewed on a case-by-case basis. Substantiated violations of policy or law could result in disciplinary action, up to and including dismissal from the University.

For additional information regarding Social Media at UF – Human Resources, please visit us at <https://policy.ufl.edu/policy/social-media/>.

Accessing Online Resources

The University and the College of Dentistry provide many online resources and may also post assignments, calendars, syllabi in an electronic format.

When on campus the *eduroam* wireless network is available for connecting to College, Campus, and other online resources. Access our [wireless how-to self-help document](#) for detailed instructions on how to connect your system to the eduroam wireless.

Some campus and college resources such as email are available directly. Access to many other College and Campus resources is more restricted and will require you to first establish a VPN connection. The VPN creates a secure connection between your system and the end resource. To connect to the VPN through a web portal or to install the VPN client see our [VPN Self-Help document](#).

See our [Getting Started with IT](#) document for a broad range of how-to and self-help knowledge articles.

FINANCIAL CONSIDERATIONS/SUPPORT

The College of Dentistry determines stipends for residents in each program at each level on an annual basis. All stipends are subject to change at any time during enrollment. The College of Dentistry pays the employer contribution of the FICA Alternative Plan. The resident will contribute 7.5% of pre-tax wages to your investment account. These contributions are in place of Social Security (FICA) taxes.

The college will assist its students in need as much as possible to obtain the necessary financial support. It must be clearly understood that the college will not assume responsibility for the student's financial support. It is the student's responsibility to finance his or her education.

Students in degree-seeking, tuition-paying programs are not registered for classes for the Summer term of their final year, thereby saving them from paying tuition as such, students are ineligible for federal financial aid, and must make appropriate financial arrangements to finish their program.

Educational Loans

The University of Florida does not certify federal or private loans for non-degree seeking programs, this includes Pediatric Dentistry, Oral & Maxillofacial Surgery, Oral & Maxillofacial Pathology, Oral & Maxillofacial Radiology, Operative Dentistry, and Advanced Education in General Dentistry in Seminole and Hialeah.

No federal or state loan or grant programs exist for international students. International students must be able to pay the cost of tuition and living expenses.

Financial Aid

**Students enrolled in full tuition programs*

Federally Insured Loan: Students enrolled in full-tuition programs or registered for a minimum of six credit hours per semester may be eligible to apply. Loan applicants must also be U.S. citizens or permanent residents (possess a green card). Students attending on an F-1 visa do not qualify. Complete a Free Application for Federal Student Aid (FAFSA) and return it to the federal processor as soon as possible AFTER January 1st. A FAFSA must be completed each year for consideration for federal funds. You may prefer to apply online by using FAFSA on the Web @ <https://studentaid.gov/h/apply-for-aid/fafsa>. We strongly encourage this method of applying since it is faster and generally more accurate because the online version has built-in edits.

Veteran's Benefits

Please check with the Advanced and Graduate Education office to verify which residency programs have been approved for veterans' benefits.

Student Loan Deferments: Advanced education students (graduate students, residents, and fellows) are eligible to defer student loans during their postdoctoral dental training period. Katie Bailey in the SADS office serves as a liaison between you and your respective financial institutions for the processing of these loan deferments. Please see her in D10-33 or call her at 273-7800 for assistance or to ask questions.

LIVING ACCOMODATIONS

To qualify for on-campus housing, you are required to be a degree-seeking student at the University of Florida. The availability of on-campus is limited, and advanced education students should contact the University Housing office before making plans to utilize university quarters. The University Housing office maintains current listings of such facilities. For further information, visit their website at: <http://www.housing.ufl.edu/>, or contact them by email at housing@ufsa.ufl.edu or by phone at (352) 392-2161.

HEALTH SERVICES

Health, Life, and Disability Insurance: Health insurance is provided to the resident and his/her family (as needed); life and disability insurance is also provided to the resident. Those residents who elect dependent coverage must do so within 60 days of beginning their program. If a resident experiences a qualified status change (QSC) such as marriage, divorce, birth/adoption of a child, change in coverage due to spouse's employment, etc. he/she may elect to modify or cancel dependent coverage within 60 days of the QSC event. The resident must provide appropriate documentation of the QSC event to make the change. The only other time of year modifications to health insurance coverage can occur is during an annual open enrollment with coverage and/or changes effect January 1st of the following year. For students in tuition-paying programs, a Student Health Fee is included as part of the registration costs. This fee covers routine outpatient visits at the Student Health Service but is not comprehensive health insurance. If you are enrolled in another health insurance plan or enroll in the college insurance plan, you must submit a health insurance waiver each year. For more information, please visit the student health website at <https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/waiver/>.

Workers' Compensation

If a resident suffers a work-related injury, the resident should immediately contact their program director and call AmeriSys, the State of Florida's medical case management vendor at 1-800-455-2079. If occupational exposure to blood or bodily fluids call 1-866-477-6824 immediately. If a life-threatening emergency call 911 and go to the emergency room, then report to AmeriSys. For more information, please visit the Workers' Compensation website, <https://hr.ufl.edu/manager-resources/employee-relations/workers-compensation/>.

COUNSELING AND SUPPORT SERVICES

Employee Assistance Program (EAP) The University of Florida Employee Assistance Program is designed to help employees, including residents and their families, with troubling concerns. It provides a system of fast, short-term, confidential professional counseling and referral services to eligible residents, their legal spouses, and other eligible dependents. You are eligible for up to six free counseling sessions. If more services are needed, the counselor will coordinate continued care within the healthcare benefits plan. This is available for off-site residency programs as well. To arrange an appointment, please call (352) 392-2477 or go online at <https://eap.ufl.edu/counseling/on-campus-therapists/request-appointment/>, 24-hours-a-day, seven-days-a-week. Simply state that you need an EAP appointment.

OFF-SITE RESIDENCY PROGRAMS

All individuals in off-site residency programs are covered for treatment through the EAP.

Where to Get Help

Resource	Contact
Abuse registry Abused children, elderly, disabled	1-800-96-ABUSE
Alachua County Crisis Center	352-264-6789
Alcoholics Anonymous (AA) Local, immediate support: telephone, in person, group sessions	352-372-8091
Alcohol Abuse Assessment & Treatment Telephone hotline	1-800-784 6776
CDS Family & Behavioral Health Service Local, immediate support: telephone, in person, group sessions	352-244-0628
Meridian Behavioral Health Addictions, crisis, family health, marriage counseling	352-374-5600
Narcotics Anonymous Help Line	1-800-711-6375
Outpatient Psychiatry (UF Employees Assistance Program Free consultation evaluation with psychiatrist on-call, referral	352-265-7041
Professional's Resource Network PRN Florida Alcohol/substance abuse assistance for physicians	1-800-888-8PRN
Peaceful Paths Hotline Emergency shelter & counseling for domestic violence, rape and crime victims	352-377-8255
Sid Martin Bridge House alcohol intervention, detoxification, counseling	(352) 374-5600
UF Employees Assistance Program (EAP) Information Counselors are available to assist you 24 hours a day, seven days a week.	352-392-2477
For any other resources not listed here contact: The United Way Information and Referral Service	352- 332-4636

Specialized Professional Counseling Available

The University of Florida Counseling Center, 392-1575, 3190 Radio Road, provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university.

Referrals to other professionals will be made if the student cannot be helped with brief counseling and/or group counseling, or if appointment times are not available. If more intensive or long-term assistance is required, the University Office for Student Services, P202 Peabody Hall, 392-3261, assist with liaison with campus ministry, minority student services, veteran student services, students over traditional age, women's programs, child care services, disabled student services, substance abuse prevention program, etc. A complete listing of Student Services phone numbers is provided in the UF Student Guide.

The UF Counseling and Wellness Center <https://counseling.ufl.edu/services/aod/> provides support for Alcohol & Other Drugs Services.

Student Healthcare Center

The University of Florida Student Health Care Center (SHCC) is an accredited outpatient facility of board-certified medical providers dedicated to serving the health needs of the UF student body. Clinics, where students can be seen for medical problems, include Primary Care,

Women's Health, Sports Medicine & Acute Care. Other specialty services are available including Nutrition Counseling, Allergy Injection clinic, Immunization clinic, Get Yourself Tested (GYT) STI testing, and Travel Medicine visits. Additionally, there are Lab, X-ray, and Pharmacy services on site. Physical Therapy at the Student Health Care Center, operated by the UF Health Rehab Center, hosts licensed physical therapists available to students via referral for short-term care of acute injuries. Patients are encouraged to call first (352) 392-1161 to schedule an appointment to save waiting time. Walk-in services are also available for urgent care. The SHCC is located on campus at 2140 Stadium Road. Clinic hours are 8:00 AM to 5:00 PM Monday, Tuesday, Thursday, and Friday, 9:00 AM to 5:00PM on Wednesday and noon to 4:00 PM on Sundays during the Fall and Spring; 8:00 AM to 4:30 PM Monday through Friday during Summer and varying hours during breaks/holidays. For more information call 392-1161 or visit <http://shcc.ufl.edu/>.

LEAVE POLICY

General Policy

Members of the housestaff of the College of Dentistry shall be entitled to leave with pay for annual and sick leave depending upon the length of appointment during the training period July 1 through June 30, as described in this section. Leave will be granted and charged in one- day increments for each workday of leave requested and approved. The policy laid out below only applies to Housestaff at the UF College of Dentistry and is a completely separate program from that offered to UF staff and faculty, as outlined in university regulation and policy. COD Housestaff are not eligible for university leave benefits and are designated as OPS employees, per state and University regulation

1. The total maximum time a housestaff member can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty involved as determined by CODA. All absences must be approved by the program director.

Types of Leave

1. Sick Leave
 - a. The number of sick leave days will be at the discretion of the program director following the CODA standards and approval from Office of Advanced and Graduate Education. The allowed number of absences for each program should be provided in writing by the program director. If excessive time is taken, the housestaff must extend his/her training to fulfill board requirements. Extensions of program may be unpaid if absences are not due to a Family Medical Leave Act (FMLA) qualifying event.
 - b. When sick leave is taken, such leave shall be reported within the department when used. Leave forms, which are available in the departmental office, shall be forwarded to the program director.
 - c. A resident taking an unpaid leave of absence can only use hours accumulated prior to the leave request; hours not on the books should not be advanced since he/she will not earn leave while on unpaid leave.

2. Annual Leave

- a. Annual leave will be requested and approved by the program director prior to the date taken. **The number of annual leave days will be at the discretion of the program director following the CODA standards and approval from the Office of Advanced and Graduate Education.**
- b. Annual leave may be advanced to housestaff proportionate to expected service. This advanced leave cannot exceed the amount of the leave accrual rate for one year. The amount of advanced leave will not exceed that which can be earned during the remainder of the housestaff leave year.
- c. Housestaff may be permitted to carry over unused leave to a new year, as consistent with departmental policy, however, carryover must be approved by the program director.

3. Military Leave

- a. Absences for temporary military duty (e.g., two-week annual training) may be taken from annual leave or if insufficient annual leave is accumulated, the housestaff member must be placed on leave without pay for such absences. If activated from reserve to active-duty status, the housestaff member will receive thirty (30) days full pay before going on leave without pay. Additional extension requires special approval from the Dean of the College of Dentistry.

4. Holidays

- a. Housestaff shall be entitled to observe all official holidays designated for state employees except when they are on call for clinical responsibilities. Housestaff on Veteran's Administration Medical Center (VAMC) rotations shall be entitled to observe all official holidays designated by the federal government for Veterans Administration employees except when they are on call for clinical responsibilities.

5. Parental Leave

- a. Requests for parental leaves must be submitted to the program director for approval. The duration of parental leave before and/or after

delivery will be determined by the housestaff member and her physician in consultation with the program director. Approved absences for greater than six months will be unusual and will require special approval. The circumstances of the request and the impact on other members of the housestaff program will be considered. Pay status during such leave will be determined by the length of unused vacation and sick leave accumulated. You may be eligible for FMLA up to three months.

- b. Accrued annual and sick leave may be used before being placed on leave without pay. Any illness caused or contributed to by pregnancy shall be treated as a temporary disability. The housestaff shall be allowed to use accrued sick leave credits when certified by his/her physician.
 - c. When accrued annual and sick leave time has been exhausted, leave will be unpaid.
 - d. While on unpaid leave, housestaff's insurance benefits, if elected Gatorcare, will be covered by the college.
 - e. The total time allowed away from a program in any given year or for the duration of the housestaff program will be determined by the requirements of the specialty board involved. Any absences must be made up per board policy.
 - f. Schedule accommodations may be made for a housestaff who is pregnant if these changes are approved by the program director.
 - g. Paternity leave may be granted with the advance approval of the program director. If annual and sick leave is available, this leave must be paid; if no leave is available, the time off is LWOP (leave without pay).
6. Leave Requests -- Approval and Record Keeping
- a. Housestaff have the responsibility of keeping their department informed of all time off. Each department is responsible for computing actual leave accruals. Records should be up to date at all times.
7. Requests For Leave of Absence
- a. Educational Assignment - Housestaff shall be eligible for the absence of education and training provided it is allowed by the appropriate board and agreed to, in writing, by the program director.
 - b. Licensure Examination Leave for housestaff taking American specialty board and state licensure examinations will be authorized at the discretion of the program director. The amount of absence authorized will not exceed the time required for taking the examination and for travel to and from the place of examinations. Only one licensure and one specialty exam shall be authorized per housestaff member. Any additional absence will be charged to annual leave or leave without pay if annual leave is not available.

8. Unused Leave

- a. All leave is considered non-payable leave, and there is no entitlement for a lump-sum payment for unused leave upon separation.

Procedures for Requesting a Leave of Absence

The following policy should be followed by the departments when a housestaff member requests a PARENTAL LEAVE or any other type of LEAVE OF ABSENCE WITHOUT PAY (LWOP):

1. The housestaff member must submit in writing, the request for leave of absence. The letter should be addressed to program director of the department and must contain the following information:
 - a. Period of leave to be taken.
 - b. The number of annual leave hours being requested by the housestaff member should be addressed in the letter. NOTE: annual leave may be advanced to housestaff proportionate to expected service but cannot exceed that which can be earned during the remainder of the housestaff leave year. Any illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovering therefrom shall be treated as a temporary disability and the employee shall be allowed to use accrued sick leave credits.
 - c. The date of expected return must be stated in the letter. This date can always be adjusted either with the housestaff member returning earlier or extending further LWOP. If an extension is needed, the housestaff must write a new letter indicating the new date of return.
2. After the letter has been officially accepted by the department, the chair shall submit a letter to the Associate Dean and Director, School of Advanced Dental Sciences, referencing the attached letter of request from the housestaff member, and the chair's letter should contain the following:
 - a. The purpose of the leave of absence.
 - b. The period of the leave of absence.
 - c. What portion of the leave he/she has approved as annual and/or sick leave and when he/she expects the person to return.
 - d. A statement ensuring the dean that the housestaff member has been told that the residency program will be extended by the number of days, months, etc., taken as leave. NOTE: Since annual leave is normally taken annually, only the sick leave portion and those days that are leave without pay should be counted toward extending the program.

PROFESSIONAL LIABILITY PROTECTION AND DENTAL LICENSURE

All advanced education students and residents have professional liability coverage under the umbrella of the Health Science Center's Self Insurance Trust Fund. Students enrolled in advanced education programs are not required to obtain individual liability protection or current dental licensure in the State of Florida. As an employee of the University of Florida, residents are personally immune from civil liabilities that may arise from any acts or omissions committed in the course of employment.

According to Section 768.28 Florida Statutes, the Florida Board of Education (FBOE), the state agency which operates UF, is vicariously responsible for any civil claims or actions arising from the acts of its employees and agents. The FBOE is protected for such liabilities through the J. Hillis Miller Health Center Self-Insurance Trust Fund (SIP), a self-insurance program that is managed by the University of Florida.

Students holding dental licensure are encouraged to apply for and/or transfer their controlled substance registration certificate (DEA number). Any resident holding dental licensure upon matriculation in the program is required to maintain current licensure status throughout his/her program or be subject to dismissal. Any resident who takes the Florida State Board during their enrollment in the program and fails the Board three times is subject to dismissal.

To obtain the necessary clinical learning experiences for the academic program offered by the university, students may be required to obtain the clinical experience at a facility that requires students to sign a Statement of Responsibility or similar document. In such an event, the student would be required to waive any right to recover for injuries or illnesses that they may suffer due to the simple negligence of the facility as a condition of their completion of the university's academic program.

Disability

The University of Florida is committed to complying with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 (ADA). We, therefore, want to ensure that qualified residents and applicants with disabilities are granted reasonable accommodations.

Residents or applicants needing further information regarding accommodation requests should contact the Americans with Disabilities Act Compliance Office at (352) 392-1591, or use the Florida Relay Service at 1-800-955-8771 (TDD). Any information supplied is strictly voluntary. All information and documentation related to requests for accommodation will be regarded as confidential according to Title I of the ADA.

Any questions regarding this information may be discussed at the time of the interview.

Per the Americans with Disabilities Act (ADA), the College of Dentistry has implemented the following process to accommodate students with disabilities:

1. A student with a disability registers with the Disability Resource Center by calling 352- 392-8565 or visit the following link <https://disability.ufl.edu/about/contact-us/> to schedule an intake appointment. Students must provide documentation regarding their disability.
2. With the student, personnel from the Disability Resource Center identify appropriate reasonable accommodations that are directly related to their disability issue.
3. The Disability Resource Center generates a memorandum identifying the reasonable accommodations

EXTRACURRICULAR PROFESSIONAL ACTIVITIES

To guarantee that students who are on a stipend receive a full educational experience, the College of Dentistry has established the following policy regarding outside employment of advanced education students:

1. It is recommended that advanced education students not accept outside employment during their tenure. The program director, the Associate Dean of Advanced and Graduate Education, and the dean must approve any outside employment. Violations can lead to immediate dismissal, probation, or other disciplinary action.
2. Advanced education students may be permitted to participate in extracurricular professional activities, such as continuing education programs, with the approval of the program director. All approved opportunities for an extracurricular professional activity will be available to all qualified students without restrictions.
3. All residents must adhere to the University of Florida's Conflicts of Commitment and Conflicts of Interest policy regarding outside activities/outside employment, conflict of interest, and additional compensation. Such outside activity includes private practice, private consultation, or other employment outside State government which is not part of assigned university duties and for which the university provides no compensation. Each program must have rules regarding outside and extracurricular activity, which meets their specialty board requirements and University of Florida College of Dentistry policy.

4. Any professional activities outside the established educational program must not interfere with the residents' educational process or quality care of patients. Programs, departments, and services will be responsible for the enforcement of this policy. Violation may lead to immediate dismissal. Residents may not be required by their programs to engage in outside activities. There are two usual categories of outside activity:
 - a) **Programmatic Activity:** These activities are initiated by departments to provide clinical experiences which often are not afforded within the standard curriculum and which usually occur at non-campus health care affiliates. Supplemental salary income is provided by the university to residents who participate in programmatic activities. A contractual agreement between the College of Dentistry and sponsoring health care facility for a programmatic outside activity must exist, compensation for this activity must be directed to the appropriate department for payment to participating residents. Such opportunities will be available to qualified residents without restrictions. All residents participating in a programmatic outside activity must sign a Programmatic Professional Activity form (also called Certification for Special Duty), FA PR XDHC/10-94, incorporated herein by reference and which can be obtained from the appropriate dean's office for the College of Dentistry. This must be signed by the chair or PD and dean or appropriate dean's designee.
 - b) **Non-Programmatic Activity:** These activities are initiated by the resident and do not involve any agreement between the College of Dentistry and the outside employer. The College of Dentistry and the university take no responsibility for any action or problem arising from professional activities initiated by the resident and do not involve any agreement between the College of Dentistry and the outside employer. Programs have total authority to decide whether nonprogrammatic activities are allowed in keeping with their specialty board guidelines and curriculum. The nonprogrammatic activity of residents by the Gainesville Veterans Affairs Medical Center is included in this policy. The resident is not provided with self-insurance coverage nor is there University Worker's Compensation coverage while engaged in nonprogrammatic activity. All residents participating in Nonprogrammatic Outside Activity must complete a Disclosure of Outside Activities and Financial Interest form, incorporated herein by reference and which can be obtained from the College of Dentistry's Office of Advanced & Graduate Education, that stipulates the resident understands that the activity is not a College of Dentistry employment duty; that the resident is fully responsible for malpractice coverage, workers compensation, and other insurance; that the resident has made it clear to their outside employer or other recipients of services that they are not engaging in such outside activity as an employee, agent, or

spokesperson of the University of Florida, or the State University System; that the resident understands and agrees that the University of Florida has no obligation, responsibility or liability for any injury or harm incurred during the performance of or a result of the outside activity. This form must have approval and signature by the chair, PD, and the Associate Dean for Advanced & Graduate Education or his/her designee.

For more information regarding outside activities and forms please visit our webpage,

<https://dental.ufl.edu/about/human-resources/outside-activities-and-conflicts-of-interest/>.

ADVANCED AND GRADUATE EDUCATION CORE CURRICULUM

The following courses are a part of the educational studies at the University of Florida College of Dentistry.

Core Curriculum/Graduate

Summer B

Advanced Cardiac Life Support Advanced Digital Photography

Fall

Principles of Craniofacial Biology and Emerging Therapies R Advanced Oral Pathology
Dental Practice Management Grand Rounds/Special Topics
Dental Research & Statistical Methods Advanced Radiology
Advanced Head & Neck Anatomy Biostatistical Literacy

Spring

Grand Rounds/Special Topics Orofacial Pain
Advanced Oral Medicine and Dental Pharmacology Responsible Conduct of Biomedical
Research Craniofacial Pathology

**Please note these courses are subject to change without notice. Each specialty decides which courses are appropriate/necessary for accreditation.*

Graduate Curriculum General Endodontics

PGY 1 Summer B

DEN 6642 Intro Adv Endodontics DEN 6905 ABE/Case Presentation

DEN 6935 CUR LIT/SPEC TOPICS

DEN 8641L Clinical Endodontics Advanced Cardiac Life Support Advanced Dental
Photography

PGY 1 Fall

DEN 6644 NonSurgical Endo Care 1 DEN 6674 Advanced Oral Pathology

DEN 6679 Advanced RADIOLOGY/INTERPR

DEN 6680 Principles Cranio Bio & Emerg Therapy DEN 6935 CL/ABE/MED COMP/TT

DEN 6942 Grand Rounds/Special Topics DEN 8641L Clinical Endodontics

PHC 6937 BIOSTAT. LITERACY

PGY 1 Spring

DEN 6942 Grand Rounds/Special Topics DEN 6675 Orofacial Pain

DEN 6678 Adv Oral Med/Drug Int DEN 6935 ABE/ST/MED COMP

DEN 6940 Supervised Teaching DEN 8641L Clinical Endodontics

GMS 7877 Responsible Conduct of Biomedical Research DEN 6905 Non Surgical Endo Care

DEN 6681 Craniofacial Pathology

PGY 2 Summer C

DEN 6910 Supervised Research

DEN 6935 CUR LIT/SPECIAL TOPICS

DEN 6905 ABE/ Case Presentation DEN 6973 PROJ LIEU OF THESIS

DEN 8641L Clinical Endodontics

PGY 2 Fall

DEN 6910 Supervised Research DEN 6645 NonSurgical Endo Care 2 DEN 6935
CL/ABE/MED COMP/TT

DEN 6936 Practice Management

DEN 6942 Grand Rounds/Special Topics

DEN 6973 Project in Lieu of Thesis DEN 8641L Clinical Endodontics
GMS 6609 Advanced Head & Neck Anatomy

PGY 2 Spring

DEN 6905 Current Literature DEN 6935 ABE/ST/MED COMP
DEN 6910 Supervised Research DEN 6940 Supervised Teaching
DEN 6942 Grand Rounds/Special Topics DEN 6973 Project in Lieu of Thesis
DEN 8641L Clinical Endodontics

Orthodontics

PGY 1 Summer B

DEN 6905 Orthodontics Core DEN8601L Clinical Orthodontics Advanced Dental
Photography

PGY 1 Fall

DEN 6680 Principles of Craniofacial Biology and Emerging Therapies DEN 6935 Literature
Review
DEN 6942 Grand Rounds/Special Topics PHC 6075 Biostatistics Literacy
DEN 6679 Advanced Radiology and Interpretation DEN8601L Clinical Orthodontics

PGY 1 Spring

DEN 6681 Craniofacial Pathobiology DEN 6935 Written Comp
DEN 6675 Orofacial Pain
DEN 6942 Grand Rounds/Special Topics
GMS 7877 Responsible Conduct of Biomedical Research DEN8601L Clinical Orthodontics

PGY 2 Summer C

DEN 6910 Supervised Research DEN 6935 Clinical Comp
DEN 6940 Supervised Teaching

DEN8601L Clinical Orthodontics

PGY 2 Fall

GMS 6609 Advanced Gross Anatomy DEN 6910 Supervised Research

DEN 6674 Advanced Oral Pathology DEN 6940 Supervised Teaching

DEN 6942 Grand Rounds/Special Topics DEN8601L Clinical Orthodontics

PGY 2 Spring

DEN 6678 Advanced Oral Medicine Pharmacology DEN 6910 Supervised Research

DEN 6935 Written Comp

DEN 6940 Supervised Teaching

DEN 6942 Grand Rounds/Special Topics DEN8601L Clinical Orthodontics

PGY 3 Summer

DEN 6971 Masters Thesis Research DEN 6935 Clinical Comp DEN8601L Clinical
Orthodontics

PGY 3 Fall

DEN 6971 Masters Thesis Research DEN 6942 Grand Rounds/Special Topics DEN 6936
Practice Management DEN8601L Clinical Orthodontics

PGY 3 Spring

DEN 6905 ABO Cases

DEN 6971 Masters Thesis Research DEN 6935 Clinical & Oral Comp DEN 6905 Patient
Review

DEN 6942 Grand Rounds/Special Topics DEN8601L Clinical Orthodontics

Periodontics

PGY 1 Summer

DEN 6656 Introduction to Advanced Periodontology DEN 6658 Treatment Planning in Periodontics
DEN 6935 Advanced Dental Photography DEN 8651L Clinical Periodontics

PGY 1 Fall

DEN 6674 Advanced Oral Pathology
DEN 6679 Advanced Radiology and Interpretation
DEN 6680 Principles of Craniofacial Biology and Emerging Therapies DEN 6935 Current Literature/Case Presentations
DEN 6942 Grand Rounds/Special Topics DEN 6910 Supervised Research
DEN 8650 Theor Funda Periodon DEN 8651L Clinical Periodontics
PHC 6075 Biostatistics Literacy (new course name and number)

PGY 1 Spring

DEN 6657 Perio Histol/Histopat
DEN 6658 Treatment Plan Periodontics DEN 6678 Adv Oral Med/Drug Int DEN 6681 Cranio Pathobiology
DEN 6905 Fundamentals of Periodontics/Implant Treatment
DEN 6935 Current Literature in Periodontics and Implants and Case Presentation DEN 6942 Grand Rounds/Special Topics
DEN 8651L Clinical Periodontics
GMS 7877 Responsible Conduct of Biomedical Research

PGY 2 Summer

DEN 6658 Treatment Plan Periodontics DEN 6940 Supervised Teaching
DEN 6910 Supervised Research] DEN 8651L Clinical Periodontics Advanced Cardiac Life Support

PGY 2 Fall

DEN 6658 Treatment Plan Periodontics
DEN 6905 Fundamentals of Periodontics/Implant Treatment DEN 6935 Current Literature/Case presentations
DEN 6940 Supervised Teaching
DEN 6942 Grand Rounds/Special Topics
DEN 6910 Supervised Research - It's recommended that Master's research be taken in their final semester(s)
DEN 8651L Clinical Periodontics

GMS 6609 Advanced Gross Anatomy
PHC 6937-16HC Special Topics in Public Health

PGY 2 Spring

DEN 6655 Periodontal Literature 4 DEN 6658 Treatment Plan Periodontics DEN 6675
Orofacial Pain
DEN 6905 Fundamentals of Periodontology/Implant Treatment DEN 6905 Anesth Med
Dent Spec
DEN 6935 Current Literature in Periodontics and Implants and Case Presentation DEN
6940 Supervised Teaching
DEN 6942 Grand Rounds/Special Topics DEN 6910 Supervised Research
DEN 8651L Clinical Periodontics

PGY 3 Summer

DEN 6658 Treatment Plan Periodontics DEN 6940 Supervised Teaching
DEN 6910 Supervised Research DEN 8651L Clinical Periodontics

PGY 3 Fall

DEN 6652 Review of Periodontal Literature 1 DEN 6658 Treatment Plan Periodontics
DEN 6935 Current Literature/ Case presentations DEN 6936 Practice Management
DEN 6940 Supervised Teaching
DEN 6942 Grand Rounds/Special Topics DEN 6971 Masters Research
DEN 8651L Clinical Periodontics

PGY 3 Spring

DEN 6655 Review of Periodontal Literature 4 DEN 6658 Treatment Plan Periodontics
DEN 6935 Current Literature in Periodontics and Implants and Case Presentation DEN
6940 Supervised Teaching
DEN 6942 Grand Rounds/Special Topics DEN 6971 Masters Research
DEN 8651L Clinical Periodontics

Prosthodontics

PGY 1 Summer

DEN 6625 Fixed Prosthodontic Ceramics

DEN 6905 Classic and Current Literature Revue DEN 6935 Advanced Dental Photography

PGY 1 Fall

DEN 6626 Advanced Removable Partial Dentures DEN 6674 Advanced Oral Pathology
DEN 6680 Principles of Craniofacial Biology and Emerging Therapies DEN 6905 Implant
Literature

DEN 6905 Literature Review DEN 6935 Complete Dentures

DEN 6942 Grand Rounds/Special Topics DEN 8621L Clinical Prosthodontics PHC 6075
Biostatistics Literacy

PGY 2 Spring

DEN 6624 Dental Implant Restoration DEN 6627 Treatment Planning Seminar DEN 6675
Orofacial Pain

DEN 6678 Advanced Oral Medicine Pharmacology DEN 6681 Craniofacial Pathobiology

DEN 6905 Classic and Current Literature Revue DEN 6905 Implant Literature

DEN 6935 Special Topics Prosthodontics DEN 6942 Grand Rounds/Special Topics DEN
8621L Clinical Prosthodontics

GMS 7877 Responsible Conduct of Biomedical Research

PGY 2 Summer

DEN 6627 Treatment Planning Seminar

DEN 6905 Classic and Current Literature Revue DEN 6910 Supervised Research

DEN 6935 Implant Literature

DEN 8621L Clinical Prosthodontics

PGY 2 Fall

DEN 6627 Treatment Planning Seminar DEN 6905 Implant Literature

DEN 6905 Literature Review DEN 6910 Supervised Research

DEN 6940 Supervised Teaching

DEN 6942 Grand Rounds/Special Topics DEN 8621L Clinical Prosthodontics GMS 6609
Advanced Gross Anatomy

PGY 2 Spring

DEN 6627 Treatment Planning Seminar

DEN 6905 Classic and Current Literature Revue DEN 6905 Implant Literature

DEN 6905 Anesthesia and Medicine for the Dental Specialties DEN 6910 Supervised
Research

DEN 6935 Special Topics Prosthodontics DEN 6940 Supervised Teaching

DEN 6942 Grand Rounds/Special Topics DEN 8621L Clinical Prosthodontics

PGY 3 Summer

DEN 6627 Treatment Planning Seminar

DEN 6905 Classic and Current Literature Revue DEN 6935 Implant Literature

DEN 6973 Project in Lieu of Thesis DEN 8621L Clinical Prosthodontics

PGY 3 Fall

DEN 6627 Treatment Planning Seminar

DEN 6679 Advanced Radiology and Interpretation DEN 6905 Implant Literature

DEN 6905 Literature Review and Special Topics DEN 6936 Practice Management

DEN 6940 Supervised Teaching

DEN 6942 Grand Rounds/Special Topics DEN 6973 Project in Lieu of Thesis

DEN 8621L Clinical Prosthodontics

PGY 3 Spring

DEN 6623 Maxillofacial Prosthetics DEN 6627 Treatment Planning Seminar

DEN 6905 Classic and Current Literature Revue DEN 6905 Implant Literature

DEN 6935 Geriatrics

DEN 6935 Dental Materials

DEN 6935 Implant Surgery and Wound Healing DEN 6942 Grand Rounds/Special Topics

DEN 6973 Project in Lieu of Thesis DEN 8621L Clinical Prosthodontics

Operative PGY 1 Summer B

Supervised Teaching (416A)

Contemp Lit Rev/Integ OD/Tx PI (416C) Clinical (416E)

Masters Thesis Research Advanced Dental Photography

PGY 1 Fall Supervised Teaching Clinic

Contemp Lit Review Tx Plan

Principles Cranio Bio & Emerg Therapy Advanced Head & Neck Anatomy Advanced Oral Pathology

Masters Thesis Research

Grand Rounds/Special Topics (SADS)

PGY 1 Spring

Supervised Teaching

Adv Oral Med/Dental Pharmacology Contemp Lit Review

Craniofacial Pathology Orofacial Pain

Clinic

Responsible Conduct Biomed Research (Old GMS 7003) Masters Thesis Research

Grand Rounds/Special Topics (SADS)

PGY 2 Summer C Supervised Teaching Contemp Lit Review Clinic

Operative Dentistry Seminar Masters Thesis Research

PGY 2 Fall Supervised Teaching Clinic

Contemp Lit Review/Tx Plan Dental Practice Management

Grand Rounds/Special Topics (SADS) Masters Thesis Research

Stats

PGY 2 Spring

Supervised Teaching Contemp Lit Review/Tx Plan Masters Thesis Research Clinic

Grand Rounds/Special Topics

**All residents are registered for the rotating courses below during the corresponding semester.*

Fall

DEN 6616 Ortho Surgery

DEN 6610 Biology of Tooth Mvmt DEN 6602 Ortho Treatment: Pt 1

DEN 6615 Orthodontic and Periodontic Relationships

Spring

DEN 6617 Ortho Surgery

DEN 6672 Materials in Orthodontics DEN 6603 Ortho Treatment: Pt 2

Fall

DEN 6616 Ortho Surgery

DEN 6618 Growth & Development & Anomalies DEN 6604 Ortho Treatment: Pt 3

Spring

DEN 6617 Ortho Surgery

DEN 6618 Growth & Development & Anomalies DEN 6605 Orthodontic Treatment: Pt4

Fall

DEN 6616 Ortho Surgery DEN 6612 Biomechanics
DEN 6606 Ortho Treatment: Pt 5

Spring

DEN 6617 Ortho Surgery DEN 6613 Biomechanics
DEN 6607 Ortho Treatment: Pt 6

ACADEMIC REGULATIONS

Grades for all advanced education courses are assigned as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, and S or U. All advanced education students must receive a written evaluation of their overall progress biannually. This evaluation is based upon clinical performance and academic achievements compiled from the grades received in departmental and core curriculum coursework. The University Registrar's Office maintains students' academic records for degree-seeking students. Departments of non-degree-seeking students are responsible for maintaining academic records for their residents, but it is the responsibility of the individual advanced education programs within the College of Dentistry to maintain files of individual student progress and written evaluation forms in compliance with the CODA standards.

All students in the advanced education programs are expected to maintain a grade average of at least a B. If a student receives below a B average, the student will be allowed to remediate. If the student cannot obtain a B average after remediation, the student will be terminated from the program. The program directors of each advanced education program will determine if a student in that program is not maintaining satisfactory progress if the student should be placed on probation, and what the probation will involve. If the student does not satisfactorily complete the probation, the program director may dismiss the student.

CLASS ATTENDANCE

Student attendance during school hours is required on all weekdays. Leaves of absence, except for emergencies, will be granted only to students in good academic standing.

While it is recognized that students occasionally will need some time to attend to personal needs, this must not be abused. 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 requirements, and other courses/program obligations in a timely and satisfactory manner.

A student who is absent because of an illness is required to call the program director to advise them of the situation. Each department is responsible for computing actual leave accruals. Records should be up to date at all times.

Absences for documented emergencies, such as death or serious illness in the family, will be immediately approved. Absences for personal convenience will be granted only when the course director and the program director determine that such absence will not be detrimental to the student's progress in the course, or that such absence will not impact the teaching of the course.

It is the responsibility of the student to notify the course director of any excused absence from a scheduled class session. In the case of illness or an emergency, this notification shall be made no later than two working days following the date of the absence and before the next scheduled class session. In the case of a planned absence, this notification shall be made no later than five working days before the date of the absence scheduled class session to be missed. Failure to notify the course director within this time frame may result in grade penalties at the discretion of the course director. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class sessions.

CLINICAL REGULATIONS AND SUSPENSION POLICY

The University of Florida College of Dentistry maintains the right to suspend an advanced education or graduate student from clinical activities for behavior or performance believed to be unethical, inappropriate, or below-accepted standards of care. This serious action will be enacted only after a thorough review and consideration of all facts.

Suspensions may range from one week to a semester, pending the nature of the concern.

Reasons for student or resident suspension include, but are not limited to the following behavior:

- failure to provide patient care promptly
- failure to provide appropriate care at the accepted standard of care
- failure to maintain accurate, legible, and complete chart records
- failure to provide comprehensive care (vs. fragmented care) in a compassionate manner
- failure to make provisions for patient care during student or resident absences
- failure to comply with UFCD Infection Control policies
- failure to comply with UFCD policies stated in the Clinic Procedure Manual, Code of Conduct, or other UF/UFCD manuals of conduct and protocol

Procedure for Suspension. The Chief of Staff of a participating and/or affiliated hospital where the resident is assigned, the Dean, the Associate Dean, the President of the Hospital, the Chair, or program director (PD) may at any time suspend a resident from patient care responsibilities. The resident will be notified of the reasons for the suspension and will be allowed to provide information in response within five (5) working days of the date the notice was issued. The resident may be suspended from further patient care and may be assigned to such other duties as determined and approved by the chair. The resident shall be reinstated (with or without the imposition of academic probation or other conditions) or termination proceedings shall be commenced within thirty (30) days of the date of suspension. Such suspension and assignment of the resident to other duties may continue until the final conclusion of the process. The resident shall be afforded all due process and appeal procedures as set forth above.

The graduate and/or residency program directors, under their administrative authority, may exclude any graduate and/or resident student from the respective department or resident clinical activities for reasons as determined by the program directors. Within one business day, the program director shall provide the Associate Dean for Clinical Affairs and the Associate Dean, Advanced and Graduate Education Director, School of Advanced Dental Sciences with written notification of the suspension to include the name of the student or resident, the reason for the suspension, and the effective dates.

Procedure for Nonrenewal

1. In the event that the Program Director decides not to renew a resident's appointment, the resident shall be provided written notice. Programs should provide a resident with as much written notice of the intent not to renew as the circumstances will reasonably allow, before the end of the agreement of appointment.
2. If requested in writing by the resident, within five (5) working days of the date the notice was issued, the chair will meet with the resident; this meeting should occur within ten (10) working days of the written request. The resident may present relevant information regarding the proposed nonrenewal decision. An advisor may accompany the resident during this meeting held under these procedures, but the advisor may not speak on behalf of the resident.
3. If the chair determines that nonrenewal is appropriate, he or she will use their best efforts to present the decision in writing to the resident within ten (10) working days of the meeting. If a determination of nonrenewal is made, the resident will be provided with appropriate notice, an opportunity to be heard, and all due process and appeal procedures as set forth below.

Procedure for Dismissal

1. In the event the PD of a training program concludes that a resident should be dismissed before completion of the program, the PD shall inform the chair in writing of this decision and the reason or reasons for the decision.
2. The resident will be notified and provided a copy of the letter of the proposed dismissal, and, upon request, will be provided with previous evaluations, complaints, counseling letters, and other documents that relate to the decision to dismiss the resident. If requested in writing by the resident, within five (5) working days of the date the notice was issued, the chair will meet with the resident; this meeting should occur within ten (10) working days of the written request. The resident may present relevant information regarding the proposed decision. The resident may be accompanied by an advisor during any meeting held under these procedures but the advisor may not speak on behalf of the resident.
3. If the Chair recommends termination, he or she will use their best efforts to present the decision in writing to the resident within ten (10) working days of the meeting. The resident shall be informed of the right to appeal and meet with the Associate Dean for Advanced and Graduate Education.

Procedure for Appeal

1. If the resident appeals a decision the appeal must be made in writing to the Associate Dean for Advanced and Graduate Education within ten (10) working days from receipt of the chair's decision. Failure to institute such an appeal within ten (10) working days will render the decision final.
2. The associate dean will be provided the recommendation, previous evaluations, counseling letters, and other documents that support the recommendation. The resident will be notified of the date of the meeting with the associate dean. The meeting should occur within fifteen (15) working days of the associate dean's receipt of the appeal. If the associate dean schedules an appeal hearing with a panel, you will be notified in writing of the time, date, and location of the meeting. Faculty, family members, friends, or other supportive persons may attend the meeting at your request, but in doing so you waive your right to the confidentiality of the student record. If you wish to have legal representation present, you must notify the associate dean in writing at least three business days before the scheduled meeting. If you fail to appear for the meeting, the associate dean and the review panel will meet, and the associate dean will make a decision based on the available information and you will be notified of that decision. The associate dean may conduct an investigation and uphold, modify or reverse the recommendation for suspension, nonrenewal, or dismissal. The associate dean will notify the

resident in writing of the conclusion of the appeal. If the decision is to uphold a suspension, the decision of the associate dean is final. If the decision is to uphold the nonrenewal or dismissal, the resident may file within ten (10) working days a written appeal to the dean of the College of Dentistry. Failure to file such an appeal within ten

(10) working days will render the decision of the associate dean final.

3. The dean will inform the associate dean of the appeal. The associate dean will provide the dean a copy of the recommendation with accompanying documents and any other material submitted by the resident or considered in the appeal decision. The dean should render a decision within fifteen (15) working days, but failure to do so is not grounds for the reversal of the decision. The dean shall notify in writing the chair, the associate dean, the PD, and the resident of the decision. The decision of the dean shall be final.
4. You may seek judicial review of this final university decision according to Florida Rule of Appellate Procedure 9.190, applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review within thirty (30) days of the final university decision.
5. The Office of the (Ombuds) was established to assist students in resolving problems and conflicts of an academic nature. This office provides an unbiased, informal avenue of redress for students' grievances that arise in the course of interacting with the institution. The Ombuds is available to offer assistance after a student has exhausted all college appeals. The Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved.

Grievance policy

A grievance is defined as dissatisfaction when a resident believes that any decision, act, or condition affecting his or her program of study is arbitrary, illegal, unjust, or creates unnecessary hardship. Such grievance may concern but is not limited to, the following: academic progress, mistreatment by any university employee or student, wrongful assessment of fees, records and registration errors, discipline (other than nonrenewal or dismissal), and discrimination because of race, national origin, sex, marital status, religion, age, veteran's status, or disability, subject to the exception that complaints of sexual harassment will be reviewed by the appropriate supervisory authority.

1. Before invoking the grievance, procedures described herein, the resident is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the resident becomes aware of the act or a condition that is the basis for the grievance. In addition, or the resident may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either situation, the person(s) alleged to have caused the grievance might respond orally or in writing to the resident.
2. If a resident decides against discussing the grievance with the person(s) alleged to have caused such, or if the resident is not satisfied with the response, he or she may present the grievance to the program director or departmental chair. If, after discussion, the grievances cannot be resolved, the resident may contact the associate dean. The associate dean will meet with the resident and will review the grievance. The decision of the associate dean will be communicated in writing to the resident and constitute the final action.

GRADUATE DEGREE-SEEKING STUDENTS

The student is responsible for becoming informed and observing all program regulations and procedures. The student must be familiar with the Graduate Catalog general regulations and requirements, specific degree program requirements, and offerings and requirements of the major academic unit. Rules are not waived for ignorance. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School. After admission to the Graduate School, but before the first registration, the student should consult the college and/or the graduate coordinator in the major academic unit about courses and degree requirements, deficiencies if any, and special regulations of the academic unit. The dean (or representative) of the college where the degree program is located must oversee all registrations. Once a supervisory committee is appointed, registration approval is the responsibility of the committee chair.

**Graduate students are subject to the same rules of behavior that govern undergraduates. The student conduct code is described hereafter.*

STUDENT CONDUCT AND HONOR CODE

Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. To have a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement. All regulations of the University are available on regulations.ufl.edu. These regulations include but are not limited to Regulation 4.040, the Student Conduct and Student Honor Code, commonly referred to as “The Orange Book”.

The educational mission is to “enable our Students to lead and to influence the next generation and beyond for economic, cultural, and societal benefit. The University strives to protect and guide the educational community by establishing a Student Honor Code, a Student Conduct Code, and a Student conduct system. These codes and systems promote individual and social responsibility and are enforced through University Regulations. By becoming a member of the University of Florida community, a Student agrees to adhere to its Student Honor Code and its Student Conduct Code. Students acting as individuals or as members of Student Organizations are expected to follow all applicable Laws and Regulations. University Regulations have been designed to promote the safety of people and the campus community, to create an environment conducive to learning, and to achieve the mission of the Institution.”

Violations of the Student Conduct and Honor Code as well as all applicable rights and procedures are detailed in Regulation 4.040, “The Orange Book”. Hard copy booklets are available upon request, digital and accessible versions of “The Orange Book” are available on Student Conduct and Conflict Resolution’s website (sccr.dso.ufl.edu) as well as the main University of Florida regulations page (regulations.ufl.edu). Undergraduate, graduate and professional students in UF Health Science Center Colleges would be eligible to have Student Honor Code incidents as well as incidents referred for violations of Health

Insurance Portability and Accountability Act (HIPAA) or any other applicable Law concerning patient privacy, heard by a Health Science Conduct Committee (HSCC). Detailed information about the HSCC is available in The Student Conduct and Honor Code, Regulation 4.040, Section 6.A. Hearing Bodies.

ACCESSIBILITY AND GENDER EQUITY

The University of Florida's Office for Accessibility and Gender Equity's mission is to remove barriers and avoid creating barriers for all individuals, and to continuously improve the seamless accessibility of our campus, programs, and activities. Below is a brief description of several policies and services they can assist you with.

Department of Education – Title IX Policy

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex, sexual orientation, or gender identity in federally funded educational programs and activities. Under Title IX, universities are required to respond to reports of sexual assault and sexual harassment. The U.S. Department of Education's Office for Civil Rights, which enforces Title IX, has recently provided detailed guidance on how educational institutions, like the University of Florida, must investigate and respond to complaints of sexual assault and sexual harassment. To see the entire Title IX Policy please see <https://www.govinfo.gov/content/pkg/FR-2020-05-19/pdf/2020-10512.pdf>.

Non-Discrimination/Harassment/Invasion of Privacy Policies

The University of Florida is committed to providing a safe educational, working, and residential environment that is free from sexual harassment or misconduct directed towards any members of the community. To achieve this goal, no behavior of this nature will be tolerated and, if discovered, the procedure for investigation and potential adjudication, as outlined in this policy, will be followed. Similarly, any retaliation against an individual who has filed a complaint regarding alleged sexual harassment or misconduct is also against university policy and will face its own disciplinary procedure. The University encourages students, faculty, staff, contracted workers, and visitors to promptly report any suspected behavior that violates this policy. The University is bound by state and federal law on most matters relating to discrimination and harassment.

However, UF has adopted its own regulations and standards outlining expectations for conduct that go above and beyond the minimum requirements of the law. For example, the UF Regulation identifying protected classes addresses those who may not be protected by applicable state and federal law.

Protected classes are generally described as groups of people who have historically faced discrimination and harassment. In a university context, the focus is typically on such treatment in employment and education settings. [UF Regulation 1.006](#) expressly prohibits discrimination on the basis of 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 more information please see [Laws & Policies » UF Office for Accessibility and Gender Equity \(ufl.edu\)](#). For more information see <https://policy.ufl.edu/regulation/1-006/>.

Prohibited Consensual Relationships Policy

It is the policy of the University that faculty adhere to the proper role as teacher, researcher, intellectual mentor, and counselor and not engage in conduct that calls into question the integrity of the evaluative or other academic processes related to students. It is also the policy of the

University that faculty refrain from exploiting or coercing students or creating the appearance of exploitation or coercion. UF Regulation 1.0065 expressly prohibits the following romantic or sexual relationships between faculty and students:

- Sexual or romantic relationships between faculty and graduate or professional students when both parties are affiliated with the same field, degree program or department, and under any circumstances in which the faculty member directly or indirectly exercises academic, evaluative, or supervisory authority over the student, or may be reasonably expected to do so in the foreseeable future.

- Faculty who have, or have had, a sexual or romantic relationship with a student are prohibited from directly or indirectly exercising academic, evaluative, or supervisory authority over that student. Relationships that pre-date one or both parties' affiliation with the University and that would otherwise be prohibited under this regulation shall be promptly disclosed by the faculty member to his or her dean or designee.

Violations of this regulation by faculty will result in disciplinary action up through dismissal. For more information regarding the Prohibited Consensual Relationships Policy please visit the following website,

<https://regulations.ufl.edu/wpcontent/uploads/2019/06/1.0065.pdf>.

Office of Victim Services

UF Office of Victim Services provides access to a victim advocate to answer questions, provide emotional support, accompany and support victims through all stages of the criminal justice process, and provide referrals. You do NOT have to make a police report to access this resource.

- **Website:** <http://www.police.ufl.edu/victim-services/>
- **Location:** 1515 Museum Road, P.O. Box 112150 Gainesville, FL 32611-2150
- **Phone #:** 352-392-5648 (Mon-Fri, 8:00am-5:00pm)
- **Phone #:** 352-392-1111 (after business hours and on weekends)
- **Email:** ovs@mail.ufl.edu

Counseling & Wellness Center

The UF Counseling & Wellness Center (CWC) offers counseling, workshops, biofeedback, crisis and emergency assistance, psychiatry, testing, and drug and alcohol support to students as well as resources for faculty and staff in recognizing signs of distress and what to do in an emergency. The CWC also provides workshops, self-help resources, and community referrals.

- **Website:** <http://www.counseling.ufl.edu/cwc/>
- **Location:** 3190 Radio Road, PO Box 112662 Gainesville, FL 32611-2662
- **Phone #:** (352)-392-1575

HOW CAN I REPORT PROHIBITED CONDUCT?

Make a Report to the Title IX Coordinator

You may file a report with the University if you are seeking support and resources, and/or disciplinary remedies. Anyone who feels that they have been subjected to prohibited conduct is encouraged to bring it to the attention of the University's Title IX Coordinator. They are empowered to provide supportive measures and resources to all individuals involved in these situations and to protect the safety of the campus community. If you have more questions in regards to reporting prohibited conduct please see

<https://titleix.ufl.edu/report/>

LGBTQ+ Affairs

LGBTQ Affairs strives to provide an affirming and welcoming space for all LGBTQ+ identified students. We work to empower LGBTQ+ student leaders and ambassadors as change agents on campus and in the community. Recognizing that sexual identity and gender identity and expression work through and are influenced by race, ethnicity, culture, age, disability, class, faith, and other social characteristics, we offer support and educational programming that incorporate principles of social justice to reduce heterosexism, genderism, homophobia, and transphobia in all of their forms on the UF campus and beyond. For more information and resources for LGBTQ+ please see

<https://titleix.ufl.edu/gender-inclusion/resources/>.

Student Trainings and Workshops

<u>Sexual Assault Prevention and Alcohol Education Training</u>	<u>Rape Aggression Defense, Self-Defense Awareness and Familiarization Exchange</u>	<u>Counseling and Wellness Center (CWC) Workshops</u>	<u>Gatorwell Workshops</u>
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For additional training and workshops please visit the Student Training page, <https://titleix.ufl.edu/training/student-training/>.

National Suicide Prevention Lifeline

Provides 24/7, free and confidential emotional support for people in distress, prevention, and crisis resources.

- **Phone #:** 1-800-273-8255
- **Website:** <https://suicidepreventionlifeline.org/>

National Domestic Violence Hotline

Provides 24/7, free, and confidential support, and resources to people affected by domestic violence.

- **Phone #:** 1-800-799-7233
- **Website:** <https://www.thehotline.org/help/>

National Sexual Assault Hotline

Confidential service connecting callers to local sexual assault providers who provide information, resources, and support.

- **Phone #:** 1-800-656-HOPE (4673)
- **Website:** <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

**For questions and concerns regarding all Asexuality and Gender Equity see the following <https://titleix.ufl.edu/>.*

COMMISSION ON DENTAL ACCREDITATION COMPLAINT POLICY

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1- 800-621-8099 extension 4653 or visit the ADA website at: <http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint/>.

CERTIFICATE/CERTIFICATE OF COMPLETION

Degree-seeking students will only be awarded a certificate upon completion of the requirements for the Master of Science degree and advanced educational requirements.

Non-degree-seeking residents will receive a certificate of completion for the appropriate program on the recommendation of the college's appropriate program director. This includes satisfactory completion of service and educational requirements and fulfillment of all other obligations and debts. This also includes completion of medical/dental records, appropriate consent for use of any patient records after graduation, a checklist completed for each program co-signed by the program director, and return all State of Florida property, as well as the property of any affiliated institution.

University of Florida College of Dentistry

REQUIREMENTS AND GUIDELINES FOR RESEARCH PROPOSAL AND PROJECT OR THESIS REQUIRED FOR A M.S.

In order to receive a Master of Science degree in the College of Dentistry, an approved research project or thesis must be submitted to the Graduate School. The primary hurdles leading to the development of the project or thesis are as follows:

1. Selection of research advisor and committee
2. Writing of research proposal
3. Present a seminar on literature review and research proposal
4. Write an abstract for IADR/AADR or equivalent meeting
5. Present a project or write thesis on research results (graduate school format)
6. Present a seminar on research results and project or thesis defense

The following guidelines are offered for individuals who plan to graduate in May/June of their second/third year. The listed Graduate School deadlines are a *must* for these individuals. Official dates are listed each year by the Graduate School, (<https://catalog.ufl.edu/graduate/calendar/>) and are the responsibility of the graduate student.

PROGRAM DIRECTORS ARE REQUIRED TO SUBMIT IN DECEMBER AND JUNE PROGRESS REPORTS ON EACH GRADUATE STUDENT TO THE OFFICE OF ADVANCED AND GRADUATE EDUCATION.

1. Guideline: Year 1, Sept.-Oct.

A general research area and research advisor should be identified. The Specialty Program Director or any other graduate faculty member can aid a graduate student in identifying an area and pointing the individual toward the right research advisor. The research advisor can be any person with a full-time university appointment in the College of Dentistry. The research advisor must be a member of the graduate faculty and have at least a M.S. degree. The research advisor will aid the graduate student in the further development of the idea, train the graduate student or identify a source to train the graduate student in the necessary techniques, and aid in the interpretation of data as the research progresses. The advisor will chair and help in the selection of a research advisory committee.

2. Guideline: Year 1, Oct.-Nov.

After the basic research idea has been formulated, the research advisor in consultation with the graduate student will recruit an advisory committee. An 'Appointment of Supervisory Committee' form must be completed, signed by the Department Chair and the Associate Dean & Director, School of Advanced Dental Sciences and submitted in the Graduate Information Management System by the end of the Fall semester. The committee should consist of at least three individuals including the research advisor and at least one member should be a full-time faculty member of the student's department. The Associate Dean, Advanced and Graduate Education may appoint a representative to assist in quality control. The committee serves to aid in further developing the research plan, training the graduate student in necessary techniques, and interpreting the data. It will meet as outlined below and at any other times that the graduate student or research advisor feel it is necessary. The committee must approve the research proposal and approve and sign the final project or thesis.

The Specialty Program Director should be notified by the graduate student in writing when a research advisor and committee has been selected along with a tentative research title.

The graduate student should meet with his/her committee at this time to discuss the proposed research, any pilot work which will be required, appropriate literature to be reviewed etc.

3. Deadline: Year 1, Jan. 31

A draft of the project or thesis proposal must be presented to the student's committee. The committee should meet within two weeks of receiving the proposal and advise the graduate student as to any changes. If the proposal is approved, the research should begin as soon as possible. The revised proposal is submitted to the committee and a copy given to the Specialty Program Director which should be kept on file for documentation purposes. A meeting generally will not be required for this.

4. Guideline: Year 1, February

A seminar will be presented by the student on the general subject of the research primarily aimed at reviewing the literature and indicating the significance of the proposed research. The proposed research plan and methods should also be explained. The seminar will be scheduled and advertised in the College.

5. Guideline: Year 2, January

A committee meeting should be held to present and discuss research results and the need for further experiments. All committee meetings should be documented. Dates of meetings should be sent on semiannual progress reports.

6. Deadline: Year 3, Sept. 15

Write and submit to the Specialty Program Director an abstract in IADR/AADR format. These should be reviewed initially by the research advisor and should be in final form when submitted to the Director. Abstracts that are considered laudable by the faculty should be submitted to the IADR/AADR, ADA or group specialty meeting. Those graduate students whose abstracts are accepted will be sent by the department to the designated meeting to present their research.

7. Guideline: Year 3, Oct.

A committee meeting should be held to review results and for the graduate student to obtain the permission of the committee to begin writing his/her project or thesis.

8. Deadline: Year 3, Jan. 31

Submit to and meet within one week with your committee to discuss the draft of the document.

9. Deadline: Year 3, Feb/March

The graduate student will present a seminar on the project/thesis material. The project/thesis defense with the student's committee will immediately follow this presentation. This will be advertised in the college. A final exam form needs to be filled out at this time.

10. Deadline: Year 3, April 1

For thesis option, submit to the Graduate School the revised thesis and final exam form. This deadline may vary and is published annually by the graduate school. For project option, submit the final exam form to the Graduate School.

11. Deadline: Year 3, May 1

For thesis option, submit final thesis to the Graduate School. This deadline may vary and is published annually by the graduate school. Submit a copy to the Advance Education Office and responsible department.

Additional information may be found using the links below

Electronic Thesis and Dissertation Deadlines:

<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

Thesis and Dissertation Format Requirements

Format Guidelines: <http://graduateschool.ufl.edu/about-us/offices/editorial/format-requirements>

Checklist: <http://graduateschool.ufl.edu/graduate-life/graduation/graduation-checklist/>

Degree Application (A Degree Application MUST be submitted BEFORE you can submit a document for review by the Graduate School Editorial Office and prior to the degree application during your intended term of degree award.)

Submission Information:

<http://graduateschool.ufl.edu/about-us/offices/editorial/editorial-deadlines/>

Project in Lieu of Thesis (PILOTs): <https://guides.uflib.ufl.edu/etds/pilots>

STUDENT AFFAIRS AND SERVICES

Campus Bookstore	Career Connection Center
Counseling & Wellness Center	Division of Student Affairs
Dean of Students Office	Division of Housing
J. Wayne Reitz Union	Student Financial Affairs
Student Health Care Center	Student Health Care Center at Shands
Students with Disabilities	University Registrar Services
Academic Technology	Office of Admissions
African Studies	Athletic Association
Center for Latin American Studies	Florida Museum of Natural History
Libraries	Campus Map
(UPD) University Police Dept.	Graduate Catalog

DEPARTMENTS

ROOM PHONE

Community Dentistry & Behavioral Science (AEGD - Hialeah & Seminole)	5180	352 273-5971
Endodontics	D10-37	352 273-5440
Restorative Dental Sciences	D9-6	352 273-5850
Oral Biology	D5-18	352 273-8850
Oral & Maxillofacial Surgery	D7-6	352-273-6731
Oral & Maxillofacial Diagnostic Sciences (OMP & OMR)	D8-6	352 273-6775
Orthodontics	D7-19	352 273-5700
Pediatric Dentistry	D11-6	352 273-7631
Periodontology	D10-6	352 273-8360
Prosthodontics	D9-6	352 273-6919
Operative and Esthetic Dentistry	D2-27	352-273-7957

CLINICS	ROOM	PHONE
Faculty Practice	D1-11	352 273-7950
Implant Center	D1-56	352 273-6715
DMD Clinic	Lobby	352 273-9097

Biopsy Service	D8-6	352 273-6775
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ADMINISTRATIVE OFFICES

PHONE

Advanced Education Programs	352 273-7800
School of Adv. Dental Sciences	352 273-7800
Financial Aid	352 273-5999
Parking Decals	352 392-7275
Student Health Services	352 392-1161
Student Health Care Center @ Shands	352 294-5700
Counseling and Wellness Center	352 392-1575
Student Advocacy & Inclusion	352-284-1293
Student Affairs and Involvement	352-294-7850
Students with Disabilities	352-392-8565
IT Help Desk	352 265-0526
HSC Bookstore	352 627-9230
HSC Library	352 273-8408
Continuing Dental Education	352 273-8480

Clinical Administration	352 273-6820
Office of Academic Affairs	352 273-5950
Office of Admissions (College of Dentistry)	352 273-5955
Graduate School	352 392-6622
Registrar's Office (Transcripts)	352 392-1374
Registrar's Office (Admissions)	352 392-1365
Dean's Office (College of Dentistry)	352 273-5800
Human Resources (College of Dentistry)	352 273-5800
Payroll	352 392-1231
Alumni Affairs/Development	352 273-5780
Communications	352 273-5782

Dental Maintenance	352 273-8001
Housekeeping	352 294 5500
Physical Plant	352 392-1141
Henry Schein Dental Store	352 378-5750

COLLEGE OF DENTISTRY ACCREDITATION STATUS

The majority of residency and graduate certificate programs offered by the University of Florida College of Dentistry are accredited by the Commission on Dental Accreditation, and have been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Alternate Format of this Manual

Upon request, for individuals with documented visual and print-related disabilities, this manual is available in alternate format. The alternate formats include large print, Braille, audiocassette, laser disk and interpreters. For more information, contact the School of Advanced Dental Sciences, PO Box 100406, Gainesville FL 32610-0406, or call (352) 273-7800