



**The University of Tennessee
Health Science Center**

CENTERSCOPE
Student Handbook

2003-2004

**THE MISSION OF THE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL
STUDENT SERVICES • FINANCIAL AID • EMERGENCY PROCEDURES
ACADEMIC PROCESS • POLICIES & GUIDELINES • RIGHTS & RESPONSIBILITIES
JUDICIAL SYSTEM • ORGANIZATIONS & OPPORTUNITIES
INFORMATION FROM THE COLLEGES**



Russell O. Gilpatrick, D.D.S., Dean

Dean's Message	78	Fees for Services	84
History	78	Professional Standards	84
Plan of Instruction	78	Student Progress	84
Program Commitment.....	78	Evaluation	84
Physical Facilities	78	Grading System	84
2003-04 Curriculum Calendar	78	Student Status Committee.....	84
Curriculum	78	National Board Examinations	87
Elective Courses	78	State Board Examinations	87
Extramural Programs.....	79	Student Affairs	87
Textbooks, Instruments, & Materials	79	Withdrawal	87
General Attendance Policy	79	Name or Address Change	88
Clinical Attendance Policy	80	Student Employment	88
Professional Decorum	82	Emergency Loans	88
Name Badges.....	83	Professional Liability Insurance	88
Tutoring Services	83	Infection Control	88
Patient Treatment.....	83	Student Organizations	88
Educational Philosophy & Plan		Chemical Dependency Help Program	90
for Clinical Teaching Program	83	Student Honor Council	90
Program Description	83	Program Modification Statement	90
Intervention Strategy	83		

A MESSAGE FROM THE DEAN

Welcome to the profession of dentistry. Dentistry is now in the most exciting time in its history, offering a challenging and exciting future for you. The dental curriculum is demanding, and will require your total commitment. Our highly qualified faculty and staff are dedicated to providing you with the best education possible, both in our didactic and clinical programs. The administration of this college is here to support and provide assistance to you.

Please feel free to contact the Dean's Office should you need assistance in any way.

Russell O. Gilpatrick, D.D.S.
Dean

HISTORY

The College of Dentistry was founded in Nashville in 1878. It is the oldest dental college in the South, and the third oldest public college of dentistry in the United States. The college was located in Nashville until 1911, when the Board of Trustees of The University of Tennessee moved it to Memphis, in order to secure larger facilities.

In that year, authorities of the University of Memphis transferred all of its equipment and the good will of its Dental Department to the Board of Trustees of The University of Tennessee. Through this union, the facilities and equipment of the two institutions were merged into one college.

PLAN OF INSTRUCTION

The Board of Trustees of The University of Tennessee has approved a four-year academic program to prepare men and women for the practice of general dentistry. Class enrollment is limited to 80 students admitted in the Summer/Fall semester of each year. Early in the curriculum, students are introduced to basic sciences and preclinical dental sciences, which develop an understanding of the human organism in health and disease. These courses offer the foundation for advancement into clinical practice, which is achieved largely in the last two years of the curriculum. Basic science instruction is offered by faculty from the College of Medicine. Dental course instruction is offered by faculty of the College of Dentistry, with assistance from faculty of other colleges of the Memphis campus.

The predoctoral dental curriculum is designed to offer those entering the general practice of dentistry a sound foundation of academic and clinical preparation. Those completing the course of study and receiving the D.D.S. degree are qualified to apply for licensure in all fifty states, as well as to apply for dental specialty programs and positions in governmental agencies which require these credentials.

The entire curriculum is organized and approved by the Curriculum Committee, which is composed of faculty of the Colleges of Dentistry and Medicine, as well as appointed student representatives. Students seeking advice or assistance relative to the academic programs should contact the Office of Academic Affairs, Room S102, Dunn Dental Building.

PROGRAM COMMITMENT

The objective of the professional program in dentistry is to graduate competent general dentists with the skills required to serve the oral health needs of the public.

The achievement of this objective requires a commitment on the part of both faculty and students.

Historically, the University of Tennessee Health Science Center College of Dentistry has been recognized as one of the leaders in the education and training of dental practitioners. Graduates have distinguished themselves and the college by significant contributions, both as professionals and as citizens.

The college continues to offer quality professional training through a curriculum that meets the needs of the contemporary dentist. Students are guided in taking full advantage of the educational opportunities available through this program.

PHYSICAL FACILITIES

The College of Dentistry is fortunate to have excellent facilities for classroom, laboratory, and clinical instruction. The Humphreys General Education Building, built in 1977 and shared with other colleges on campus, provides 146,250 square feet of space for lecture, laboratory and self-study. It houses the lecture rooms and laboratories for all preclinical courses, except the gross anatomy laboratory which is located in the Wittenborg Anatomy Building, immediately adjacent to the Humphreys Building. The Humphreys building also houses a computer laboratory which is utilized by both faculty and students.

The Winfield Dunn Dental Clinical Building, which was completed and occu-

pled in September 1977, is one of the finest clinical dentistry facilities in the United States. This building contains 96,500 net square feet in five floors, providing 322 patient treatment chair units, administration and faculty offices, students' lounge, dental maintenance shop, dental clinical support laboratories, conference rooms, student laboratories, central sterilizing area, and other essential housekeeping and support activities necessary for the normal activities of a dental education facility.

2003-2004 CURRICULUM CALENDAR

The four-year curriculum consists of eight semesters. The Summer/Fall Semester begins July 1 and ends December 31. The Winter/Spring Semester begins January 1 and ends June 30. Specific course dates are published annually by the college. First-year students begin the academic year in mid-August (17 week Fall semester). Second-year students begin the academic year the last week of July (19 week Summer/Fall semester). Third- and fourth-year students begin the academic year in early July (23 week Summer/Fall semester). All students have a 19 week Winter/Spring semester that begins in early January. Third and fourth year students have a Fall break in mid-August. All students have a Spring break in mid-March.

CURRICULUM

The first and second years of the curriculum are devoted primarily to the basic sciences, preclinical dental sciences, and related laboratories. The third and fourth years focus on the application of acquired knowledge and skills in the practice of clinical dentistry.

A comprehensive listing of all course offerings can be found in the current catalog.

ELECTIVE COURSES

The Electives Program offers students the opportunity to explore specific subject areas by enrolling in courses not required in the predoctoral curriculum. Participation in the program is voluntary. Most elective courses are designed for fourth year students; however, second and third year students may participate in research and other selected courses.

A comprehensive listing of all elective courses can be found in the current catalog.

The specific policy and procedures regarding the eligibility of students to participate in extra-curricular and other elective activities is available in the Office of Academic Affairs.

EXTRAMURAL PROGRAMS

Extramural clinical rotations are available to a limited number of third year students through the externship in the Tri-Cities (EXIT) Program, which is located in Bristol, Johnson City and Kingsport, Tennessee. This rotation between the third and fourth years of the curriculum utilizes the facilities of the Mountain Home VA Medical Center, offices of private practitioners, and the East Tennessee State University College of Medicine.

TEXTBOOKS, INSTRUMENTS, AND MATERIALS

The textbooks, instruments, and materials which must be utilized in the educational program and furnished by the student are stipulated by the faculty annually following a comprehensive needs analysis. At the beginning of each academic year, instrument kits are purchased from the UT Health Science Center Dental and Medical Instrument Store.

Additionally, each course director may designate required textbooks. The Curriculum Committee reviews and approves all textbook requests. Required textbooks are available in the bookstore but may be procured from any source. Supplementary textbooks are included on the textbook list; however, they are optional and not required for the course.

The estimated expense for textbooks, instruments, and materials may be obtained from the UT Dental and Medical Instrument Store.

Students are supplied with rental microscopes for use in basic science laboratories. Students may provide their own microscope, provided it is approved by the course director.

Students are expected to comply with the requirements concerning equipment and textbook purchases as a condition for admission and continued enrollment.

Leased Dental Instruments

Dental students are required to participate in the Dental Instrument Lease Program. Required hand instruments will be furnished in sterilization cassettes. Instruments and materials not furnished through the Lease Program must be purchased

through the GEB Medical and Instrument Store utilizing the official College of Dentistry Instrument and Materials lists.

GENERAL ATTENDANCE POLICY

The College of Dentistry adheres to the University of Tennessee Health Science Center policy concerning student attendance, i.e., "It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college in which they are enrolled. Colleges may consider attendance mandatory for certain educational experiences. Students will be informed, in writing, where college policy requires class attendance." Where this policy conflicts with University-wide policies, those University-wide policies will take precedence.

In the College of Dentistry, attendance is required for all laboratories and clinics. Course directors have the discretion of requiring attendance for lectures and will inform students at the beginning of the course, in writing, of any attendance requirements and consequences of lack of attendance. Students are responsible for all assigned work in all courses in which they are enrolled, regardless of any attendance requirements.

Student Policy Regarding Absences

1. Excused Absences

Occasionally, students may be absent from required activities for justifiable reasons. In such cases, students are entitled to an excused absence from attendance and the opportunity to complete those activities without academic penalty. Justifiable reasons include, but are not limited to, complications related to pregnancy; serious medical problems; death in the family; automobile accident; jury duty and other judicial matters; military service; recognized religious holy days; and official representation of the University, or College of Dentistry.

Students unable to attend class must call the Office of Academic Affairs (448-5114) before 8:00 AM the day of the class. This is a voice mail system that will be activated at all times. The date and time will automatically be recorded. All messages will be checked at 8:30 each morning, and someone from the Office of Student Affairs or Academic Affairs will return your telephone call to give you information regarding the necessary documentation to receive an excused absence. Any student

who misses a scheduled course, must provide documentation, including medical, jury duty, etc. to the Office of Student Affairs in order to obtain an excused absence. Medical documentation must be obtained from the Student Health Center, or health care provider.

Students who can not provide proper documentation may not be afforded an opportunity to make-up missed examinations, quizzes or other assignments. For these students, course directors have the discretion of requiring alternative assignments or examinations to ensure competency. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair.

Unfortunate circumstances, such as automobile problems, traffic congestion, over sleeping and other issues of a similar nature are not considered justifiable reasons for an excused absence from required attendance. Students will not be given excused absences for such things as vacations, weddings or trips not authorized by the Office of Student Affairs. Students not eligible for excused absences are still bound by the attendance requirements of the course(s) for which they were absent.

2. Administrative Exemptions

An Administrative exemption may be given to students planning to take time from the curriculum for reasons other than those outlined under excused absences such as interviews and other extenuating circumstances. Administrative exemption from required attendance will be granted by the Office of Student Affairs upon receipt of sufficient justification. Students are required to request exemption and provide justification to the Office of Student Affairs in advance of anticipated absences from the college. The Office of Student Affairs will then inform the course directors of anticipated absences. In cases where an anticipated absence involves a scheduled examination, the student is required to work with the course director to determine a date and time for re-scheduling. When advance notification is not possible, a request for administrative exemption and justification must be received within five working days of the resumption of matriculation. Unless there is an emergency situation, administrative exemptions will not be granted after the fact. Fourth-year students that have required interviews for residency programs or for other career opportunities will be afforded the opportunity to obtain administrative exemptions,

but it requires that the Office of Student Affairs receive advanced notice prior to leaving the dental school.

Students who do not have an administrative exemption from attendance may not be afforded an opportunity to take missed examinations, quizzes or other assignments. Course directors have the discretion of requiring alternative assignments or examinations to ensure competency, as dictated by individual circumstances for students with un-excused absences. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair.

3. Examination Policy

Because of logistics and manpower issues, students are expected to be present for all scheduled examinations. Students unable to be present for an examination must call the Office of Academic Affairs (448-5114) before 8:00 AM the day of the examination. Upon returning of your call, you will receive information regarding the ability to make-up the examination.

All students returning from an illness will be allowed to take missed examinations at 5:00 PM, the day they return. The make-up examination will be set-up by the Office of Student Affairs when the student presents their documentation to the office. Students who do not call and/or can not provide proper medical documentation will incur a one-letter grade reduction in their grade.

4. Contacting Course Director upon Return to School

In the absence of extenuating circumstances, as determined by the Office of Student Affairs, a student who has been absent, regardless of the cause of the absence, has the responsibility and obligation to contact the course director(s) within five working days of the resumption of matriculation. Failure of the student to contact the course director(s), regardless of the validity of the absence, may result in an inability of the student to make up or otherwise account for missed lectures, laboratories, clinics, quizzes, or other activities.

5. Missing Clinical Block Assignments

It is the D-3 and D-4 student's responsibility to obtain a replacement for any required block rotations prior to an anticipated absence. The student should attempt to contact the appropriate departmental block coordinator in the event of illness or an unanticipated absence. If the departmental block coordinator (Office of Clinical

Affairs 448-6246) cannot be reached, the student must contact the Office of Academic Affairs (448-5114) before 8:00 AM that morning and leave a message. There is no excuse for not making this telephone call, therefore, students will receive a deduction of their Practice Management grade in the event they do not follow written guidelines. Several such departures will be handled through a meeting of the Student Status Committee to determine an appropriate course of action.

6. Sustained Illness

Sustained illnesses, medical complications and pregnancy and/or delivery may present unique problems in terms of administrative exemption from required attendance. In these cases, an administrative exemption from required attendance may be granted by the Office of Student Affairs, depending upon the circumstances of each case and alternative arrangements considered by the departments working in conjunction with the Office of Academic Affairs. The administration of the College of Dentistry will make every effort to work with students in these cases. However, because of the unique nature of the curriculum, e.g., required attendance for all laboratories and clinics, exposure to dental materials, the necessity of sequential course scheduling, and patient care responsibilities, prolong absences may preclude uninterrupted matriculation. Limited institutional resources and sound pedagogy may preclude the offering of specific courses, or portions of courses, in an alternative manner or form, for which any student is justifiably absent. However, the college will attempt to make necessary and appropriate accommodations for such students.

In the event that an alternative educational program is necessary and can be devised, the student will be required to perform the same fundamental and essential elements of the curriculum at the same level as his or her peers. No additional consideration will be given beyond the construction of an alternative curriculum. All students will be evaluated for promotion and graduation using the same basic criteria.

7. Personal Problems

Students may experience personal problems at some point in their dental education. The College of Dentistry will make every effort to provide reasonable accommodations, however in the event that an individual student's educational needs cannot be met through reasonable accommodations, the student will be given the

opportunity to withdraw from program, without prejudice, and may be considered for readmission for the next academic year, assuming that they were in good academic standing and are otherwise qualified as a student. (Approved by UT College of Dentistry Administrative Council 9/27/93; revised 6/17/96, 4/12/99 and 5/14/01).

CLINICAL ATTENDANCE POLICY

The College of Dentistry clinical attendance policy is designed to assist in developing student doctor management skills in a sequential manner from that of a novice at the start of the D-3 year to a level of competency during the D-4 year. As such the attendance policy will vary depending on the students level of development and demonstrated ability to manage their patients and other clinic responsibilities.

1. Standard D-3 and D-4 Student Doctor Clinical Attendance Policy

This clinical attendance policy pertains only to scheduled clinic time, not scheduled didactic time where attendance requirements are specified in the General Attendance Policy of the College of Dentistry.

Student Doctors are expected to provide continuous patient care for all of the patients assigned to them. All students remain responsible for attendance of all block assignments and must be present for these assignments or receive permission for the Department to switch with a classmate. They are expected to obtain a set number of clinical points in each discipline and to finish established point totals and clinical competencies to graduate on time by the first of June of their D-4 year. Student doctors who demonstrate the ability to keep up with these discipline specific expectations will not have a mandated clinical attendance policy. Those student doctors who can not maintain an acceptable level of clinical requirements in individual disciplines will be placed in a mandatory clinic attendance program until such time that they meet the expectations set by each discipline. As part of this attendance program, student doctors will receive individualized help with the management of their time and patients.

Group Coordinators will meet at designated times during each semester to determine which student doctors will be placed on mandatory clinical attendance. Those selected student doctors are to attend all scheduled clinics with the following exceptions. They will be allowed four (4) half days of leave time during each designated

interval of evaluation. This leave time is to only be used during scheduled clinic hours. Student doctors will notify their Coordinating Assistant in advance of the date and time that they will be taking leave.

Because emergencies do arise, and since the student doctor has the ultimate responsibility of providing care for their assigned patients, it is imperative that the Coordinating Assistants be able to contact each student doctor. It will be the responsibility of each student doctor, by way of cell phones or home telephones, to be available to answer any call during regular clinic hours. If a student doctor is leaving town, they must have prior approval from the Office of Student Affairs and notify their Coordinating Assistant of a number where they may be reached.

2. Student Doctors Assigned to the Mandatory Clinical Attendance Policy

Student doctors on the attendance program are required to register their attendance with the Coordinating Assistant for each assigned clinic period. Should the student doctor not have a patient scheduled, or if a patient cancels, they are to report to their Coordinating Assistant for reassignment if the opportunity exists. If there is no reassignments for that half-day, the student doctors must be available until 10:30 AM or 3:00 PM and at those times report back to their floor coordinator so they may be released for the remainder of that clinic period. Anyone choosing not to check back at the appropriate time will be credited with a full day of leave time. After the four half-days has been used during a designated interval, any absence(s) will result in issuance of an unexcused absence from the clinic. These student doctors will receive written warning and notice of probation by the Clinical Director after three (3) unexcused absences. A reduction in clinic management grade will be issued by the Clinical Director after three (3) unexcused absences, and administrative action may be implemented that may include duty assignment, suspension, delayed graduation or dismissal. (As described under Professionalism and Practice Management section of this manual).

Student doctors on the attendance program desiring to do laboratory work will have the opportunity to sign up for two laboratory sessions during each evaluation interval. Sign-up is done with the Coordinating Assistant. The same regulations will apply for this laboratory session that applies to clinic appointments, meaning the student doctor is to be available until 10:30 and 3:00. Those not signing up

for a laboratory session will be allowed to do laboratory work only by permission of their Coordinating Assistant if there are no patient care duties required.

3. Time intervals for determining which student doctors will be on the

Mandatory Clinical Attendance Policy D-3 Student Doctors

Entering D-3 student doctors will not have a mandatory clinical attendance policy for the first six months of their clinical training unless their Coordinating Assistants report to the Office of Clinical Affairs that they are unable to reach an assigned student doctor as required by this policy. In such a case, mandatory clinical attendance may be required for that student doctor.

After the end of the D-3 Summer/Fall semester, the Group Coordinators will meet to evaluate student performance for the semester and will determine which student doctors will be placed on a mandatory clinical attendance policy. The identified student doctors will be notified that they have been placed on the mandated clinical attendance policy, as well as the Coordinating Assistants and the student doctor's assigned Group Coordinators. These student doctors will remain on mandatory clinical attendance until they are re-evaluated during their Spring Break week. At that time, a modified list of student doctors unable to meet requirement expectations will be determined. These identified student doctors will be notified that they have been placed on the mandated clinical attendance policy, as well as the Coordinating Assistants and the student doctor's assigned Group Coordinators, and those taken off the attendance program will also be notified. Those student doctors identified at this time will remain on the clinical attendance policy until the end of the Winter/Spring semester.

D-4 Student Doctors

At the Student Status Committee meeting following the Winter/Spring semester, any D-3 student conditionally promoted to the D-4 year will be automatically placed on a mandatory clinical attendance policy. The identified student doctors will be notified by letter from the Office of Academic Affairs that they have been placed on the mandated clinical attendance policy, as well as the Coordinating Assistants and the student doctor's assigned Group Coordinators. Student doctors placed on mandatory clinical attendance, will be re-evaluated during the Fall Break week.

The Group Coordinators will meet during the Fall Break week, after the Summer/Fall semester and during the Spring Break week to re-evaluate all D-4 student doctors and determine which, if any student doctors will be placed on mandatory clinical attendance. A modified list of student doctors will be determined at each of these intervals and each will be notified that they have been placed in the mandatory clinical attendance program.

4. Extenuated D-4 Student Doctors

Those D-4 student doctors who do not graduate in May of their fourth-year, will be placed on a mandatory clinical attendance program in an effort to assist them with their graduation requirements. Student doctors so identified will remain on this clinical attendance program until they have finished their clinical requirements for graduation.

5. D-4 Honors Program

The D-4 Honors Program is designed to reward those student doctors who have demonstrated a level of competency in their ability to manage their patients and other clinic responsibilities. This program will allow the student doctor to design their clinical schedule, selecting activities in which they wish to participate. These may include assignments for compensation as demonstration assistants, clinical interns or externs, extramural assignments, clinical research, or developing their own special patient needs program. These student doctors will be required to complete their clinical requirements for graduation.

Upon acceptance into the Honor's Program, should those student doctors desire to participate in special activities, they will be asked to submit a proposed individualized Honor's Program to the Executive Associate Dean.

Enrollment in this program is based on the following criteria.

1. The student doctor must be a D-4 student in good standing.

2. Enrollment will be determined at the end of the D-4 Summer/Fall semester based on total points and individual accomplishments in each discipline. Those student doctors who have no point deficiencies in any discipline and who have a total point total in excess of 20% higher than the class average will be considered for the Honors Program.

3. Submit a plan with the Executive Associate Dean to establish an individualized Honor's Program.

To remain on the Honor's Program, the student doctor must:

1. Meet the established point total in each division, set month to month.

2. Meet the established overall point level set month to month.

3. Meet the expectations set out in their individualized Honor's Program.

It is expected that student doctors on the Honor's Program will maintain clinic activity as responsibilities to patient care of assigned patients still exist. This expectation should be addressed by the student doctor when establishing their individual Honor's Program.

Student doctors must maintain eligibility to remain enrolled in the Honors Program. Should they not qualify, they will be notified that they are no longer in the program.

PROFESSIONAL DECORUM

Positive patient, faculty and staff reactions result from many aspects of professional activities. Professional decorum is an activity essential for the practice of dentistry and creates positive results. These basic principles of professional decorum are to be observed and enforced in the General Education Building and the Dunn Dental Building.

1. Cleanliness & Personal Appearance -

Patients, staff and faculty form lasting impressions each time they meet the student and, therefore, it is imperative that the student's appearance be flawless. The College of Dentistry desires that our students project the most professional image. Therefore, the following dress and hygiene code will be in effect for all students and will be monitored. Monitoring will be the combined responsibility of each class and the Office of Clinical Affairs.

A. First and Second-year Students (GEB, Preclinical Attire and during tests)

1. Male: The male student will wear a collared shirt (golf type, sport shirt, dress shirt) and dress slacks (no jeans or colored denims). An undershirt or turtleneck may be worn under the collared shirt. All shirts are to be tucked in or if a ribbed golf shirt, may be worn outside falling slightly below the belt line. No logo T-shirts may be worn. No open-toed shoes or athletic type shoes (including Keds) will be worn. Socks are to be worn at all times. Hair will be trimmed, neat, well groomed and cut above the collar or worn pulled back and fastened at the nape of the neck. Hair will not be allowed to fall forward toward the patient when leaning down. Jewelry will be kept to a minimum with no body piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. No head-wear will be worn, including ball caps.

1. Female: The female student will wear a sleeved blouse or shirt (no plunging necklines) and dress slacks (no jeans or colored denims). An undershirt or turtleneck may be worn under the blouse or shirt. No logo T-shirts may be worn. No open-toed shoes or athletic type shoes (including Keds) will be worn. Jewelry will be kept to a minimum with no body piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent it from falling forward toward the patient when leaning down. Makeup will be kept to a minimum at all times. No head-wear will be worn, including ball caps.

B. Third and Fourth-year Students (GEB, Clinical Attire and during tests)

1. Female/Male: students will wear a set of color scrubs designated for their class and issued in the instrument kit. Five sets of scrubs will be issued in the third year instrument kit. One pair should be kept at school in the event that the one being worn becomes soiled or contaminated during patient care. An undershirt or turtleneck must be worn underneath the scrub top. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Students will be directed to change scrubs with the alternate set should the faculty deem the ones being worn unsuitable for patient care. Clinic shoes must be purchased by the student and will consist of one of the following types: (1) AnyWears (Brown open-heeled clinical shoes) (2) Birkenstock's (Black closed-heeled clinical shoes) and (3) Black Walking Shoe (Dressy Tennis Shoe). These are to be worn at all times with socks. One of these clinic shoes must be worn while working in the Dunn Dental Clinics. Tennis shoes may be worn to and from the dental school and while attending classes, however students will be required to change into their clinic shoes when treating patients in the Dunn Dental Building. Those students with a medical reason requiring a special shoe will be accommodated. Hair will be trimmed, neat, well groomed and cut above the collar or worn pulled back and fastened at the nape of the neck. Hair will not be allowed to fall forward toward the patient when leaning down. Jewelry will be kept to a minimum with no body piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. No head-wear will be worn, includ-

ing ball caps, even in the classroom and during examinations.

C. Clinic jackets specified by infection control must be worn in the clinical areas.

D. Excellent personal hygiene is important. Clean clothes (shoes must be clean and in good condition), hands, nails, and hair should be a common concern of any professional. Special precautions should be taken to prevent halitosis and body odors. Tobacco, garlic, and onion foods should be avoided before clinic time. Use of a mouthwash and body deodorants are highly recommended. All jewelry on the hands that may interfere with the integrity of protective gloves should be removed when actively treating patients.

2. Conduct in the clinic -

As a professional person, students are expected to act accordingly. Loud talking and undignified mannerisms are not permitted. Students should not sit in the operating chair, hum, or whistle while working, examine patients other than in the chair or loiter with other students in the clinic.

3. Patient contact -

Students should exert every effort to make the patient comfortable and convince him/her that they have their undivided attention while working. Always answer questions by the patient in terms which can be understood or, if you do not know the answer, admit it, but find out at a later time and inform the patient. Telephone calls from patients must be answered promptly and students must answer pages over the loud speaker system as soon as possible. A message center is located on the first floor and students are expected to check this several times each day. Message boxes are to be emptied daily.

It is the responsibility of each student to abide by the Professional Decorum Standards of the College of Dentistry. These standards apply to all classroom, laboratory and clinical settings including testing. If there are identified problems in compliance with these standards, it is the responsibility of faculty and students to report the breach to the respective Class President. The Class President in turn will discuss with the student the corrective action to be taken. If corrective action by the student is not taken or there is a difference of opinion or an impasse, the Class President will discuss the matter with the Associate Dean for Clinical Affairs, who will serve to mediate a solution to the problem. For all classes, any associated problems during testing will result in an automatic one letter grade reduction on the examination.

NAME BADGES

Dental student name badges must be worn on all laboratory and clinic jackets. Color-coded badges, and replacement badges, must be purchased at the University Bookstore.

TUTORING SERVICES

For students experiencing academic difficulty, tutoring services are available through Student Academic Support Services. Tutors are assigned depending on availability and following assessment of the student's need. For further information, contact Student Academic Support Services, Room BB-9 in the Humphrey's General Education Building.

PATIENT TREATMENT

The clinical treatment of patients is an essential component of the dental curriculum. The dental clinic of the College, the faculty, and the student practitioners represent the "family dental office" for many people in Memphis, Shelby county and surrounding regions. The confidence and support of collegiate patients are of vital importance to the clinical training of dental students. Patient care is a privilege and responsibility which must not be taken lightly.

Students are guided through their clinical training by a group coordinator who assists them in managing the comprehensive care of patients. Each student is assigned a practice unit and a portfolio of patients who require dental care.

EDUCATIONAL PHILOSOPHY & PLAN FOR THE CLINICAL TEACHING PROGRAM

The purpose of this component of the curriculum is to prepare dental students for the practice of general dentistry. The clinical teaching program prepares graduates to diagnose, treatment plan, manage and treat patients, at first with faculty assistance and ultimately with a large degree of independent initiative and confidence. This involves the development of basic knowledge, sound clinical judgment, good interpersonal relations, efficient management of time and resources and an acceptable level of technical proficiency. This approach is predicated on the concept that learning accompanies doing and, therefore, applied clinic practice is essential to acquire the various skills that are necessary for practice. Concurrently, applica-

tion of knowledge offers opportunities for objective evaluation of the learning process.

The Clinical Patient Care Program is dedicated to the achievement of two (2) major objectives: the pursuit of a philosophy of total patient care and the attainment of an optimal level of quantitative and qualitative clinical competence. It will be the dual responsibility of the student and faculty to fashion the clinical experience in such a manner that both objectives are met. Each student will be aided by a Clinical Practice Group Coordinator, the Coordinator of Patient Care and the Clinical Director.

The benefits of an applied philosophy of total patient care are realized concurrent with the attainment of clinical requirement goals. It is the policy of the College of Dentistry to provide comprehensive care for its dental patients whenever possible. Comprehensive care is defined as the treatment needed to restore the patient's stomatognathic system to optimal health, appearance and function. It is expected that under-graduate clinic students will provide their portion of a patient's care in the school's clinics and arrange the assignment of their patients to the school's graduate clinics as needed. Any treatments that school clinics cannot provide are to be referred to private dental practice and students are expected to track the patient's treatment progress so any follow-up care by the College can be accomplished in a timely manner. Patients not desiring referral care are to be offered alternative care whenever possible.

PROGRAM DESCRIPTION

Entering students (clinical) will be expected to demonstrate a high level of interest and commitment to learning. This will be evidenced by attitude toward assigned tasks, concern for the patient's interest and well being, time commitment to clinical care of patients, receptivity to instruction, and willingness to do more than demanded. All clinical performance related to patient care must be rated clinically acceptable (C or better grade).

Students should realize the need to seek advice or help in situations where they do not have the knowledge of experience. Faculty have the responsibility to be aware of students' progress and needs and at times to intervene in patient care without being asked, when patient safety becomes an issue.

Student progress in the development of diagnostic, treatment planning and treatment skills will be based upon demon-

strated effectiveness in the successful management and treatment of assigned clinical patients and the successful completion of clinical competency tests. These assessments require independent problem solving and clinical judgment.

Based upon their level of training, students must demonstrate successful progress in the various areas of clinical practice to be recommended for promotion/graduation. These areas include the demonstrated management of a comprehensive care program for a portfolio of patients who are selected and assigned based upon diversity of care required, effective use of clinical time available to him/her, a record of productivity, a high patient acceptance rating, and demonstrated ability to manage the diagnostic treatment planning and treatment needs of his/her practice. The student should be conversant on the clinical subjects relevant to his/her practice and capable of defending his/her decisions. Demonstration of professional behavior consistent with good ethical conduct is expected.

Students who do not progress satisfactorily as measured by these criteria will be delayed in their promotion and a remedial program implemented. This remedial program will be designed to offer specific help in the areas of deficiency and will not be automatic repetition of the year unless, of course, this is indicated.

Although no one can learn everything in a given period of time the graduating senior should have demonstrated willingness and ability to learn, an adequate degree of basic knowledge, and a proven record of success in the management of his/her dental school practice. Collectively the faculty should approve the readiness of the graduate to enter practice.

For Graduation:

- (1) Proof of clinical competency
- (2) Acceptable overall experience
- (3) A reasonable quantity of experience in specific procedures
- (4) A grade point average that documents acceptable quality performance.

INTERVENTION STRATEGY

CLINICAL -

The Practice Group Coordinator should be the first person consulted when questions or problems arise. The Coordinator will consult the department chairperson and the respective division director for clarification and resolution. If the issue persists, the appropriate administrator will be consulted.

NON-CLINICAL -

Appropriate channels for discussion are open through departmental chairs, division directors, and appropriate administrators to handle non-clinical problems.

FEES FOR SERVICES

Patients of the College of Dentistry normally pay for their treatment procedures prior to the actual performance of the service. Exceptions to this policy are allowed only if approved by the Associate Dean of Clinical Affairs or the Clinic Director. It is against college policy for any student to loan money to or make payment on behalf of any patient being treated in the College of Dentistry.

PROFESSIONAL STANDARDS

In order to create and maintain the best possible professional atmosphere at The University of Tennessee Health Science Center College of Dentistry, it is necessary that faculty and students adhere to standards of professionalism, courtesy, and ethics. Common courtesy and mutual respect are essential to enhance the educational experience, and to decrease stress and misunderstanding. Each faculty member should serve as a professional role model to students, and establish a positive rapport in all educational settings. Each student should recognize their responsibility in professional growth, and maintain an attitude that strengthens that development.

Compliance with these standards is the moral obligation of all dental faculty and all dental students:

1. Respect and courtesy are essential in dealing with patients, students, faculty, and staff.
2. Disagreement among faculty and/or students should be addressed in a private setting off the clinic floor.
3. When a student's dentistry is clinically acceptable and approved by an instructor, future instructors working with the patient should respect the original approval.
4. Negative remarks should not be made in a patient's presence, and significant negative criticism should be given in a private setting.
5. Adherence to proper clinical attire and dress code is mandatory.
6. Substance abuse will not be allowed in the College of Dentistry.

7. Promptness with adequate preparation for appointments and clinical assignments must be a priority of students and faculty.

8. There should be no profanity used in dealing with patients, faculty, students and staff.

9. When patients cancel or break appointments, appropriate faculty and staff must be notified promptly.

10. The evaluation (grade) given for procedures should be discussed at the time of grading, so that the student will understand any deficiency, and how they may improve future performance.

11. Faculty should promote confidence in students through positive reinforcement.

12. Patients should have full explanation of the process and procedures involved in their treatment. Patients must be informed of the risks and benefits incurred.

STUDENT PROGRESS

Monitoring of student progress and advice relating to the achievement of clinical goals is the responsibility of the student's Group Practice Coordinator.

EVALUATION

Final course evaluation and the awarding of grades for all structured classroom courses as well as clinical performance remains the responsibility of the respective course directors with concurrence of department chairperson. Each grade is recorded as a separate entity with the Registrar's office.

GRADING SYSTEM

The grading/quality point system is:

A	=	4.0
B+	=	3.5
B	=	3.0
C+	=	2.5
C	=	2.0
D	=	1.0
F	=	0

Interim grades of "I" may be given for performance which is of acceptable quality, but is of insufficient quantity.

Interim grades of G may be given for performance which is of marginal quality, regardless of quantity, when more time is needed for evaluation. The interim grade of G may only be replaced with a final grade of a D or F.

Non-credit courses offer grades of "P" pass or "F" fail, based upon pre-established course criteria.

STUDENT STATUS COMMITTEE**Policy Governing Student Standing****I. PROMOTION AND GRADUATION: GENERAL POLICY**

Promotion and graduation result from positive action taken by the Dean of the College of Dentistry. The Dean receives recommendations regarding student standing from the Student Status Committee based on its review of each individual student's progress toward satisfying the academic, professional and personal requirements established by the College and University. Action taken by the Dean is subject to review by the Chancellor and the President following procedures established by the University.

II. THE STUDENT STATUS COMMITTEE: CHARGE AND STRUCTURE

The Student Status Committee is charged by the Dean of the College of Dentistry with monitoring student academic progress, professional and personal conduct, and making recommendations on student standing. The Committee is composed of a minimum of ten (10) voting members and an undetermined number of ex-officio members. All voting and ex-officio members are appointed by the Dean of the College of Dentistry; the Dean also appoints a Committee Chairperson from the Committee membership.

III. THE STUDENT STATUS COMMITTEE: GENERAL OPERATION

Although passing grades are required, they are not the sole criterion used in determining whether or not a student is recommended for promotion or graduation. Other factors, including personal and professional qualities, are also considered. Each student is evaluated individually; extenuating circumstances affecting student performance may suggest modification of the usual actions of the Committee. Information bearing on student progress may be provided by the Office of Academic Affairs, Office of Clinical Affairs, Office of Student Affairs, department chairs, course directors, student advisors, students, and other sources. Faculty not appointed to the Committee may be invited to attend the meetings of the Student Status Committee; even though they may not vote, they may be asked for input regarding student progress.

If, in its deliberations, the Committee determines that the available information

is insufficient in order to make a recommendation, the Committee may request that the student appear before the Committee. If called before the Student Status Committee, the student must be prepared to submit additional information that will reflect on his/her status. The student may bring any person(s), who can materially contribute to the presentation to the Committee meeting; however, neither the student nor Committee may have legal counsel present.

The Committee meets at the end of the first semester during the academic year, to determine whether student progress merits a recommendation for continuation, at the end of the academic year to determine whether student progress merits a recommendation for promotion or graduation, and at other times necessary to conduct the business of the Committee.

The following criteria serve to guide the Committee in its deliberations; the Committee is not, however, literally bound to the criteria that follow and may make alternate recommendations as situations warrant.

IV. CRITERIA FOR CONTINUATION OR PROMOTION

Each student who has fulfilled the didactic, clinical, personal and professional requirements will be recommended for continuation or promotion. Otherwise, the following apply:

1. Course Performance

In evaluating inadequate or poor performance in a course, input from the course director is vital to the consideration by the Committee. Each course director is responsible for the evaluation of students and the assignment of grades. The course director will also supply any information requested by the Committee that will help document student performance and the manner by which the student was evaluated. Any course director who submits a failing grade (F) for a student must also indicate if repetition (i.e., remediation) is possible and recommended; if so, a plan for repetition, approved by the chair of the department in which the course is based, will also be submitted to the Committee. Course directors who submit an incomplete grade (i.e., "I" or "G" grades) must also be aware, as should students, that it is UT Policy that such grades must be replaced with a permanent grade within a specified period of time not to exceed the next academic period; a deadline for completion of all incomplete work will be established by the department.

a. Students who receive "G" or "I" grades during the first semester of an academic year may be allowed to continue into the second semester, but will be informed of the specific date when those grades must be replaced with a permanent grade.

b. At the end of the academic year, students with "G" or "I" grades will not be recommended for promotion until those grades are replaced with a permanent grade.

c. Students who receive multiple "D" grades in any semester will be carefully reviewed by the Student Status Committee. A recommendation will be made for either continuation of the student, repetition of courses, repetition of the academic year, or dismissal from the College.

d. Students who receive multiple "D" grades in combination with one or more "F" grades in any semester will be carefully reviewed by the Student Status Committee. A recommendation will be made as to repetition of courses, repetition of the academic year, or dismissal from the College.

e. Students who receive a single "F" grade during the first semester of an academic year will be allowed to continue into the second semester, but will be placed on scholastic probation and required to repeat the course by a specified date.

f. Students with a single "F" grade during the second semester will be placed on scholastic probation, required to repeat the course by a specified date and not recommended for promotion until that course is successfully repeated.

g. Students with multiple "F" grades in one semester will not be recommended for continuation or promotion. The student will either be required to repeat the academic year or be dismissed. If required to repeat the year, the student will be placed on scholastic probation.

h. Students with multiple "F" grades obtained in consecutive semesters during an academic year will not be recommended for promotion. The student will either be required to repeat the academic year or be dismissed. If required to repeat the year, the student will be placed on scholastic probation.

2. National Board Performance

All students are required to pass Part I of the National Board Examination.

a. Part I of the National Board Examination must be taken in December of the second (D-2) year.

b. Students who do not pass Part I of the National Board Examination in December of the second (D-2) year must take

the examination at the next regularly scheduled testing date.

c. Students who have either complete or partial failures on Part I of the National Board Dental Examination when it is given in December can be conditionally promoted to the D-3 year, pending receipt of the results of the next administration of that examination. In the interim, the students with partial or complete failures will be allowed to participate in clinical activities.

d. Students who do not pass Part I of the National Board Examination on their second attempt may be dismissed from the College.

3. Scholastic Probation and Minimum Grade Point Average

Being placed on scholastic probation is intended to be a signal to the student that his/her performance is unacceptable and cannot be continued. As indicated above, students are placed on scholastic probation when their performance in a course is unsatisfactory (i.e., multiple "D" grades or an "F" grade is received). In addition:

a. The Committee reserves the right to place a student on scholastic probation based on unacceptable academic performance.

b. If the student's cumulative grade point average for all courses falls below 2.00, the student will be placed on scholastic probation.

c. If a student remains on scholastic probation for three (3) consecutive semesters, the student will be recommended to either repeat an academic year, or be dismissed.

4. Repetition of a Course or an Academic Year

Students who receive an "F" grade will be required to repeat the course in which the grade was received. Ordinarily, students who fail a course will be required to complete work deemed equivalent to the original course by the course director, department chair, and Dean. Students who receive multiple "F" grades or whose overall performance is inadequate may be required to repeat an academic year or be dismissed from the College. Under these conditions:

a. If a student fails a repeated course, the student will either repeat an academic year or be dismissed from the College.

b. A student who is required to repeat an academic year must repeat all courses associated with that academic year. The Committee, however, may make recommendations regarding the modification of the course of study.

c. When a student is repeating an academic year, an adjusted GPA, based on the grades obtained in the repeated courses, will be used by the Committee to evaluate student progress. However, the student is still held to the overall requirement of a minimum GPA of 2.00 required for graduation calculated on the basis of all course work (i.e., original and repeated courses are used in the calculation).

d. If a student fails a course or courses while repeating an academic year, the student will be considered for either repetition of the year or dismissal from the College.

e. If a student fails a preclinical laboratory course while passing the complimentary lecture course, the Committee will require the student to repeat the laboratory course plus the complimentary lecture.

V. CRITERIA FOR GRADUATION

At the end of the fourth year of study, each student who has fulfilled the didactic, clinical, residency, personal, and professional requirements will be recommended for graduation. Therefore, to qualify for the Doctor of Dental Surgery Degree, the student must:

a. Satisfactorily complete all required courses of the curriculum with an overall grade point average (GPA) of 2.00.

b. Successfully complete all 25 Competency Statements established by the College of Dentistry.

c. Successfully pass all parts of the Mock Board examination given in the fourth-year.

d. Discharge all responsibility for patient care according to College policy.

e. Discharge all financial and administrative obligations to the College and University.

f. Demonstrate acceptable professional standards and personal conduct.

g. Pass Part I of the National Board Examination.

If the student cannot fulfill these requirements, the following apply.

1. Course Performance

In evaluating inadequate or poor performance in a course, input from the course director is vital to the consideration by the Committee. The course director will supply any information requested by the Committee that will help document student performance and the manner by which the student was evaluated. Any course director who submits a failing grade (F) for a student must also indicate if repetition (i.e., remediation) of the course is possible

and recommended; if so, a plan for repetition, approved by the chair of the department in which the course is based, will also be submitted to the Committee. Course directors who submit an incomplete grade (i.e., "I" or "G" grades) must also be aware, as should students, that it is UT Policy that such grades must be replaced with a permanent grade within a specified period of time not to exceed the next academic period; a deadline for completion of all incomplete work will be established.

a. Students with "G" or "I" grades will not be recommended for graduation until those grades are replaced with a permanent grade.

b. Students who receive multiple "D" grades in any semester will be carefully reviewed by the Student Status Committee. A recommendation will be made for either continuation of the student, repetition of courses, repetition of the academic year or dismissal from the College.

c. Students who receive multiple "D" grades in combination with one or more "F" grades in any semester will be carefully reviewed by the Student Status Committee. A recommendation will be made as to repetition of courses, repetition of the academic year, or dismissal from the College.

d. Students with a single "F" grade during the second semester of the fourth year will be placed on scholastic probation, required to repeat the course by a specified date and not recommended for graduation until the course is successfully repeated.

e. Students with multiple "F" grades obtained in the fourth academic year will not be recommended for graduation. The student will either be required to repeat the academic year or be dismissed. If required to repeat the year, the student will be placed on scholastic probation.

2. Scholastic Probation and Minimum Grade Point Average

No student will be recommended for graduation if he/she is on scholastic probation. An overall grade point average (GPA) of 2.00 for all course work is required for graduation.

3. Repetition of a Course or an Academic Year

Students who receive an "F" grade in the fourth year will be required to repeat the course in which the grade was received. Ordinarily, students who fail a course will be required to complete work deemed equivalent to the original course by the course director, department chair, and Dean. Students who receive multiple "F" grades in the fourth year or whose overall performance is inadequate may be

required to repeat an academic year or be dismissed from the College. Under these conditions:

a. If a student fails a repeated course, the student will either repeat an academic year, or be dismissed from the College.

b. A student who is required to repeat an academic year must repeat all courses associated with that academic year. The Committee, however, may make recommendations regarding the modification of the course of study.

c. When a student is repeating an academic year, an adjusted GPA based on the grades obtained in the repeated courses, will be used by the committee to evaluate student progress. However, the student is still held to the overall requirement of a minimum GPA of 2.00 required for graduation calculated on the basis of all course work (i.e., original and repeated courses are used in the calculation).

d. If a student fails a course while repeating an academic year the student will be considered for either repetition of the year or dismissal from the College.

VI. CRITERIA FOR GRADUATION WITH HONORS

Students who have fulfilled the didactic, clinical, personal, and professional standards will be recommended for graduation and may be considered for graduation with honorable distinctions. The criteria for honors include:

a. The student whose overall GPA is the highest in the graduating class is recommended to receive the DENTAL FACULTY AWARD.

b. Those students whose overall GPA is equal to or above 3.75 are recommended for graduation with "highest honors."

c. Those students whose overall GPA is equal to or above 3.50 are recommended for graduation with "high honors."

d. Those students whose overall GPA is equal to or above 3.25 are recommended for graduation with "honors."

VII. RECOMMENDATIONS TO THE DEAN

The Student Status Committee is advisory to the Dean; the Dean may accept, modify, or reject the recommendations of the Committee. The Dean may also request that the Student Status Committee reconsider their recommendations, or request that the Appeals Committee review the recommendations and/or hear a student appeal. Recommendations by the Student Status Committee to the Dean typically include:

- a. Graduate with an honorable distinction
- b. Graduate
- c. Promote in good standing
- d. Promote on scholastic probation
- e. Defer promotion or graduation pending satisfactory removal of I or G grades and/or repetition of F grades
- f. Repetition of an academic year or specific courses
- g. Scholastic probation.
- h. Disciplinary reprimand or probation.
- i. Dismissal from the College

VIII. COLLEGE APPEALS PROCESS

Regarding continuation, promotion, disciplinary, and graduation decisions made by the Dean, the student has the right to appeal the action taken by the Dean. The student may initiate an appeal by submitting a written request for reconsideration to the Dean. The written request must state the basis of the appeal and must be received by the Dean within five (5) working days after the student receives notification of the Dean's original decision. When a written appeal is received, the Dean will determine whether or not the appeal will be heard.

IX. APPEALS HEARD BY AN APPEALS COMMITTEE

Typically, the Dean decides whether an appeal will be heard by the Appeals Committee. The Appeals Committee is a standing committee which is appointed yearly by the Dean and includes the Chair of the Student Status Committee as an ex-officio member among others. The student will meet with the Appeals Committee, provide information pertinent to the situation, and be accompanied by individuals who can materially contribute to the presentation. However, neither the student nor the Appeals Committee may have legal counsel present. After the Appeals Committee has heard the appeal, the Appeals Committee may move to recommend to the Dean that the original action be upheld or modified. After the Dean has considered the recommendation of all committees, the student will be notified of the decision. The student may appeal the decision of the Dean to the Chancellor and ultimately to the President of the University. In doing so, the student must follow University procedures.

X. PROFESSIONAL AND PERSONAL CONDUCT

In addition to academic performance, personal and professional conduct is also considered when evaluating student progress in a professional school. In this regard, failure to maintain appropriate standards of conduct or integrity in following policies and procedures, violation of College or University rules, and failure to discharge responsibilities to the College and University can lead to reprimand, suspension or dismissal.

Further, failure to comply with the Principles of Ethics of the American Dental Association, or the commission of an illegal act concerning the practice of dentistry according to the Dental Practice Act of the State of Tennessee may constitute grounds for dismissal from the College. Similarly, conviction of a violation of State or Federal law may result in suspension and/or dismissal.

NATIONAL BOARD EXAMINATIONS

The National Board Dental Examination, developed and administered by the American Dental Association's Council on National Board Examinations, is given in two parts. The first examination (Part I) tests knowledge of basic sciences, and dental anatomy normally included in the first two years of the dental curriculum. Part I is normally administered to all students in December of their second year. Part II of the examination, covering clinical sciences, is normally administered to senior students in December of the year prior to their graduation. Students must take and pass Part I in order to be eligible to enter the clinic.

Subjects of the Board examinations are as follows:

Part I - Anatomic Sciences, Biochemistry, Physiology, Microbiology, Pathology, Dental Anatomy.

Part II - Comprehensive, covering Operative Dentistry, Pharmacology, Prosthodontics, Oral Surgery and Pain Control, Orthodontics, Pedodontics, Endodontics, Periodontics, Oral Pathology, Dental Radiology with the additions of Behavioral Science, Dental Public Health and Occupational Safety. This exam also includes patient case-based problems.

Although written examinations may be developed and utilized at the state or regional level, most dental licensing boards accept National Board Dental Examinations results in lieu of an additional written examinations. Currently, all 53 United

States licensing jurisdictions recognize National Board Dental Examination results. These jurisdictions include all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States.

National Board Dental Examinations are intended to fulfill, in whole or in part the written examination requirements of individual licensing boards; however, acceptance of National Board scores is completely at the discretion of the individual licensing boards. A state may place any limit on acceptance on National Board scores that it deems appropriate. For example, some states accept National Board Dental Examination scores only if earned within a specified period of time, e.g. within the last 10 years.

STATE BOARD EXAMINATIONS

The practice of dentistry in the United States, like the practice of other health professions, is subject to the laws of the state, district, or dependency. Responsibility and authority for evaluating competence, and qualifications of those seeking to enter dental practice, is vested in the dental licensing board of the state, district or dependency. To meet this responsibility, licensing boards administer written and clinical examinations, to evaluate candidates' knowledge and understanding of the sciences related to dentistry, and the principles of dental practice.

Each student will be contacted during the senior year by the Office of Clinical Affairs relative to application procedures and other details concerning the licensing examinations.

STUDENT AFFAIRS

The Office of Student Affairs, Room S102, Dunn Dental Building, is concerned with the overall growth, development, and progress of dental students. This office is committed to seeking ways to enhance students' non-academic experiences with the goal of assuring that problems are addressed before they have an adverse affect on student performance. Students with various concerns, whether personal, financial, or academic, should not hesitate to contact this office.

WITHDRAWAL

Any student that is unable to continue in the regular curriculum for any reason must contact the Dental school's Office of Student Affairs, room S-102 Dunn Build-

ing to obtain a 'change in student status form'. The student must obtain clearance from various campus areas and then take the completed form to the Office of Enrollment Services, room 119 Randolph Hall, for final processing.

NAME OR ADDRESS CHANGE

Students must notify the Dean's Office of the College of Dentistry, and/or the Office of Enrollment Services, in writing as soon as possible after any change of name or address occurs in order that student records may be updated.

STUDENT EMPLOYMENT

The academic requirements of the dental curriculum make it exceedingly difficult for a student to pursue a full-time academic schedule, while continuing to work as a means of financial support. Employment, even of a part-time nature, is inadvisable, especially during the first two years of the curriculum.

EMERGENCY LOANS

Dental students occasionally have a need for Emergency Loans which are available through the Dean's Office, room S-102 Dunn Clinical Building. Student Emergency Loans are based on need and availability of funds. Interest is six percent (6%) per annum and repayment is requested within thirty (30) days. Students experiencing financial problems are strongly encouraged to contact the Office of Student Financial Aid, Room 520 of the 910 Madison Building, telephone 448-5568.

PROFESSIONAL LIABILITY INSURANCE

Students enrolled in a program that involves direct patient care activities are required to purchase professional liability insurance. Liability insurance costs approximately \$25 per year, and is purchased as directed by the Office of Student Affairs.

INFECTION CONTROL

Students, staff and faculty in a health care institution are vulnerable to communicable diseases, such as measles, mumps, rubella, diphtheria, and polio. These diseases are susceptible to control by appropriate immunization.

The College of Dentistry adheres to the infection control procedures from the Centers of Disease Control and Bloodborne

Standards from the Tennessee Occupational Safety and Health Administration. Infection control is based on the use of universal precaution, i.e. every patient treated is considered to be infectious.

Certain infectious diseases, such as hepatitis B, may present a potentially greater risk to those in the dental health care setting due to potential contact with blood and saliva. Barrier methods, such as the use of masks and gloves, can minimize infection risk, and their use is required for students and faculty engaged in patient contact. Nevertheless, the best way to prevent Hepatitis B is active immunization. Such immunization is safe, highly effective, and is required of all dental students. A series of three immunization shots are required and are available at the Student Health Services Clinic located in Suite 218, Randolph Hall, 448-5630. The cost is approximately \$100 for the series, depending on the type of vaccine used.

STUDENT ORGANIZATIONS

Class Organizational Structure

The rules and regulations governing the organization and structure for each class are the sole responsibilities of the College of Dentistry Student Government Association and each respective class, subject to collegiate, campus, and university policies.

Each class elects a slate of officers to formally represent them on all matters concerning their class. The initial election of the freshman class officers is held during the second week of the Summer/Fall term. These officers serve for one term. When the class so chooses, a second election may be held in the Winter/Spring term, after students have become better acquainted. After the initial elections of the freshman year, elections for officers for the coming year are held at the end of every academic year. These elections are conducted by the presiding officers. At any time during the year, a recall petition signed by at least 25 percent of the class constitutes grounds for a new election.

The class president is the official liaison between the class and the administration and faculty. Each class typically elects a vice-president, secretary, treasurer, and quartermaster.

Class officers serve in designated roles to support class functions.

Each class also elects four representatives to the Honor Council, and one representative to each of the following: Admissions Committee, Clinic Committee,

Curriculum Committee, Promotions Committee, and the Research Committee. These individuals represent the class interests to the respective committees and, when appropriate, report the actions of the committees to their class. Students are urged to contact their class representatives to voice any concerns regarding the areas of the students organizations' responsibilities.

Additionally, each class has a Social Committee consisting of several students who plan class social events, as well as athletic directors to coordinate involvement in intramural sports activities, and ASDA representatives.

Current Class Presidents

- Class of 2004 - J.B. Selecman
- Class of 2005 - Clint Fulks
- Class of 2006 - Josh Olmstead
- Class of 2007 - To Be Elected

COLLEGE OF DENTISTRY STUDENT GOVERNMENT ASSOCIATION

N516 Dunn Dental Building

Objectives

The objectives of the College of Dentistry Student Government Association are as follows:

1. To serve as the collective official voice of the students in the College of Dentistry of the University of Tennessee Health Science Center, and to function as the forum of local dental student government.
2. Represent the dental college's student body to the administration and faculty of the University, to the dental profession and to the Memphis community.
3. Represent all students in the college of dentistry addressing academic, financial, social and other issues affecting the students' overall learning experience.
4. To provide the means whereby the students of each dental class may come together in a mutual endeavor for the betterment of the College of Dentistry.
5. To stimulate interclass relationships and provide a common format for individual dental student's voice and expression.
6. To assist the Dean in implementing favorable changes in student policies and curriculum.
7. To maintain and promote favorable relationships and communication between the students and faculty and to serve as a liaison between the two.
8. To sponsor various projects as determined by tradition, initiative or the need for betterment of the organization, the dental school, the dental profession or our community.

9. To provide such educational, cultural, intellectual and social activities as deemed appropriate by the individual dental student members and their elected officers and representatives.

10. To educate, inform and involve the dental student body in the activities of the CoDSGA.

11. To provide an opportunity for the development of leadership qualities in the students, and to promote and foster knowledge of the structure of the dental profession in general.

Membership

Membership in the CoDSGA is mandatory for all registered dental students. The responsibility for the administration and management of all CoDSGA programs and activities is vested in the CoDSGA Executive Council. The elected officers of the CoDSGA are the President, President-Elect, Secretary, Treasurer and Editor. The elected representatives of the CoDSGA are two (2) Representatives per class, each dental class President, the fraternity President(s), the Honor Council President and Presidents of other recognized dental college organizations.

The CoDSGA Executive Council shall meet on a regular basis with the Dean of the College of Dentistry and /or his representatives.

Membership Dues

Membership dues shall be paid by each dental student at the commencement of each semester and collected by the Cashier's Office along with regular registration fees. Local dues are evaluated and set by the CoDSGA Executive Council on a yearly basis, with the approval of the Dean of the College of Dentistry.

There shall be no refund of any dues, or any part thereof, to any individual(s) for any reason after the regular registration deadline for each semester.

2003-2004 Executive Officers for CoDSGA

President - Jon Hopkins
 President Elect - James Kitchens
 Treasurer - Robert Ammarell
 Secretary - Robin Eiler
 Faculty Advisor - Dr. Tony Wicks

STUDENT GOVERNMENT

ASSOCIATION EXECUTIVE COUNCIL

910 Madison Bldg., Suite 600 • 448-5610

The Student Government Association Executive Council provides representation for all students at the UT Health Science Center Campus. The presidents of the various college student bodies within the UT Health Science Center system form this student government body. The president

of the UT Chapter of the American Student Dental Association is the College of Dentistry's student representative of the SGAEC. The SGAEC studies matters of importance to students and submits recommendations expressing student views and concerns to the chancellor, administration, and faculty of the campus.

2003-2004 SGAEC Representative

Jon Hopkins

AMERICAN STUDENT DENTAL ASSOCIATION

The University of Tennessee College of Dentistry chapter of the American Student Dental Association is recognized as the student governing body of the College. It is a part of the national organization, which is associated with the American Dental Association. Dental students may join the American Student Dental Association and receive the ADA journal, as well as be eligible for the association's insurance programs and other benefits. The membership fee is \$50 per year for students.

In addition to maintaining an excellent liaison with the faculty and administration, the organization encourages active participation of each student to work for the highest ideals of the profession.

2003-2004 ASDA Officers

President - J.B. Selecman
 President Elect - Kelley-Gwynne Mason
 Secretary - Ashley Kelly
 Treasurer - Andy Turner
 Webmaster - Audrey McFadden
 Editor - Jason Tabor

STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)

The Student National Dental Association (SNDA) strives to promote and encourage an increase in minority enrollment in all dental schools. The SNDA is committed to the improvement of the delivery of dental health to all people, with an emphasis on minorities and the underserved. This organization assists those programs within the greater community which require some measure of dental expertise, by educating and involving its members in the social, moral, and ethical obligations of the profession of dentistry and promoting a viable academic and social environment which is conducive to the mental health of minority students.

2003-2004 SNDA Officers:

President - Christina Faulkner
 Faculty Advisor - Dr. Waletha Wasson

FRATERNITIES

On the UT Health Science Center campus are chapters of two national dental fraternities: Psi Omega and Xi Psi Phi.

The Interfraternity Council aids in the formulation of policies relating to the activities of the fraternities. Through the help of the Council, each fraternity has a program which augments that of the College of Dentistry in preparing dental graduates for successful lives in the dental profession.

2002-2003 Presidents

Psi Omega - Alane Furlotte
 Xi Psi Phi - Torin Marracino

AMERICAN ASSOCIATION OF WOMEN DENTISTS

The American Association of Women Dentists, University of Tennessee Chapter was reestablished in January 2003. The mission of the UT Chapter is to promote the advancement of women in dentistry by providing education and support to its members through the fellowship of students, faculty, and women dentists in the Memphis community and by encouraging the personal and professional growth and well being of chapter members. The chapter has already had great success in its community service work. The chapter teamed with Crest for "Give Kids a Smile" Day, and members visited the Hope House Daycare Center. The children were very excited about learning how to brush their teeth. The chapter had such a great time, they decided to work with Hope House again in its annual Ice Cream Social benefit where the members have the opportunity to share their knowledge with approximately 500 children from all over the Memphis area. The chapter will kick off each school year with an annual Wine and Cheese Event for its membership drive and will hold monthly lunch meetings on the first Tuesday of every month, presenting representatives from dental companies and local professional women dentists.

2003-2004 AAWD Officers

President - Venesa Large
 Vice-President - Ivy (Huggins) Webb
 Secretary - Emily Pala
 Treasurer - Lucy Williams
 Historian - Vanessa McDade
 Faculty Advisor - Dr. Janet Harrison

CHEMICAL DEPENDENCY HELP PROGRAM (CDHP)

Chemical dependency, due to alcohol or substance abuse, has been increasingly recognized as a significant problem nationwide. Research suggests that 12-14% of all practicing dentists, are or will become, chemically dependent during their careers. Of critical importance to us, is that a significant percentage of these chemically dependent dentists report that their chemical dependency began during their matriculation in dental school. The purpose of the Chemical Dependency Help Program is to reduce the number of chemically dependent dentists by identifying, treating, and preventing chemical dependencies that may begin during dental school.

The serious stresses of professional education due to academic and clinical workload, financial pressures, and changes in lifestyle normally elicit the development of healthy coping mechanism by the dental student. Occasionally, however, a student may be unable to successfully adapt to these stresses and engages in potentially harmful coping mechanisms such as alcohol or drug use. When these maladaptive coping techniques are relied upon inappropriately, a student may become chemically dependent.

In an effort to prevent chemically dependent dentists by intervening early in the dependency, the CDHP program was established. The Chemical Dependency Help Program in the College of Dentistry is administered by the Chemically Dependent Student Program Council, which is made up of 8 students and 6 faculty. The goal of the Chemical Dependency Help Program is to be an advocate for the student with a very treatable disease.

Two students from each class are elected by their peers in the Summer / Fall semester of their first year. Elected representatives are chosen for their maturity, integrity and discretion. Once elected, these students remain as their class representatives for four years, unless specifically replaced by class vote. The six faculty members of the Chemical Dependency Help Program are chosen by the Dean of the College of Dentistry. Their selection is based upon their expertise in dealing with problems of chemical dependency, as well as their concern for the welfare of dental students. The Chemical Dependency Help Program is co-chaired by one faculty member and one student member, both being elected by the membership of the Council.

The success of the CDHP program is dependent on three critical principles:

(1) CDHP must be perceived by the students and the faculty as a positive, student-oriented program designed to assist the chemical dependent student in graduating and becoming a highly professional dentist.

(2) Confidentiality must be maintained at all costs, in order to protect the chemical dependent student.

(3) CDHP must function autonomously and separately from the campus and collegiate administration.

STUDENT HONOR COUNCIL

All entering students of the College of Dentistry sign a pledge to adhere to the UTHSC Honor Code. The Student Honor Council is assigned the responsibility of overseeing and administering the Honor Code for the student body of the College of Dentistry. Each dental class elects three representative members and one alternate representative to the Student Honor Council for a total of sixteen student representatives. Officers of the Student Honor Council are elected in late spring of each year by the membership of the Student Honor Council. Any alleged violation of the UTHSC Honor Code that is reported to a member of the Student Honor Council will be investigated by an "investigator" assigned by the President of the Student Honor Council. When the investigation suggests further action, a hearing will be conducted by the Student Honor Council. Results of any hearing will be presented in the form of recommendation to the Dean of the College of Dentistry. The Dean will make the final decision as to an appropriate action.

Please refer to the Honor Code Section IV, Addendum B, of the Student Judicial System section of this handbook (page 58), for the special provisions of the UT Health Science Center Honor Code that pertain to the College of Dentistry.

2003-2004 Student Honor Council Officers

President - Jonathan Welch
 Vice President - Joseph Faiz
 Secretary - Greg Stafford
 Faculty Advisor - Dr. Marc Levitan
 Faculty Advisor - To Be Appointed

PROGRAM MODIFICATION STATEMENT

In publishing these regulations, the College of Dentistry does not recognize any implied contract as having validity beyond the succeeding academic year. The faculty reserves the right to make changes in curriculum, policy and procedures when, in its judgment, such changes are in best interest of students and the College of Dentistry. Ordinarily, a student may expect to receive a degree by meeting the requirements of the curriculum, as specified in the catalogue currently in force when they first enter the college, or in any one subsequent catalogue published while they are a student. However, the College of Dentistry is not obligated to fulfill this expectation, or to offer in any particular year, a course listed in the catalogue.