

Welcome to the Case Western Reserve University School of Dental Medicine. You have chosen to attend a school of dental medicine that has been a leader in its field since 1892. We are pleased to have you join us as we begin our 117th year of service.

This guide will serve to advise you of the services and programs available to you through the Office of Student Services. In addition, many of the policies and procedures of the school are presented.

You are encouraged to contact the Office of Student Services whenever a problem arises, whether it is of a personal, academic or clinical nature. As your advocate, the Office of Student Services will make every effort to assist you using the resources of the Dental School, the University or off-campus agencies.

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Dean

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Director of Student Services
August 4, 2009

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OFFICE OF STUDENT SERVICES

The Office of Student Services provides numerous services to the student body. The office is focused on helping the student to be successful while in dental school. The Director serves as your student advocate. Some of the programs that the Office provides are discussed below.

FRESHMAN ORIENTATION

An orientation program is held at the beginning of the fall semester for all new pre-doctoral students. The orientation provides an introduction to the dental education program, the faculty and staff of the School as well as a summary of the services provided our students.

Various social functions are integrated within the orientation program to encourage the collegial interaction necessary within a professional school.

MEET THE FACULTY LUNCHEON

A feature of Freshman orientation is the Meet the Faculty Luncheon. At noon on the first day of orientation each new student has the opportunity to meet and interact with a member of the faculty. Every effort is made to match the student's needs and interests with the talents of the faculty. The luncheon allows the student early contact with the faculty, contact which often evolves into an informal advisor role.

TRACKING

Each student's academic progress is monitored by the Office of the Associate Dean for Education and by the Office of Student Services in an effort to quickly identify individual strengths and weaknesses. The goal of the program is to assist students in enhancing their strengths and overcoming deficiencies.

COUNSELING

A wide range of counseling services are available to students of the School of Dental Medicine. The Director of Student Services is available for academic or personal counseling on a walk-in or appointment basis. The University Counseling Services, which provides individual and group counseling, is also available to all students and their spouses. Services provided include test anxiety management, stress reduction, couples enrichment, overcoming shyness and other behavioral disorders.

TUTORING PROGRAMS

Free tutoring is provided to students who are experiencing difficulty in academic and/or pre-clinical subjects. Tutors are upper level dental students who have been approved by the course directors. Comprehension of course material is the most common area of tutorial assistance. In addition, a student may receive help on improving study techniques, test taking skills, time management and problem solving.

Tutoring is an academic aid - it is not a replacement for attending classes. Students who habitually miss classes will

be denied tutoring assistance.

A tutor may be obtained in one of three ways:

1. A student perceiving a need for tutorial assistance may request a tutor
2. A course director may recommend a tutor if indicated by the student's performance
3. The Office of Student Services may recommend a tutor if indicated by the student's performance.

YOU MUST SIGN UP FOR A TUTOR IN THE OFFICE OF STUDENT SERVICES.

STUDENT RIGHTS AND RESPONSIBILITIES

The following rules, applicable to all, are designed to preserve freedom of expression and association on the Case Western Reserve University campus, and to reaffirm the civil, personal and property rights of the University and its members. University members who violate one or more of these rules will be subject to disciplinary action. Conduct which is subject to University disciplinary action includes:

1. Interference with freedom of speech or movement, or intentional disruption or obstruction of teaching research, administration, or other functions on University property.
2. Actual or threatened physical or mental abuse of any person on University premises or at functions sponsored or supervised by the University.
3. Refusal to comply with the directions of University officials, instructional or administrative, acting in performance of their duties.
4. Theft or vandalism of University property or that of a member of the University or a campus visitor.
5. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery and the alteration or misuse of University documents, records, or instruments of identification.
6. Unauthorized carrying or possession on University premises of firearms or of any weapon with which injury, death or destruction may be inflicted.
7. Violations of criminal law on University premises or in connection with University functions.

There are also specific rules and regulations within the University and its several components; violations of which are subject to disciplinary action. Any member of the University community accused of violating a rule or regulation is entitled to adequate notice of all charges and to a fair due process hearing.

While the University's rules and regulations exist to affirm the special values and functions of the academic community, it should be noted that, as

citizens, all members of the University are subject to civil laws, including those governing the use of alcohol and drugs. Students 21 years of age and over may possess and consume any alcoholic beverages.

STUDENT ORGANIZATIONS

American Dental Education Association: The ADEA is a national organization concerned with the needs of dental and dental auxiliary educators and students. Student members have an opportunity to participate in the associations's activities and help develop recommendations which can become significant guidelines for dental education.

American Student Dental Association: (ASDA) The American Student Dental Association is a national student-run organization which protects and advances the rights, interests, and welfare of dental students pursuing careers in dental medicine. ASDA represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry and promotes change for the betterment of the profession. Each U.S. dental school has a local chapter composed of student members, and two school delegates who attend the national annual session. Membership enrolls the ASDA member as a student member of the American Dental Association and allows numerous association benefits.

Dental students at Case Western Reserve University School of Dental Medicine become members of ASDA upon matriculation. The annual dues are included in the student activities fee which are charged with tuition each semester. *Dental students who do not wish to maintain a professional affiliation with ASDA must resign by letter to the chapter president within thirty calendar days of the start of the Fall semester. Refund checks will be issued by ASDA and will be divided between the Fall and Spring terms.*

ASDA membership affords numerous benefits and privileges. The CWRU chapter will provide each dental student with more information throughout the academic year.

Cleveland Association of Women Dentists: The CAWD is a CWRU School of Dental Medicine group of women students, faculty, and dentists who have formed to establish a network between members and other dental school organizations and professional groups; to provide educational opportunities for members, other professionals, and the community.

Dental Fraternities: Two of the national dental fraternities have chapters on campus. Membership in a dental fraternity offers students a combination of social and educational activities to complement their academic lives.

Delta Sigma Delta
Psi Omega

Student American Society of Dentistry for Children: The SASDC is a national organization which is service oriented. The local student chapter is involved in service projects (such as at the Health Education Museum) and educational programs. The minimal dues includes a subscription to the Journal of Dentistry for Children.

Student Council: All dental students are members of the Student Council. Each class elects two members to the Student Council, which is the governing body of the Student Council Government. The purpose of this organization is to address students' academic and social needs, and promote interaction between faculty and students. This group provides a communication liaison between the administration and the students, expressing the student's viewpoint to the faculty. The student activity fee each student is assessed with tuition is given to the Student Council for disbursement.

Academy of Dentistry for the Handicapped: The ADH is a membership organization for those who are interested in the unique needs and concerns of managing special patients.

International Association of Dental Students: The IADS promotes international contact and cooperation between dental students and the dental student organizations throughout the world. The organization strives to establish and encourage international programs which will stimulate the interest of dental students in the advancement of the science and art of dental medicine.

Student National Dental Association: The SNDA was founded in 1972 by a group of minority dental students to address issues such as recruitment/retention; the dental health needs of minority communities; and future issues confronting organized dentistry. The 46 chapters of the SNDA in the United States act to support minority dental students by providing a national network of communication among students who are concerned with improving the dental health manpower of minority people.

INTERNATIONAL STUDENT SERVICES OFFICE

International Student Services (ISS) is a division of Student Affairs of Case Western Reserve University. This office is responsible for providing support services to international students at the undergraduate and graduate levels.

ISS provides services to foreign students as well as to Americans with an international perspective. ISS also works closely with other administrative and academic departments with the following objectives in mind:

- *Assisting international students in achieving their academic objectives.
- *Acting as advocates for international students both individually and as a group, within the University, the local community and the public and private agencies, which affect these student's lives.
- *Providing international students with specialized services, such as leadership training, designed to assist them in contributing to the international dimension of our campus.

ISS also provides counseling/consultation to international students to help them establish and reach their academic and career goals. This is done by helping them cope with immigration, academic, financial and personal obstacles, while also consulting with and referring students to other departments within the University. All of these services are offered with a keen awareness of and sensitivity to the variety of cultural differences students bring to our campus.

ADDRESS POLICY

All students are required to provide the Student Services Office in the School of Dental Medicine with current addresses as well as an emergency contact to be

used in the case of accident, illness or urgent circumstances. Address changes must be reported **in writing** within ten days of their occurrence. Failure to provide accurate and complete information does not absolve the student of any responsibility for tuition, financial aid deadlines or failure to receive official information, notices and grades.

- 1) **HOME** - Used to determine residency. CAUTION: If you are receiving financial aid, a change may affect the availability of certain loans from your lenders.
- 2) **CURRENT** - your local address. If blank, home address will be used.
- 3) **BILLING ADDRESS** - Used for billing of tuition and fees. If blank, home address will be used.

EMERGENCY CONTACT - You must furnish the name and telephone number of a person to contact in the case of accident, illness or urgent circumstances.

University Health Service

The University health Service is staffed by health care professionals whose special interest is in college health. These include board certified nurse practitioners and physician-specialists. All registered students may use any of the services within the University Health Service at no charge. Students who waive the Student Medical Plan may use any of the services offered within the University Health Service without charge.

The university offers a Student Medical Plan which provides coverage for services rendered outside of the University Health Services (typically lab tests, x-rays, prescriptions, hospitalization, etc). A fee for this plan is automatically billed each fall and spring semester. Students with alternative coverage may waive the Student Medical Plan.

Additional information and waiver forms are available online at:

University Health Services <http://www.cwru.edu/stuaff/UHS/uhs.html>

Hepatitis B Vaccination and Tuberculin Testing

All dental students are required by the dental school to either provide evidence of immunity or have completed at least the first two doses of the hepatitis B vaccine prior to contact with patients, which occurs during the first semester of enrollment. Students who have completed the hepatitis B vaccination series prior to matriculation at the dental school are required to submit the results of a Hepatitis B Antibody Titer to determine their response to the vaccine. Students who have not had the vaccine may receive all or part of the series at the CWRU Student Health Service upon enrollment at the School of Dental Medicine. The Hepatitis B Vaccination is a scheduled part of the dental school freshman orientation program for students who need to begin, or continue their vaccination series. Any questions regarding the Hepatitis B Vaccination should be directed to the CWRU University Health Service (216) 368-2745 or e-mail liw@po.cwru.edu.

Annual Tuberculin Testing

Yearly tuberculin testing is required of all those who come in contact with patients in the School of Dental Medicine. Tuberculin skin tests are scheduled in the School of Dental Medicine early during the Fall semester annually. Testing and a follow up reading of the test is required of all dental students.

ATTENDANCE, ABSENCE AND LEAVE OF ABSENCE

ATTENDANCE

Students enrolled at the School of Dental Medicine are expected to pursue their course of study according to a systematic plan as determined by the Faculty. It is the policy of the School that student attendance for clinic and clinic duty assignments is mandatory. Attendance requirements for lectures, laboratories and seminars are at the discretion of the course director. The course director is free to determine the extent to which absences affect the final grade. The student should realize that lack of regular attendance is extremely disruptive of academic progress and every attempt to attend all classes is strongly encouraged. The student should also be aware that the Committee on Student Standing and Promotion will consider faculty notation of poor attendance in its deliberations.

The Office of Student Services serves as a clearinghouse to notify faculty and staff of a student's absence. Students who are not able to attend classes or laboratories are to call **216-368-6136** and advise the office of the period and expected duration of an absence and the reason that you will not be able to attend classes. The office will notify appropriate faculty and staff.

If you are going to be absent from a patient appointment or a scheduled clinical rotation you must also notify the clinic scheduling clerks at 216-368-5191 or 216-368-5324.

Note that the above action does not represent an approved absence. The clearinghouse function provided by the Student Service Office is a notification service. Individual faculty may express their own policy concerning absence as stated in the course outline.

There are situations where an approved absence that excuses the individual from classes et. al. are appropriate. An approved absence requires the approval and signature of the Director of Student Services.

ABSENCE FROM EXAMINATIONS

The student is expected to be present at all examinations or provide, when possible, advance notice to the Office of Student Services when absence from an examination is anticipated. If a student fails to provide advanced notice, the student must provide an appropriate excuse. Failing to provide an acceptable excuse, the student will meet with the Director of Student Services and the course director to discuss the absence. Following such consultation, the student will be informed of the consequences. The course director may permit the student to be re-tested (with or without penalty), be assigned a grade of zero for the examination, or receive a failing grade for the course.

LEAVE OF ABSENCE

A student may request a Leave of Absence for personal reasons or reasons of health when anticipated or actual absence is in excess of three weeks. Such request must be submitted in writing to the Director of Student Services who will forward the request to the Committee on Student Standing and Promotion. The request must be submitted by letter and state the reason for the request, the length of leave requested and the date of return. The Committee will ordinarily grant such requests if the student is currently enrolled and has been in regular attendance prior to the time or circumstances that necessitated the request. The request may be submitted by a parent, spouse or authorized agent of the student if the student is unable to file the request. The maximum length of leave is one year. Students must resume registration at the expiration of the leave unless formally granted an extension. Re-entry into the dental program is determined by the Committee on Student Standing and Promotion and may not necessarily be at the same level attained at the time the leave was granted. The Committee also reserves the right to place a student on Leave of Absence when it has determined that the circumstances warrant that action, even in the absence of a formal request.

CWRU SCHOOL OF DENTAL MEDICINE POLICY ON PAYMENT OF TUITION AND FEES

It is the policy of CWRU that anyone who has not paid tuition and fees either by the initial registration

date or according to some other pre-arranged payment plan will not be allowed to register and will not be permitted to participate in any student activities until such time as registration is documented. Within the School of Dental Medicine such activities include classroom, laboratory and clinic experiences. Accordingly, the following will be School of Dental Medicine policy, effective immediately.

Appropriate program directors* will take the responsibility of assuring that financial obligations have been met and that each student has official university registration status by the end of the first week of each term.

If a person is not officially registered as a student by the sixth day of the term, the dean should be notified immediately by the appropriate program director who will also notify the person that he/she will not be allowed to continue any student activity until appropriate financial arrangements are made and official registration documented.

If the non-registered status of a person is discovered after the term has already begun, the dean should be notified immediately by the appropriate program director who will also notify the person that he/she must discontinue participation in classroom and laboratory activities immediately. The Associate Dean for Clinical Affairs will simultaneously be notified and work with the student to arrange a smooth transfer of patient care responsibilities.

*Appropriate program directors as referred to in this document are the directors of the respective advanced education programs for those students and the Director of Student Services for the pre-doctoral students. approved May 24, 1994

REGISTRATION

For students at the School of Dental Medicine who are entering a program of study leading to the Doctor of Dental Medicine (DMD) degree the entire curriculum is considered a "core". That is, all courses offered for credit must be taken to satisfy the degree requirements.

The DMD program is a full-time program. Those students entering or being placed in the decelerated, or five-year program are considered full time. Students in this program take the first and second year courses over a three year period after which time they resume regular study.

Registration in the DMD program is automatic from semester to semester as long as the student has met or is current in their financial obligations and educational requirements to the university.

WITHDRAWAL

Students who choose to withdraw from the DMD program must do so in writing to the Director of Student Services. Failure to attend classes, or notifying the instructor, does not constitute a withdrawal. Specific policy and procedure for tuition refunds are contained in the University Bulletin.

CWRU Policy on Email Communications with Students

Official communications from the University may be sent electronically using the student's University-assigned email address. The University expects that students will read such official University communications in a timely fashion. Students who choose to forward such email from their University account to another email address remain responsible for receiving and reading official University communications. (as of June 1, 2002)

CASEnet Account Activation and Email Forwarding

Your CASEnet email address is the official mechanism for all university communication. It is your responsibility to activate your account. Even if you fail to do so, you will still be held responsible for all information transmitted to your CASEnet account.

With your CASEnet ID you can

* Access your academic information (registration, grades, etc.)

and change your address

<https://sisadmin.case.edu:8320/psp/saprd/?cmd=login>

- * Pay your tuition
<https://quikpayasp.com/case/payer.do>
- * View your tuition account
and check your financial aid status
<http://finaid.case.edu/CASE>

To activate your CASEnet ID:

- * From the CWRU home page, www.case.edu Select “Computing”
- * From “Computing”, select “Account Activation”
- * From “Account Activation”, select “CASE User ID”
- * Complete and submit the “USER ID Registration Form”
{note: the CASE ID number is your social Security number, or, if you do not have a Social Security number, it is the 900 number assigned to you by the Registrar}

All official university communications are sent to your CASEnet email address (your CASEnetID@case.edu). You may forward this email to another email account (such as yahoo or hotmail) by doing the following:

To forward your CASEnet email:

- * From the CWRU home page, select “Computing”
- * From “Computing”, select “Account Activation”
- * From “Account Activation”, select “Email forwarding/filtering”
- * From “Email forwarding/filtering”, select “Access iPlanet Delegated

Administrator”

- * Login using your CASEnet ID and password
- * Select “Mail delivery options”
- * Select “enable forwarding” and enter your alternate email address, then “save”.
{note: for mail only, you still need your CASEnet ID to access your CWRU information}

GENERAL INFORMATION

STUDENT EMPLOYMENT: There are a variety of jobs available within the School of Dental Medicine: Tutors, teaching assistants, etc. Hiring is done by the individual supervisors via the Student Services office. All student employees must complete the necessary paperwork in the University's student employment office before they are eligible to begin working.

STUDENT REPRESENTATION ON STANDING COMMITTEES: Students serve on the following committees and are appointed each year by Student Council. Contact your class

representative if you are interested in serving on one of these committees.

1. **Committee on Dental Education** Two students selected by the Student Council and approved by the Dean. The Duties of this committee are to update the educational goals for the School, recommend modifications in the curriculum, evaluate the quality of educational methods and indicate necessary changes, and submit major proposals to the Executive Board for review.

2. **Committee on Faculty-Student Relations** (one student from each class): The duties of this committee are to provide a forum for hearing and discussion of alleged inappropriate behavior. All formal hearings are conducted in a manner consistent with University Policies on Student Judicial Review and are confidential. Recommendations are forwarded to the Dean for disposition.

SUMMER RESEARCH PROGRAM

One goal of the CASE School of Dental Medicine is to provide an opportunity for interested students to participate in a faculty-sponsored laboratory or clinical research project. This program is advertised through posted notices and announcements in class. Participants choose a faculty mentor and prepare a research proposal under his/her supervision. Student proposals are evaluated by the Dental Research Committee on the basis of their originality, scope, and feasibility. Student researchers are required to prepare a short manuscript describing their project for the Dental School Research Bulletin and to present their findings during the annual Professionals Day.

PROFESSIONALS DAY

Each spring the Dental School sponsors Professionals Day to recognize student achievement in the various aspects of dental medicine. The program includes basic science research papers which are presented from platform by dental students who are involved in their own research projects with faculty sponsors. Additionally, students present table clinics on a wide variety of topics. These presentations could be a basic science or clinically oriented, address social topics such as child abuse, provide information on various dental organizations, etc. Commercial exhibitors are also invited to represent their products and/or services which are related to dental medicine. The Dental School uses this program to select its student representatives to the national meetings of the American Dental Association and the American Association of Dental Research.

**Case Western Reserve University
School of Dental Medicine
DRESS CODE**

A dental student at Case Western Reserve University School of Dental Medicine is expected to dress in a manner appropriate to the high standards of the Dental Profession. Our students will meet a standard that reflects well upon the Profession and the University. These standards include but are not limited to the following:

Personal Hygiene: Exceptional personal hygiene must be maintained at all times. This includes:

- Bathing on a daily basis and the appropriate use of deodorants and anti-perspirants as needed.
- Men should be clean-shaven. Beards and moustaches are to be neatly trimmed.
- Nails should be clean and trimmed not to extend beyond the end of the finger.
- Hair is to be clean and managed neatly, and must satisfy infection control guidelines.
- Personal jewelry must not interfere with patient treatment or represent a personal hazard in the lab. Jewelry must meet all infection control guidelines.
- The use of perfumes and colognes is discouraged.

Clothing: Approved garb is required at all times in the clinics, laboratories, and classrooms. Clothing must be clean, in good repair, and not inordinately wrinkled. Dress for students is scrub shirt and pants. Clinical dress requires an overlying white consultation coat. Class members will wear the same color from the same manufacturer with a distinct color difference to distinguish between class years. The scrubs are to be plain without insignia or logos, but may have name, CWRU, and/or School of Dental Medicine embroidered in white. The white consultation coat will be appropriately embroidered for student identification by the School of Dental Medicine. Tee shirts beneath scrubs must be plain without logo or design. Color of tee shirts should reflect the professional standard inherent in this dress code. There will be times, such as graduate program interviews, when scrubs are not appropriate. On those occasions appropriate dress for male student is shirt and tie and appropriate slacks. Dress for female students will be business attire with skirts at knee length or dress slacks. Women's blouses should reflect business attire. In clinic, an overlying white consultation coat is required .

Additional Specifics:

- Shoes are to be closed toe, monochromatic, and clean.
- Socks/stockings are to be worn at all times.
- Tank tops are not permitted
- Pants of denim or denim-like material are not permitted.
- Hats may not be worn indoors.
- Clothing that would bring attention to one's body parts versus a focus on one's activity as a student dentist is prohibited.

Variations of this Dress Code are unacceptable. Violation of this Dress Code is unprofessional and may result in a failing grade for the activity in which the student is engaged. Supervision of these guidelines is the responsibility of the faculty.

Revised January 23, 2002

JOINT DEGREE PROGRAMS

Students enrolled full time in the School of Dental Medicine desiring to enter a joint degree program must apply and be admitted to a non-dental degree program of another school of the University through the usual process followed for admission at that school. If accepted, the student must notify the Associate Dean for Academic Affairs in writing at least four weeks prior to the start of the semester they wish to initiate non-dental course work in the joint degree program. A first year dental student must be in the top one-half of the class to be eligible to enter a joint degree program and may not begin earlier than the second semester of the first year. First year students are limited to one course (3 credit hours) in the first semester (Spring) of a joint program. Upper level students (2nd, 3rd, or 4th year) in good standing (defined as top one-half for this purpose) may enroll for up to two courses (six credit hours) in each of the Fall or Spring semesters. Course work taken in the non-dental program should not ordinarily be scheduled during the regular school hours of the School of Dental Medicine unless written approval is granted by the Associate Dean for Academic Affairs.

If approved for the initiation of a joint degree program, a dental faculty member will be assigned as an advisor to the student. The faculty advisor should be someone with expertise, or interest in the second program. If no person is identified, the Associate Dean for Academic Affairs will act as the advisor. The faculty advisor will be responsible for routine matters such as assisting in registration (e.g. add-slips) in addition to the advisory function. Students should be assigned or request, an advisor on the faculty of the second school in which non-dental course work is taken. Eligible students must meet with the advisors and program coordinators of both schools. Following this meeting, the student will be provided with a written agreement and guidelines specifying the program which will have priority in all future considerations, a curriculum plan and projected timetable for the completion of course work, and other conditions or stipulations in effect that will govern the students tenure in both program. The student will acknowledge the agreement with their signature.

Tuition charges for course work taken in the non-dental program are the responsibility of the School of Dental Medicine to the extent outlined in the agreement and to a maximum of six credit hours per semester (Fall and Spring semesters only) if the student fulfills the eligibility requirements, is enrolled full time and in good standing (defined as top one-half of the class) at the School of Dental Medicine and current in the payment of tuition to the School of Dental Medicine. Tuition charges for non-dental courses taken during the Summer semester are the responsibility of the student. Enrollment in a joint degree program does not constitute a guarantee that a degree will be granted for either program at any given time or at all.

Permission to continue in the joint program may be withdrawn by either school for a variety of reasons including, but not limited to, poor or falling grades or grade point averages, incompleteness or tardiness in completing program requirements, delinquency in payment of tuition, non-academic or academic probation, suspension or dismissal.

Problems that might arise will be resolved on a case-by-case basis by the Associate Dean for Academic Affairs and the faculty advisor in consultation with the student. The student may appeal any unfavorable decision to the Committee on Student Standing and Promotion for final resolution.

REMEDIATION

Policy on Remediation of Courses

The Committee on Student Standing and Promotion reviews student progress at the end of each semester and as required throughout the academic year. The Committee reviews remediation plans that are submitted by the faculty for each student who at the end of each term has a grade of “I” (incomplete) or “NP” (no pass). It is the Committee’s responsibility to determine if remediation is appropriate for any individual student. The Committee will review a student’s semester record overall and within the context of the academic year. The Committee determines if a student may proceed with remediation or if another action is appropriate. This may include requiring repetition of the term, the academic year or requiring withdrawal or dismissal. Remediation may not proceed until the committee has determined if it is appropriate in a given case.

Students with no pass or incomplete grades in 2 or more courses (didactic and clinical) would in most cases be required to repeat the term or year, be asked to withdraw or be dismissed unless extenuating circumstances warrant special consideration. Those cases will be handled on an individual basis

REMEDIATION FEES

Students required to remediate will pay no addition fee if enrolled full-time. Students enrolled part-time will pay an additional fee equivalent to one-half credit hour for each eight clock hours of remedial instruction. Students not otherwise enrolled in the School of Dental Medicine will be required to enroll for the appropriate number of credit hours and pay tuition. Enrolled students, full-time or part-time, are not required to pay additional tuition* if the remediation consists only of one or more of the following:

- 1) retest, examination, practical or proficiency test,
- 2) submission of papers, projects or workbooks,
- 3) self-study or independent learning,
- 4) submission of acceptable performance for course work undertaken at another institution,
- 5) tutoring provided through the Office of Student Services,
- 6) tutoring or instruction provided by, or on behalf of, faculty if less then eight clock hours.

* Students may be required to pay for supplies, materials or books, and for costs in undertaking course work at another institution.

ACADEMIC STANDING AND PROMOTION

Each student's academic performance is reviewed by the faculty's Committee on Student Standing and Promotion as soon as possible after the conclusion of each semester and summer clinic session. Additional review may occur after each eight week period or when grade reports are submitted. The Committee sets standards of academic performance for promotion and standing, probationary requirements and remedial actions, and recommends candidates for graduation. The Committee, at its option, may place a student on academic probation, require repeat of an academic period, or require a student to withdraw (dismiss from school).

The Committee on Student Standing and Promotion will notify each student in writing of their status at least twice each academic year; following the end of each semester and more frequently if necessary. The Committee takes reasonable care to accurately evaluate each student and inform them of their status in a timely manner. The Committee reserves the right to reissue letters of standing or promotion at any time it deems necessary. **It is the responsibility of the student to fulfill all academic requirements. Admission to the program is not assurance that a degree will be granted at the end of four years, or at all.**

The general guidelines used by the Committee are that each student, in order to be in good academic standing, must attain a score of at least 70% for each didactic course and for each preclinical technique/clinical course with no grades of NP or I. Students cannot be graduated with any no pass or incomplete grades. Students will not be promoted with one or more no pass or incomplete grades unless they have entered a remediation program to remove those grades by a deadline set by the course director or Committee on Student Standing and Promotion.

For each semester of enrollment, to remain a student in good standing, the student is expected to achieve a score of at least 70% in each course or module.

The Committee has identified three categories of academic performance. These categories are defined below.

Academic Good Standing: You have met all academic requirements noted above.

Students who fail to meet these general guidelines may be placed on:

Academic Standing Pending: You have one or more grades of "I". If you have a grade of "I", please see your course director, faculty advisor or Mr. Aftoora. You have until 30 days into the subsequent term to complete the work in order to remove the "I" or you will be moved to Probation or your association with the School may be terminated. See Mr. Aftoora and the course director(s) immediately.

Academic Probation: You have scored less than 70% in 1 or more courses. You have 30 days* to successfully remediate or to remove a failing grade(s) (*unless the Committee on SS&P has approved an alternative time for your remediation). Failure to complete remediation in the appropriate time may be cause for your association with the School to be terminated. The usual response to failure to improve from Probation will be a requirement that you withdraw from the program. Please see the course director(s) and Mr. Aftoora immediately.

For any course where the grade is "I" or "NP", it is the student's responsibility to contact the instructor.

Dismissal or Repetition: In a small number of cases, academic performance may be so poor that it is not feasible for a student to move forward in the curriculum. Examples of this might be grades of NP in preclinical laboratory courses or multiple NP's in didactic courses. In

these cases, before a final decision for dismissal or repetition is voted upon, the student is invited to present any relevant information to the committee for consideration.

Appeals: A student may appeal an action of the Committee on Student Standing and Promotion. The appeal must be in writing, state the basis of the appeal including new information not previously presented at the first hearing, and be filed within 31 days of the issuance of the notification letter sent the student informing them of Committee action. The written appeal should be directed to the Chairman of the Committee. The student may request or be invited to appear before the Committee at the hearing of the appeal. The Committee will inform the student in writing of the results of the hearing of the appeal. The student is advised to consult with the Chairman of the Committee, the Director of Student Services, and the Associate Dean for Education for further information prior to filing the appeal so that the process can be fully explained and the student's rights protected.

Sample Letter from Promotions Committee

Class of 2013

Dear

The Committee on Student Standing and Promotion (SS&P) met on December , 2009, to consider your academic progress in the first semester of the first year. This letter represents your standing as of December , 2009.

For the **ACADEMIC** review, the Committee considered all of your grades during this term.

In your case, the Committee has noted the following: Good Standing as defined by the criteria listed below:

Academic Good Standing: You have received **Passing Grades** for all courses and EdMods.

Academic Standing Pending: You have **one or more "Incomplete" grades**. You will have 30 days after the end of the semester or term in order to resolve the "incomplete" grade(s) at which time the grade will revert to the grade of "No Pass" unless the Committee has approved an alternate time frame for the completion of the course. Please see the course director and consult with the Offices of Student Affairs and/or Academic Affairs to determine the requirements for resolution of the "Incomplete" grade.

Academic Probation: You have **one or more grades of "No Pass" or "Incomplete" grades** that have not been resolved within the designated time frame. Please see the course director to review the remediation plan. You will have 30 days after the end of the semester or term in order to resolve the "No Pass" grade(s) unless an alternative remediation plan time has been approved by the Committee. You will have one semester in which to improve your academic status

to Good Standing. The usual response to failure to improve from Probation will be dismissal from the School of Dental Medicine. Please see the course director(s) and the Director of Student Services immediately.

Specific Comments:

Sincerely,

cc: Dr. J. Goldberg, Dean
SS & P Committee
Asst. Dean for Didactic Education
Mr. Aftoora, Dir. Student Services

Associate Dean for Education

5-06

**Policy on Passing National Dental Board Examinations Part I & Part II
Case Western Reserve University School of Dental Medicine**

The faculty of the School of Dental Medicine believe that all students must pass the National Dental Board Examinations Parts I and II (NDBE I and II) as a requirement for graduation. It is, therefore, a policy of the School that students will not be certified for graduation at the end of their course of study at the School until they have passed NDBE Parts I and II. This is in addition to other requirements for certification for graduation. The School of Dental Medicine has the right to require students to take additional study aimed at test preparation, at their cost.

In lieu of NDBE II, a Canadian student can opt to substitute their passing score in the Canadian board for this requirement.

EXTERNSHIP PROGRAMS

An externship may be a valuable enrichment of a basic dental school education. It represents an opportunity for a student to grow personally and professionally. By its very nature, it has potential for educational diversity outside of a closely structured pre-doctoral dental education. It can be an important augmentation of basic study and may be a valuable self-assessment tool to the student contemplating postdoctoral study.

General Guidelines

The School of Dental Medicine has an obligation to direct its students to those activities that allow the student to acquire the knowledge and skill necessary to enter the practice of dental medicine. The School will extend its permission for an externship program when, in the judgement of the Faculty and Administration, it appears that the student has attained a level of performance that is beyond the minimum necessary to meet the requirements for timely graduation. A student enrolled as a full-time pre-doctoral student of Case Western Reserve University School of Dental Medicine, in general, will be granted permission to participate in an externship program if:

- 1) the student has been adjudged to have demonstrated satisfactory progress towards graduation in the didactic and clinical components of the dental curriculum beyond the minimum expected,
- 2) the externship program has met with the approval of appropriate faculty and administrators who evaluate the impact of the externship on the student's basic educational program.
- 3) the time spent in the externship program is not expected to impede the student's progress towards timely graduation.

Procedure for Obtaining Permission

A student that wishes to participate in an externship program must submit an application for approval to the Office of Academic Affairs at least ten days in advance of the first day that the externship is scheduled to begin. Applications are available from the Office of Academic Affairs. A letter from the supervising person of the externship program, offering the opportunity to the student to participate, must accompany the application. The Associate Dean for Education will inform the student of the decision to grant or deny permission to participate within five days. If permission is denied, the reason for the denial will be given to the student. The decision may be appealed as per the section Appeal of an Unfavorable Decision.

Reasons for Denial of Permission

The following is a list of reasons to deny permission:

- 1) Failure to submit an application or documents more than thirty days in advance.
- 2) Externship Program has not been subjected to Faculty review, or reviewed and not approved.
- 3) Student is on Academic Standing Pending, Academic Probation or Disciplinary Probation.
- 4) Student has not corrected deficiencies in performance from a previous semester (incomplete or no pass).
- 5) Quality or quantity of clinical accomplishment is below expectation and/or is incomplete in clinical proficiency examinations.
- 6) Student is delinquent in their financial obligations to the School of Dental Medicine.

Appeal of an Unfavorable Decision

The student may appeal an unfavorable decision **within three days** to the Chairperson of the Committee on Student Standing and Promotion for a hearing of the appeal. The student should request the assistance of the Director of Student Services in submitting an appeal. If the student does not appeal or the appeal is denied, the externship program supervisor will be informed by the Associate Dean for Education that permission has been denied.

Approval of Externship Program

The purpose of an approval process by the Faculty of the School of Dental Medicine is to ensure that a student participating in an externship program will be engaged in a meaningful activity at a credible institution. The Faculty of the School of Dental Medicine does so to serve and protect the interests of the student. The School of Dental Medicine expects that the institution offering an externship opportunity acknowledges these obligations as well, and will also serve and protect the student's interests while the student is in the externship program. The following criteria shall be applied prior to granting or denying of approval of an externship program:

- 1) The program has acceptable stated goals and objectives.
- 2) The program has guidelines or criteria for acceptance into the externship program.
- 3) An outline of anticipated student activities is provided and appears appropriate. Provision has been made for appropriate supervision of the activities outlined.
- 4) The student will be given feedback as to their performance and progress while in the program. A written evaluation of the student's performance will be furnished to the school at the completion of the externship program.
- 5) The program supervisor possesses credentials that are suitable and/or equivalent to those of similar position at accredited institutions in North America.

Applications are available in the Office of Academic Affairs.

Grading System Summary

The Case School of Dental Medicine will use a combination Pass/No Pass and a Performance Evaluation system of grading for all entering classes beginning with the 2006 entering class. Key components of the system are:

Each course/educational module (EdMod) will be recorded as Pass/No Pass on the transcript.

All courses will be set to a minimum passing score of 70.

Students must pass each course/EdMod. A remediation plan must be specified by the faculty for all courses/EdMods.

Faculty submit course percent achievement scores on line to the registrar who converts the score to a grade of Pass, No Pass or Incomplete.

For Problem-based Learning (PBL) courses and Team-based Learning (TBL) courses, student will receive a "Process Evaluation". Any Process Evaluation rated less than 3.0 on a 5 point scale may result in a Process failure for the course as determined by the course director. A student may fail a course in content, process, or both and achieve a grade of No Pass.

In each course/EdMod students will receive feedback on their performance. At the end of the course/EdMod, student will receive the course score, mean, and standard deviation. A semester summary will be provided to each student.

In addition to summative examinations, which contribute to final percentages, there may be additional formative evaluations per course/EdMod.

Comprehensive Assessment will occur at the end of each semester in years 1 and 2 of the program. This is in addition to course/EdMod final examinations.

July 31, 2007

GRADING POLICY

Guidelines for Assigning Grades in the PBL Courses

For the Problem Based Learning (PBL) courses, the course directors will determine what level of mastery of content that determines a passing grade. All course content scores will be set (normalized/curved) to a minimum passing score of 70.

Grades will be determined by two categories of information: content mastery and process evaluation.

In order to determine whether a grade is passing or not passing, the faculty will certify each student has achieved content mastery and has satisfactorily met the acceptable criteria on PBL "Process" Evaluation. Process evaluation will be based on the facilitator's end of the EdMod Unit "Process" evaluation of the students.

Any score less than 3 on the Process Evaluation form, "Small Group Learning Student Assessment By Facilitators" may result in a "Process" failure for the course as determined by the EdMod Director.

Failure in content, process evaluation, or both will be graded as "No Pass".

EdMod Directors will provide information to the Committee on Student Standing and Promotion regarding the reason for any failure (Content, Process or both) at the end of the semester.

Grades for all courses will include: Pass, No Pass, Incomplete.

"Incomplete" will be a grade assigned by the EdMod Director in the following circumstances: student illness, hospitalization, or other extenuating circumstances. Incompletes because laboratory projects are not complete, or because a student did not take a test or other incomplete assignments at the end of the course will be deemed a course "No Pass". If the grade of "Incomplete" is assigned, it must be accompanied by an explanation and further documentation may be requested by the Committee on Student Standing & Promotion.

If more than 20 % of the class has work that has not been completed at the end of a course, the Committee on Student Standing and Promotion may request the office of Academic Affairs to review with the course director possible course organizational issues or student issues contributing to the inability to complete course requirements on time.

Approved by the Committee on Student Standing and Promotion, September 2006

All students can access their academic information (registration, grades, etc) at the end of each semester at the following web address:
<http://www.cwru.edu/provost/registrar/registrar.html>

July 31, 2007

You will need your CWRUNET ID and Password.

July 31, 2007

STUDENT CODE OF CONDUCT CWRU School of Dental Medicine

The students and faculty of CWRU School of Dental Medicine are concerned with academic honesty and professional responsibility. Therefore, the Student Code of Professional Conduct is adopted by the Student Council and by the faculty of the CWRU School of Dental Medicine. This Code embodies the concept of personal honor and integrity in the framework of the academic community.

Part I. Codes of Conduct

1. Principles of Ethics and Code of Professional Conduct: To the extent it is applicable, all dental students must abide by the Principles and Code adopted by the American Dental Association. The Principles of Ethics and Code of Professional Conduct is available online at:

<http://www.ada.org/prof/prac/law/code/index.html>

2. University Standards of Conduct: All members of the University Community, including dental students, are subject to the University Standards of Conduct. This is a general code designed to reaffirm the civil, personal and property rights of the University and its members. These standards are included in the CWRU Student Services Guide.

3. Dental School Student Code of Professional Conduct: All dental students are subject to the Dental School Student Code, which states that the students and faculty of CWRU School of Dental Medicine are committed to the study of dental medicine and the development and maintenance of a high sense of integrity, responsibility, self-discipline and ethics which benefits the dental profession.

Part II. Basic Standards of the Dental School Student Code of Professional Conduct

The following statements are intended to illustrate some basic standards and values of the School of Dental Medicine:

1. Performance on Exams Should Reflect the Student's Ability: Violations of this standard include:

a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage.

b) Giving, receiving, or using unauthorized aid during an examination, quiz, or practical.

c) Disclosing the contents of an exam to a student who has yet to take the exam.

d) Making an unauthorized copy of an exam or portion thereof, or retaining possession of any exam, which the instructor has no intention of releasing.

2. Work Submitted for Credit Should Reflect the Student's Performance:

Violations of this standard include:

a) Submitting lab projects for evaluation which were not produced by the student.

This includes receiving aid beyond a reasonable extent from other students or instructors while preparing projects for evaluation.

b) Claiming credit for clinical treatment which was not completed by the student with the exception of reasonable aid from faculty, and/or illegally altering patient clinic records for any reason.

c) Neglecting to adhere strictly to all conditions set for practical exams.

3. Respect Should be Shown for the Property of Others: Violations of the standard include stealing or defacing the project or personal effects of another student, person, Dental School or the University. The taking or concealing of Property with or without the intent of depriving permanently is unacceptable behavior.

4. Representation of Self and Others Should be Fair: Violations of this standard include intentional misrepresentation of one's own or any other student's grades, class rank, personal references, activities, or any other material facts regarding academic and personal achievements.

Part III. Addressing Violations of the Codes of Conduct:

1. Reporting Suspected Violations: Students or faculty who suspect there has been a violation of the Codes are encouraged to report the incident to either the appropriate faculty member (course director or course instructor), the Director of Student Services or the Chair of the Faculty-Student Relations Committee.

2. Confronting the Student: A student suspected of violating the Codes will be confronted by the faculty member or Chairman with a statement of the actions considered improper. The student will be given the opportunity to account for the action. Attempt will be made to resolve the problem through discussion.

3. Intervention: The Faculty-Student Relations Committee provides a forum for hearing and discussion of alleged inappropriate behavior and violations of Code of Conduct. All formal hearings shall be conducted in a manner consistent with University policies of Student Judicial Review. Information obtained shall be confidential. A copy of the minutes of all meetings of the Committee shall be forwarded to the Dean for disposition and filing. Cases resulting in recommendations for disciplinary actions shall be forwarded to the Dean for disposition.

4. Initiation of a Hearing: Requests from students or faculty to convene this Committee should be directed to the Chairman of the Committee.

5. Appeal: Students may appeal recommendations of the Faculty Student Relations Committee directly to the Dean of the dental school. When the Dean is a party to the deliberations the appeal shall be directed to the University Office of Student Affairs in accordance with their grievance procedure.

IV. Penalties

The following are examples, either singularly or in combination, of penalties that

may be recommended to the Dean by the Faculty-Student Relations Committee to be imposed upon a student for violation of the Codes of Conduct. In determining the penalty, the Committee shall consider the nature of the offense, the record of the student involved, and any possible mitigating circumstances.

a) Informal Private Reprimand by the Course Director or by the Dean: The student may be given a private verbal reprimand stating that one of the codes of conduct has been violated, and that if additional violations should occur a more severe penalty may be imposed.

b) Disciplinary Probation: Disciplinary probation is a formal reprimand which is imposed upon the student for a specified period of time up to one year. The student will be informed that Code violations occurring during disciplinary probation may result in suspension or dismissal. A copy of the reprimand shall be placed in the student's permanent record.

c) Suspension: The student may be suspended beginning immediately or at the end of the current semester. Suspension excludes the student from all classes, exams, laboratory, clinic, and Dental School activities. Re-admission following suspension shall be considered by the Student-Faculty Relations Committee which will forward a recommendation to the Dean for disposition.

The suspension will be permanently entered in the student's record.

d) Dismissal: The student may be expelled with a recommendation placed in the permanent record that the student not be considered for re-admission.

2. Additional Penalties: In addition to the penalties stated above, the following penalties may be imposed in appropriate cases:

a) Restitution: Upon a conviction of an offense involving property, the student may be ordered to repair or replace the property or reimburse the party whose property was damaged. This financial obligation must be met in a reasonable time.

b) Grade Reduction: Where misconduct is committed in connection with the student's earned grade in a specified course, it may be recommended to the faculty member involved that the grade for that course be reduced.

GRIEVANCE PROCEDURE

Case Western Reserve University has established a mechanism whereby students of the University may express a grievance against the action of other students or members of the faculty. Details of the grievance procedure are included in the CWRU Student Services Guide, an annual publication of the University Office of Student Affairs. Students who wish to have a specific problem reviewed should contact the Dental School Office of Student Services.

Promptness in settling a grievance is desirable for the grievant, for the institution, and for those involved in the procedures themselves. Promptness is therefore itself an element of equity and the absence of promptness may legitimately be the source of an additional grievance.

The formal steps in the grievance procedures shall be taken as soon as possible and no later than seven days after the events leading to a complaint occurred or were discovered and a formal complaint shall be filed within ten days after failure of the informal procedures.

Every attempt shall be made to resolve grievances at the lowest authority level using informal procedures. However, in cases of alleged academic dishonesty or other allegations which may lead to dismissal from school, grievances may be taken directly to the Chairperson of the Student-Faculty Relations Committee.

SEXUAL HARASSMENT POLICY

It is the policy of Case Western Reserve University to provide a positive, discrimination-free educational and working environment. Sexual harassment is unacceptable conduct which will not be tolerated. All members of the University community share responsibility for avoiding, discouraging, and reporting any form of sexual harassment.

Members of the University community found in violation of this policy may be disciplined, up to and including being discharged for cause or being expelled from the University. Retaliation against persons raising concerns about sexual harassment is prohibited and will constitute separate grounds for disciplinary action, up to and including discharge or expulsion from the University.

The complete policy is available from the Director of Student Services and from the Office of the Provost in Adelbert Hall.

POLICY ON SEXUAL ASSAULT

Case Western Reserve University is a community dependent upon trust and respect for its constituent members: students, faculty and staff. Sexual assault is a violation of that trust and respect. It will not be tolerated.

Sexual assault is a serious crime. Any non-consensual physical contact of a sexual nature is a sexual assault. Rape, statutory rape, incest, sodomy, sexual assault with an object, and fondling are examples of sexual assault.

Lack of consent is the crucial factor in any sexual assault. Persons forced to engage in sexual contact by force, threat of force, or coercion have not consented to contact. Persons acting under the influence of alcohol or other substances may be incapable of consent. Age or mental capacity may render consent impossible.

The University strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance and to pursue judicial action or sanctions for their own protection and that of the entire campus community.

Commission on Dental Accreditation

COMPLAINTS

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program, or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.

REQUIRED NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION

Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

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 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.

The accredited program must retain in its files information to document compliance with this policy so that it is available for review during the Commission's on-site reviews of the program.

(01/94)

REQUIRED RECORD OF COMPLAINTS: The program must maintain a record of student complaints related to the Commission's accreditation standards and/or policy received since the Commission's last comprehensive review of the program.

(07/96)

April, 2002

Approved September 2007

Case Western Reserve University

School of Dental Medicine
Competencies for Graduates

Background

Competence refers to an accumulation of knowledge, skills, experiences, and values in dental education that together help to define the necessary foundation for the development of individuals who wish to join the profession of dentistry. The goal of the educational program is to provide the student of dentistry with the experiences that allow a learning environment conducive to the development of the combined knowledge base, clinical skills, and the professional value system needed to enter the practice of dentistry.

This document defines the competency statements in broad terms, citing key areas of instruction and experiences. Each competency statement is accompanied by a set of descriptive educational outcomes that define the knowledge, skills, experiences and values that the faculty has determined to be contributory to the individual competency statement.

The competencies in this document have been defined by the faculty of the School of Dental Medicine to include the knowledge base, clinical skills and values that are requisite for the beginning practitioner to start their professional career. The notion of personal continuous improvement and life-long learning are philosophies that must be integrated into professional life. These qualities will provide a template for the new practitioner as he/she joins the community of professionals committed to improving oral health.

Case Western Reserve University School of Dental Medicine
Definition of Competency:

That level of foundation knowledge, clinical skills, experiences, and values that are necessary for students of dentistry to have acquired as they make the transition from a supervised educational program to the independent practice of general dentistry.

Definitions

Principles: The School of Dental Medicine Principles have guided the curriculum planning process. These principles are ideals that have been articulated by the faculty as the initial stages of curriculum innovation began in 2003. The principles were agreed upon by the faculty and have been used to develop content, format, organization, outcomes and evaluation planning for the new curriculum.

Concepts: As the curriculum planning process proceeded, the School defined broadly, notions of content areas that were important for the beginning general dentist practitioner to have mastered. These general content areas were aligned by the new curriculum themes: Health and Well-being, Disease Processes, Maintenance of Health and Restoration of Health. They included important general categories of information that assisted in the outlining of the new curriculum and were initially defined by content experts within the disciplines of the dental faculty. The concepts were then integrated across disciplines, coalescing similar concepts into the courses that are a part of the current program.

Facts/Educational Objectives: Each discipline in the School defined factual knowledge essential for the beginning general dentist practitioner. This knowledge is the basis for content planning as well as outcome assessment/competency assessment.

Skills: These are the clinical hand skills and developmental experience levels required for the beginning general dental practitioner. These are evaluated through daily feedback, and clinical competency testing.

Values: Values represent the demonstration of ideals in the growth and development of the dental student into a professional. The values are bounded by ethical principles, behavior, decision making and judgment while demonstrating qualities of compassion, and a perspective of the professional role in dentistry for the individual patient, the community, and society at large.

New Competencies for Graduates Document Aligned by Themes

1. Health and Well-being

Educational Outcomes:

The Graduate will be competent to:

- H.1 Demonstrate knowledge of normal morphology, developmental, physiologic and biochemical processes in systemic and oral health (*CODA 2-12*)
- H.2 Apply appropriate interpersonal and communication skills (*CODA 2-17*)
- H.3 Apply preventive strategies for patients based on their oral health status and risk factors (*CODA 2-25c*)
- H.4 Apply foundational knowledge in biological, clinical and behavioral sciences to patient centered approaches for promoting, improving and maintaining oral health (*CODA 2-16*)

2. Maintenance of Health

Educational Outcomes:

The Graduate will be competent to:

- M.1 Recognize the principles involved in individual interventions to improve oral health and general health (*CODA 2-25c*)
- M.2 Recognize the principles involved in community interventions to improve oral health and general health, and participate in clinical experiences in oral health improvement (*CODA 2-25c*)
- M.3 Provide dental care and preventive regimens based on disease risk assessment that promote the maintenance of oral health tailored to the individual patient (*CODA 2-25c*)
- M.4 Educate individual patients about the prevention, development, progression, and etiology of oral and systemic diseases (*CODA 2-25c*)
- M.5 Prescribe and monitor therapeutic agents and appliances for the prevention and treatment of oral diseases, infection and traumatic injuries (*CODA 2-25e*)
- M.6 Demonstrate knowledge of common drugs used in dental and medical situations related to the practice of dentistry (*CODA 2-25e*)
- M.7 Provide comprehensive patient assessment including examination of the head and neck and diagnose oral related disease (*CODA 2-25a*)
- M.8. Develop treatment plans based upon assessment of collected data (*CODA 2-25b*)
- M.9 Demonstrate the ability to evaluate diagnostic (laboratory) tests relevant to the assessment of oral and systemic disease.

3. Disease Processes

Educational Outcomes:

The Graduate will be competent to:

- D.1 Demonstrate knowledge of etiologic and pathologic processes that define systemic and oral diseases (*CODA 2-14*)
- D.2 Demonstrate knowledge of the interaction and relationship between systemic and oral disease (*CODA 2-13*)
- D.3 Diagnose, manage (and/or treat) dental disease and oral problems including: (*CODA 2-25*)
 - D3.1 Diagnosis of oral disease
 - D3.1a gather and evaluate patient information and perform initial evaluation of the head and neck region (intra/extral oral)
 - D3.2 Pulpal & periradicular disease (*CODA 2-25i*)
 - D3.2a Interpret diagnostic data and determine a diagnosis
 - D3.2b Explain the principles for the management of traumatic injuries to the tooth involving pulpal compromise and vitality
 - D3.3 Periodontal disease (*CODA 2-25h*)
 - D3.3a Recognize periodontal risk/etiologic factors
 - D3.3b Evaluate and diagnose the periodontal condition of patients
 - D3.4 Caries
 - D3.4 a Evaluate caries risk/etiologic factors
 - D3.4 b Interpret diagnostic data and determine a diagnosis
 - D3.5 Uncomplicated oral hard and soft tissue surgery (*CODA 2-25k*)
 - D3.5a Evaluate patient health history, dental surgical and pre-prosthetic needs to develop a diagnosis and surgical treatment plan
 - D3.6 Temporomandibular joint disorders and malocclusions (*CODA 2-25m*)
 - D3.6a Recognize and diagnose patients with temporomandibular disorders
 - D3.6b Diagnose occlusal dysfunction
 - D3.6c Recognize skeletal and/or occlusal abnormalities which require treatment or referral
 - D3.7 Management of oral mucosal disorders (*CODA 2-25j*)
 - D3.7a. Evaluate and/or diagnose patients with oral mucosal disorders
 - D3.7b. Describe laboratory tests useful in the assessment and diagnosis of oral mucosal disorders
- D.4 Assess the treatment needs of special care patients (*CODA 2-26*)

4. Restoration of Health

Educational Outcomes:

The Graduate will be competent to:

- R.1 Demonstrate knowledge of treatment modalities and restoration of health in systemic and oral disease (*CODA 2-25b*)

- R.2 Demonstrate skills in applying comprehensive treatment planning strategies for restoration of oral health (*CODA 2-25b*)
- R.3 Demonstrate ability to develop optimal and alternative treatment plans which are properly sequenced
- R.4 Demonstrate skills in obtaining informed consent (*CODA 2-25d*)
- R.5 Demonstrate clinical skills in the treatment/restoring oral hard and soft tissues to form, function, and esthetic standards (*CODA 2-25b*)
- R.6 Restore/replace teeth with dental materials based on requirements for form, function and esthetics (*CODA 2-25f & g*)
- R.7 Prescribe and evaluate laboratory fabrications of fixed or removable prostheses, including implant restorations
- R.8 Evaluate the outcomes of treatment (*CODA 2-25n*)
- R.9 Demonstrate skills in the management of pain, anxiety and the delivery of therapeutic agents including local anesthesia (*CODA 2-25e*)
- R.10 Recognize, treat, and/or manage dental emergencies (*CODA 2-25l*)
- R.11 Recognize, evaluate and manage uncomplicated localized odontogenic infections and common post-operative complications (*CODA 2-25k*)
- R.12 Recognize, prevent and manage, on a short term basis, medical emergencies in the dental office (*CODA 5-5*)
- R.13 Assess patient medical status utilizing the health history, patient examination, patient interview, and through communication with other health care professionals (*CODA 2-25a*)
- R.14 Maintain certification in basic life support techniques (*CODA 5-5*)
- R.15 Manage and/or treat dental disease and oral problems including: (*CODA 2-25*)
 - R.15.1 Pulpal & periradicular disease (*CODA 2-25i*)
 - R.15.1a Perform uncomplicated endodontic treatment
 - R.15.2 Periodontal disease (*CODA 2-25h*)
 - R.15.2a Perform dental prophylaxis and scaling and root planing
 - R.15.2b Demonstrate and evaluate proper home care procedures
 - R.15.3 Caries
 - R.15.3a Restore and replace tooth structure lost due to caries
 - R.15.4 Uncomplicated oral hard and soft tissue surgery (*CODA 2-25k*)
 - R.15.4a Perform uncomplicated oral surgical procedures
 - R.15.5 Temporomandibular joint disorders and malocclusions (*CODA 2-25m*)
 - R.15.5a Treat and/or refer patients with temporomandibular disorders
 - R.15.5b Describe the principles of space maintenance
 - R.15.6 Management of oral mucosal disorders (*CODA 2-25j*)
 - R.15.6a Treat or refer patients with oral mucosal disorders
- R.16 Perform dental disease risk assessment

5. Ethics, Professionalism and Leadership in the Practice of Dentistry

Educational Outcomes:

The Graduate will be competent to:

- L.1 Participate in the delivery of oral health care for the individual and for groups (*CODA 2-18*)
- L.2 Demonstrate knowledge of the laws, rules, codes, and ethical principles that govern and influence the practice of dentistry. (*CODA 2-20*)

- L.3 Apply the principles of ethical reasoning and professional responsibility as they pertain to patient care and practice management (*CODA 2-21*)
- L.4 Recognize the limits of their expertise through self-evaluation (*CODA 2-22*)
- L.5 Demonstrate skills important to lead the dental health care team (*CODA 2-19*)
- L.6 Manage patient information (*CODA 5-8*)
- L.7 Demonstrate knowledge of risk management and quality assurance (*CODA 5-1*)
- L.8 Evaluate different models of oral health care management and delivery (*CODA 2-18*)
- L.9 Demonstrate use of information technology resources in contemporary dental practice (*CODA 2-24*)
- L.10 Manage a diverse patient population and display the interpersonal skills to communicate and function in a multi-cultural work environment (*CODA 2-17*)

6. Inquiry, Critical thinking, Evaluation of evidence, Clinical decision making

Educational Outcomes:

The Graduate will be competent to:

- I.1 Demonstrate skills in acquiring and applying the available scientific evidence to clinical decision making (*CODA 2-25n, 2-24*)
- I.2 Apply skills in critical thinking and problem solving to make patient care decisions (*CODA 2-23*)
- I.3 Recognize the role of lifelong learning and self-assessment in maintaining competency (*CODA 2-22*)
- I.4 Evaluate new scientific and technical information and identify the relevance to the practice of dentistry (*CODA 2-15*)

**Student Code of Conduct
Case Western Reserve University
School of Dental Medicine**

I, _____ have received a copy of the Student Code of Conduct and agree to abide by the terms and conditions set forth. I further acknowledge receipt of a copy of the Student Code of Conduct.

Signature

August 4, 2009