

Version August 2024

Meharry Medical College
School of Dentistry

ACADEMIC POLICIES AND PROCEDURES

This version (August 2024) of the annual Academic Policies and Procedures Handbook supersedes all other versions, whether published on Meharry Medical College's website or in hard copy.

Meharry Medical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award masters and doctorate degrees. Degree-granting institutions may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Meharry Medical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

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FOREWORD

This manual represents a compilation of Academic Policies and Procedures in the School of Dentistry (the “School”) and highlights general policies of Meharry Medical College (the “College”). This presentation of policy and procedure information is formatted to facilitate ease of understanding and compliance. The policies and procedures are specific to dental students enrolled in the predoctoral program. Policies and procedures for advanced graduate programs in Dentistry are covered under policy and procedure documents unique to those programs.

This manual does not constitute a contract, expressed or implied, between any applicant, student or faculty member and the School. The School reserves the right to request or require the withdrawal of any student who does not attain and maintain adequate didactic or clinical performance and demonstrate acceptable professional ethics.

This manual has been voted on by School faculty. The faculty and administration expect full cooperation in the maintenance of high moral and ethical standards. The School reserves the right to change policies and procedures to meet changing trends, etc. in dental education.

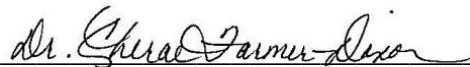
INTRODUCTION

This manual is the official policies and procedures document of the School. The policies and procedures outlined in this manual supersede all previously published or verbally expressed policies and procedures in the School and are effective as of the published date of this manual. Policies and procedures are subject to change, as changes occur. They will be formally announced and the new policies and procedures will supersede the corresponding policies and procedure statements in this manual. All changes are announced at the beginning of each academic year and are effective at the start of the academic year for all students. Additional policies and procedures which may have inadvertently been omitted in the preparation of this manual will be distributed in writing to all faculty and students and such changes will be published in subsequent editions of this manual. However, changes will not be made that will have a negative or detrimental impact on the academic progression of the student.

The published policies and procedures of the School are consistent with College policies. These policies and procedures are intended to enhance and clarify the College's policies.

Adopted: August 2007

Revised: July 2024



Cherae Farmer-Dixon, DDS, MSPH
Dean

1 MISSION, VISION, AND GOALS FOR THE SCHOOL OF DENTISTRY

1.1 Mission

True to its heritage, the Meharry Medical College School of Dentistry exists as a global academic health Center of Excellence that promotes improving the oral health and overall health care through transformative, collaborative, educational, and service models, the provision of excellent compassionate health care and innovative research.

1.2 Vision

To identify, mentor, train, and educate a diverse group of the next generation of dental practitioners, faculty, and researchers, placing special emphasis on African Americans and other people of color as well as others from disadvantaged backgrounds, who will lead our communities nationally and internationally in the advancement of oral health care. The School of Dentistry will achieve this vision through:

- Diverse students, faculty, and staff
- Collaborative research
- Interprofessional collaboration
- Integrated curriculum
- Patient-centered clinical enterprise

1.3 Core Values

Integrity – professionalism and ethics in all aspects of life

Excellence – producing the best at all times

Empathy – compassionate service for underserved and health care disparities

Diversity and Inclusion – embracing and understanding cultural differences

Leadership – mentoring and encouraging students to pursue leadership opportunities

1.4 Mission, Vision and Purpose of the School of Dentistry's Dean's Offices

1.4.1 Office of Academic Affairs

Mission

To promote a dynamic pre-doctoral curriculum that fosters a learning environment conducive to dental students' timely progression towards becoming competent graduates.

Vision

All dental students graduate as competent practitioners of dentistry by ensuring a learning environment which promotes structure and order through: managing curriculum dynamically, administering academic policies, integrating classroom-clinical technology, and promoting external training opportunities.

1.4.2 Office of Student Affairs

Mission

Consistent with the College's mission, The Office of Student Affairs' mission is to affirm individuality, freedom of self-expression and the justice and fairness of all students in a supportive and welcoming environment.

Vision

Our vision is to address student's individual needs by encompassing diversity, equality, and inclusion so students feel empowered to be authentically themselves.

1.4.3 Office of Clinical Affairs

Vision

To assist the students and faculty of Meharry Medical College School of Dentistry in providing comprehensive dental care to patients that will help achieve excellent oral health via excellent practice management and communication.

Goal

Provide patient care in an environment that serves the needs of the patients and students as well as the communities which we serve using all resources in the most efficient and cost-effective way possible and maintain clinical administration and staff who are well-organized, informed, and who communicate effectively in order to serve the established goals of patient care, education, and research.

1.4.4 Office of Compliance

Mission

The Meharry School of Dentistry Compliance mission is to reinforce the ongoing

commitment to the highest ethical, legal, and professional standards by providing direction, education, oversight and guidance to all School of Dentistry faculty, staff, and students/residents. The Compliance component of the SOD is further committed to the operation, development, and implementation of policies and procedures that address clinical disciplines in the provision of efficient and effective quality dental services.

1.4.5 Ethics and Professionalism

Mission

Ethics & Professionalism is a component of the department of Dental Public Health for ethical and professional complaints and the tracking of such complaints. The main goal is to calibrate with the Dean's vision to "Strive for Excellence" within the School. The goal is to reaffirm the importance of the fundamental aspects of oral healthcare and ethics such as the patient-doctor relationship. Reports regarding unprofessional conduct should follow the protocols for academic and non-academic reporting.

1.4.6

SOD DIVERSITY POLICY

Purpose:

- Recruit and maintain a diverse and multicultural students/residents, staff, faculty, and administration
- Embrace freedom of expression, ideas and perspectives of students/residents, staff, faculty, and administration in a supportive environment
- Create a positive learning climate where students/residents, staff, faculty, and administration are culturally and socially accepted
- Foster a culture of belonging whereby students/residents, staff, faculty and administration feel valued and respected

Objectives:

- Implement best practices and initiatives that promote diversity, equity, and inclusion
- Ensure the students/residents, staff, faculty, and administration are reflective of MMCSOD's mission and strategic goal Policy Statement: MMCSOD is committed to embracing diversity with civility and respect

Goal:

- Promote a nondiscriminatory approach with students, faculty and staff

The diversity policy for the School of Dentistry is in alignment with the recruitment and mission of the College. MMCSOD diversity policy embraces and encourages all students, faculty and staff, regardless of race, ethnicity, gender identity and expression, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, physical appearance, ancestry, familial status, or veteran status, the freedom of expression of one's ideas, viewpoints and perspectives in a supportive and inclusive environment, with fairness and equality, intolerant of bullying, sexual harassment, and unconscious forms of discrimination. For faculty and staff, this policy is in alignment with MMC Human Resources hiring practices to include Equal Employee Opportunity, Anti-Discrimination Laws and the Department of Education training on "Respectful Training in the Workplace."

Roles and Responsibilities of Program Leader on Diversity

- Implement diversity, equity and inclusion initiatives
- Create effective learning environment where students feel respected, valued and heard
- Engage and collaborate with students, faculty and staff in the importance of a diverse and inclusive environment
- Partner with administration, faculty, students, staff, as well as external organizations to ensure programing supports the college's values and strategic goals.

The Office of Student Affairs has organized a School of Dentistry Diversity Committee to raise awareness of diversity.

2 OVERVIEW OF PROGRAM, DEGREE AND COMMENCEMENT

The School offers a four year pre-doctoral program in General Dentistry which is designed to prepare students to provide competent oral healthcare and high quality dental services to the population at large. This is accomplished through an interdisciplinary curriculum of didactic and pre-clinical experiences. These experiences provide a diverse knowledge base, clinical skills and competencies necessary in the practice of General Dentistry. The program is also designed to provide a solid base for scientific inquiry and lifelong learning.

The D1 and D2 year of the curriculum is devoted primarily to classroom and laboratory instruction in the biomedical, behavioral, and pre-clinical dental sciences. Students are introduced to the clinic early in their matriculation. The D3 and D4 year curriculum focuses on development of clinical skills under supervision of the faculty in all areas of dental practice, with an emphasis on comprehensive patient care in every class.

Students gain additional clinical experiences in hospitals, public health facilities and other extramural environments as a part of the overall pre-doctoral program. Successful completion of the prescribed academic/clinical program and demonstration of high ethical and moral behavior lead to the Doctor of Dental Surgery (D.D.S.) degree.

The School also offers an International Track Program, a 2-year training program designated for foreign trained dentists. Graduates earn a D.D.S. degree and eligibility to apply for a dental license in any state. Participants in the International Track Program must complete didactic and clinical courses offered within the traditional School of Dentistry curriculum, beginning at the D3 level.

The curriculum in the School is dynamic; it is under continuous review to respond to the contemporary trends in dental education and dental practice. The School will continuously monitor the curriculum and make modifications as necessary with a commitment to maintaining an evidenced based academic program that meets the highest standards.

Additionally, the School offers graduate programs in General Dentistry, Oral and Maxillofacial Surgery and Pediatric Dentistry. These programs accept Meharry graduates as well as graduates from other accredited U.S. and Canadian dental schools. Also, the School offers a combined DDS/PhD degree in conjunction with the School of Graduate Studies and Research.

The study of Dentistry is rigorous and demands considerable time, energy, a high degree of self-discipline and effort. It requires a cooperative effort between faculty, staff, and students culminating in a common goal. This includes the student's attainment of the clinical competencies, values and professionalism necessary to practice dentistry in a reasonable amount of time.

The SOD Academic Calendar is released annually and is beneficial as a reference of key dates for the duration of the academic year. (Please see Appendix)

2.1 Degree Requirements

A degree from Meharry Medical College's School of Dentistry will be conferred upon those candidates who have met the following requirements:

1. Regular dental school attendance for a minimum of four years of academic instruction. Students transferring from other dental schools must matriculate a minimum of two academic years at Meharry Medical College School of Dentistry (see the School of Dentistry Catalog regarding admission and advanced standing.)
2. Satisfactory completion of curricular requirements in preclinical and clinical areas for each year of study. This includes satisfactory completion of all didactic and clinical courses, all clinical experiences, practical examinations and all clinical competencies which include the final competency examinations.
3. Compliance to high standards of professional and moral conduct and adherence with all College rules and codes of conduct.
4. Good academic, ethical, and professional standing.
5. Payment of all financial obligations.
6. Return of all loaned/dispensed equipment, borrowed items, complete patient charts, empty lockers, completion of required evaluations, and submission of all clearance forms. **(Please note that no dispensary checkouts are permitted once a student graduates. This also applies to those who are taking state licensure exams. If the exam is taken in the School of Dentistry, the facility fee will cover rental costs for equipment during the exam.)**
7. Successful completion of **the Integrated National Board Dental Examination (INBDE)**.
8. If applicable, completion of the full dual degree requirements.

Diploma Awarded	Award Timeframe
May Diploma	January 1 st to 30-days following Commencement
June 30 th Diploma	31-Days following Commencement to June 30 th
October 31 st Diploma	July 1 st to October 31 st
December 31 st Diploma	November 1 st to December 31 st

The D.D.S. degree is awarded at the annual commencement exercise in May of each corresponding school year. Additional diploma dates are June 30th, October 31st and December 31st. The table above displays the timeframe which corresponds to each diploma date.

INBDE results are released to the Office of Academic Affairs 30-45 days after testing. Therefore, persons who did not receive the May, June, or October diploma due to unsuccessful NBDE attempts, must provide proof of successful test results; especially if the exam is taken in November or December of any given year. If results are received in the Office of Academic Affairs after December 31st, the diploma will be awarded in May of the following year.

2.2 Participation in Commencement

The D4 student must be in good academic standing and have challenged the INBDE by April 1st of the graduating year in order to be eligible to participate in commencement. (See Section 4.6.2)

The D4 student reserves the right not to participate in commencement. The D4 student must notify the Registrar's Office of their intent at the annual commencement meeting coordinated by the Registrar's Office.

3 STUDENT PROFESSIONAL CODE OF CONDUCT & INVOLUNTARY LEAVE OF ABSENCE

3.1 Purpose

Rules set forth in this document constitute the official standards of professional conduct for students at the College.

3.2 Accountability

By direction of the president, the Office of General Counsel shall ensure compliance with this policy.

3.3 Definitions

Code of professional conduct - A series of principles and rules that govern professional interactions. Such principles include both obligatory behaviors and ideal components. Honesty is a central element of each component.

Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles and which form the foundation of professional practice, teaching and learning. Ideal components refer to desirable professional behaviors that enhance professional excellence. Honesty is a central element of each component.

Students must uphold the standards of the dental profession through ethical behavior and professional conduct. The College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior on or off campus. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the character, disciplinary record, and rehabilitative potential of the student.

Behavior while on leave of absence, in preparation to return from leave of absence, or during any School mandated break; that violate the Code of Professional Conduct are subject to disciplinary actions. Additionally, new admits in the School of Dentistry are subject to disciplinary actions up to loss of admission if it is found that their behavior goes against the Code of Professional Conduct after being accepted into the School of Dentistry.

Sanctions that may be imposed in accordance with this Code include:

Exoneration - Committee clearance of alleged violations.

Suspension—Exclusion from academic and/or clinical classes and other privileges or activities, including access to College premises or College-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from College premises for the duration of the suspension.

Disciplinary Probation—A period of time in which a student is expected to demonstrate positive behavior and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. Violation of the terms of probation, or any other violation of this code during the period of disciplinary probation, may result in eviction from residence, and/or suspension or expulsion from the college. While on disciplinary probation, the student is not in good disciplinary standing with the college.

Restitution- Repayment to the College or to an affected party for damages resulting from a violation of this Code.

Censure—An official written reprimand for violation of specified regulations.

Restriction of privilege—Loss or diminution of academic and/or clinical activities for a prescribed period of time.

Expulsion- Termination of student status, and exclusion from College premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from the College premises permanently.

Discretionary Sanctions- Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to: service hours, fines, educational reflection assignments, participation in alcohol or drug awareness programs, and training, counseling and education regarding sexual assault and offenses.

Warning- A written or verbal notice to the student that their behavior is unacceptable, that they have violated the Student Code of Conduct and/or that any further violations will be subject to further disciplinary action. Written warnings, which remain housed in a student's record, are used to render further sanctions only in the case of further violations. Warnings are not to be used to restrict students from extracurricular activities, receiving letters of recommendation, or qualifying for awards/scholarships.

3.4 Digital, Cell Phone, I-Pad, etc. Recording Policy

Recording conversations, without the knowledge of the other party or parties, through the use of a cellphone, camera, or any other recording device is strictly prohibited. **Unless there is a documented ADA accommodation students must receive permission from an instructor to record classroom lectures.** In compliance with the privacy regulations contained in the Health Insurance Portability and

Accountability Act (HIPAA), personal visual and recording devices shall not be used in patient care areas.

It is expected that students, faculty, and staff will respect the privacy of other individuals in the workplace and educational setting, and that secret recording of individuals without their knowledge is not acceptable. While realizing that recordings may serve many legitimate academic and workplace purposes, the College does not condone recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, the College expects that any recording will be done only with the prior consent of the parties involved. Secret recording of any conversation or meeting occurring at the workplace or educational setting, including any classroom or other educational experience, or conversations or meetings offsite that deal with workplace or educational matters of official concern is prohibited.

Students, faculty, and staff are also prohibited from arranging for others to do any recording of conversations, phone calls or other work or educational activities, unless specifically permitted by the College.

3.4.1 Electronic Recordings of Lectures

Electronic recording of any lecture, seminar or other instructional activity, including exams (posted or not) occurring as part of the dental curriculum is generally not permitted unless the student has received advance permission from the faculty member and course coordinator, or has received advance approval from the Office of Academic Affairs. If the student needs to record lectures as a result of a disability, the student must be approved for accommodations by the American Disability Act Office and provide proof prior to recording the lectures. Any violation of this expectation will be reported to the Office of Academic Affairs with the following disciplinary actions against the student:

1. First Offense – The student will receive a written warning from the Academic Dean;
2. Second Offense – The student will be referred to the SOD Disciplinary Committee for further disciplinary actions (**see Appendix Policy on Hybrid Courses**)

School of Dentistry endorsed recording of lectures and distribution

Class recordings are distributed for the exclusive use of students in the School of Dentistry class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student

who does not agree to them is prohibited from accessing or making any use of such recordings. Any student accessing class recordings:

1. Acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the Meharry Medical College Copyright Policy;
2. Recognizes the privacy rights of fellow students who speak in class;
3. Accepts that distribution, posting, or uploading class recordings to students not authorized to receive them or those outside of Meharry Medical College is a Student Code of Professional Conduct violation; and
4. Agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course. (See Appendix MMCSOD Policy on Online/Hybrid Courses)
5. Live streaming and recording of any classroom, clinic, laboratory, or clinic rotations activity is strictly prohibited.

3.4.2 Generative AI Use for Academic Work Policy

Use of Generative AI, such as ChatGPT, Google Gemini, and Microsoft Bing-Chat, must maintain the highest standards of ethically and academic integrity and adhere to the Meharry Academic Code of Conduct.

- The use of Generative AI should be seen as a tool to enhance academic research, not as a replacement for critical thinking, creativity and originality in assignments.
- **Students are not permitted to submit assignments that have been fully or partially generated by AI unless explicitly stated in the assignment instructions.**
- Students must obtain permission from the course coordinator, Department Chair or appropriate faculty member before using AI composition software (like ChatGPT) for any assignments in any course. Using these tools without the faculty's permission compromises academic integrity and violates the academic code of conduct.
- All work submitted must be the original work of the student.
- Any ideas garnered from Generative AI research must be acknowledged with proper in-test citation and reference. Students may be asked to save the AI

chat as a PDF file for verification.

- Any student in violation of this policy will be referred to the disciplinary committee.

3.4.3 Social Media Presence

Social Media Policy

Current MMC School of Dentistry students are required to abide by MMC's social media policy. The Social Media Policy applies to all social media platforms, multimedia, blogs and wikis which are used for personal and professional networking. Examples of applicable social media platforms are below; please note this list is not all inclusive:

- Facebook
- X (formerly Twitter)
- YouTube
- Instagram
- Tumblr
- LinkedIn
- Pinterest
- BlogSpot
- Snap Chat
- TikTok

This policy applies to the MMC School of Dentistry both during and outside of educational and work hours, and while using personal social media platform accounts with no professional correlation.

Authorization of New MMC School of Dentistry Social Media Channels/Pages/Accounts

MMC School of Dentistry encourages student to promote their own activities via social media. However, prior to beginning a new group on a social media outlet, one must notify the Office of Communications and Marketing to avoid duplication between school entities, to authorize the use of logos/trademarks and to ensure the new page is properly formatted.

Student, Applicant, Alumni and Patient Privacy

- A. Student, Applicant and Alumni Privacy. Federal laws, including the Family Educational Rights and Privacy Act (FERPA), College policies and Tennessee \ state laws concerning the confidentiality of student, applicant and alumni

records must apply without exception to social media. Any information, including but not limited to contact information, academic records, disciplinary records or email correspondence, should never be shared via social media or any other method without written approval from the appropriate party.

- B. Patient Privacy. Use of social media by School of Dentistry students must comply, without exception, with all MMC policies and guidelines and state and federal laws regarding the confidentiality of patient information, including the Health Insurance Portability and Accountability Act (HIPAA). Students should never release protected health information (PHI) on social media platforms without HIPAA-compliant written authorization from the patient or the patient's legal guardian. Any such PHI that is to be used for MMC School of Dentistry social media platforms or TV, radio or other media must only be done pursuant to a HIPAA compliant authorization for the specific use or disclosure. These authorizations cannot be combined with or into any other form. Under no circumstances should MMC School of Dentistry personnel disclose a patient's name, photographs/radiographs, personal information, health information or course of care or any other PHI on personal social media platforms.

Personal Privacy

It is each individual's responsibility to ensure they do not divulge too much personal information in any online forum or social media platform. Each member of the MMC School of Dentistry Community is encouraged to pay attention to their own privacy settings to protect themselves.

Protection of Research and Intellectual Property

Do not release unpublished research or data, or unprotected intellectual property on any social media platform. Releasing this type of information is a violation of MMC policy and is not permitted under any circumstances.

Misrepresentation

Under no circumstances should you portray yourself as acting on behalf of MMC unless you have been authorized to do so. Violations will result in disciplinary actions being taken. When authorized to act on behalf of the MMC School of Dentistry, you may not portray your own opinions as those of the MMC School of Dentistry. When using social media for personal reasons, the MMC School of Dentistry Community is asked to ensure all personal opinions are clearly the opinion of the individual and not the MMC School of Dentistry or MMC.

General Guidelines

Outside of this policy, there are general considerations the MMC School of Dentistry Community should take into account prior to engaging in the use of social media. A few of those considerations are:

1. The Internet is permanent and social media impacts your reputation. Even if you delete something from a social media site, it can be recovered through site caches. Remember this as you post photos, opinions and other content.
2. Be respectful and professional. Many of us use social media for personal reasons, but it is inevitable that at some point, professional and personal will overlap. As such, we encourage everyone to be kind and professional at all times.
3. Communicate clearly. Always do your best to communicate your ideas transparently, without omissions or inaccuracies.
4. When posting personal thoughts and opinions, do so from a personal account. Maintaining some separation between personal and professional social media is ideal.
5. Do not allow social media to interfere with your work or education.
6. Be safe. Always be cautious when posting personal information, vacation or trip plans, etc. on a social media platform.

3.4.4 Printing/ Confidential Printing

Printing paper for the dental clinics may be obtained from the Office of Clinical Affairs. Printing paper for the computer room located on the 3rd floor of the School of Dentistry may be obtained from the Office of Student Affairs.

In compliance with HIPAA, printing of confidential patient information should not be done on printers at off-site locations, at home, or public.

3.4.5 Policy on Children in the Classroom

The School of Dentistry values its students and recognizes the importance that families fulfill in their lives. However, when children are introduced to environments that are not designed for them, issues of safety, supervision, productivity and liability arise. Therefore, as a reminder, students are not allowed to bring their children to the classroom, clinic (unless the child is receiving services in the clinic), laboratory, study rooms, etc.; before, during, and after school hours.

3.5 Specifications

Accusations involving violations of the Student Code of Professional Conduct will initially be transmitted in writing to the School's Student Disciplinary Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions and/or violations until a formal disciplinary hearing can be conducted. The committee will review referred cases and take appropriate action. Parents nor lawyers are allowed in the disciplinary hearing without prior permission from the Office of General Council. Furthermore, if permission is granted, they are only allowed to be present and cannot address the Committee. Students may appeal any discipline committee action by written communication to the president of the College. The Procedures for Review and Appeal of Disciplinary Actions document is published in the policies and procedures manual of each school/division and is attached to this document.

As members of the College's academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Breach of rules, regulations, policies, and procedures governed by the disciplinary procedure shall include, but are not limited to:

a. Furnishing False Information- It shall be a breach of conduct for any student to intentionally:

- Furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College or during matriculation.
- Give false information to testimony during the investigation or hearing of a disciplinary matter;
- Forge, alter, destroy, damage or misuse College documents, records, or identification;
- Represent as one's own ideas the concepts or work of another individual or source;

- Submit for credit without knowledge or instructor approval, any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- Submit for credit any academic work containing unsubstantiated statement of fact or reference;
- Falsify or alter any academic record or make use of such forged or altered records;
- Misplace, misfile, or destroy information related to patient treatment or one's own academic or clinical work
- File false charges or accusations against another individual.
- Unauthorized access and/ or inappropriate use of Meharry's IT systems (hardware or software).

b. Theft, Vandalism, or Misappropriation of Funds - It shall be a breach of conduct for any student to intentionally engage in the following:

- Theft, destruction or damage of intellectual or information property of the College;
- Theft or misappropriation of school funds;
- Theft, destruction or damage of College property;
- Theft, destruction or damage of the property of another company/person;
- Destruction or damage of lockers
- Theft of supplies, property, equipment or examinations.

Students may be held responsible for financial restitution

c. Breach of Rules

- Unauthorized use of or entry to College facilities and/or unauthorized possession of keys to College facilities;

Possession of a faculty swipe card

- Failure to comply with directives of College officials acting in the performance of their duties;
- Violation of written College policies and regulations;
- Violation of the terms of probation;
- Attempt to commit or to be accessory to the commission of any action violation of this or other standards of conduct;
- Breach of any municipal, state or federal laws, rules, regulations, ordinances on College property;
- Breach of rules of any institution while on rotation/externship at that institution; and
- Breach of recognized ethical and professional standards applicable to health professional schools.

- d. **Physical Assault - Physical assault of any person on or off campus, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.**

Bullying

Meharry Medical College strictly prohibits the bullying, harassing, or intimidating of students, faculty, or staff. Pursuant to the Student Code of Professional Conduct, the College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior.

Meharry Medical College prohibits discrimination against and harassment of any student because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identify and expression, veteran status or any other

characteristic protected under applicable federal or state law. All members of the institution are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

e. Sexual Harassment - Sexual harassment is prohibited by College policy and by law. The complete policy on sexual harassment is presented in the College Policy Manual, and each year the policy is distributed to all students and employees of the College. The College policy prohibiting sexual harassment provides that:

- Students shall not physically, verbally or sexually assault or threaten another person with sexual assault;
- Students shall not utilize sexually suggestive or inappropriate communications, notes, letters or other written materials or videos displaying objects or pictures which are sexual in nature that would create a hostile or offensive work or learning environment;
- Students shall not make direct propositions of a sexual nature nor subtle pressure for engagement in sexual activity to peers/others
- Students shall not make remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience;
- Students shall not use sexually suggestive or obscene gestures, kiss, fondle, pinch or engage in other inappropriate touching such as brushing against the body of another person; or spread rumors about a person's sexuality; and
- Students shall not engage in conduct intended to discomfort or humiliate, including but not limited to comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes.

3.6 Maintenance of Student Areas

Students are expected to keep all student areas clean and organized. This includes but is not limited to classrooms, labs, breaks, and study rooms. Please notify the Office of Academic Affairs if there are poorly functioning stations and monitors. Please notify the Office of Student Affairs of any poorly functioning equipment within the 5th Floor Student Lounge. Classroom audiovisual equipment is for educational use only. Students deemed responsible for damaging any classroom audiovisual equipment will have a financial hold placed on their account until the balance for the damaged equipment is paid in full.

3.7 Substance/Alcohol Abuse

Students are subject to drug and alcohol testing: pre-clinical, clinical, reasonable suspicion, and random testing at any time during their matriculation if there is suspicion that they are using illegal drugs.

Alcoholic beverages can only be consumed on campus during an event sponsored by Meharry Medical College.

Drunkenness, distribution, or possession of alcoholic beverages and the unlawful use, possession, or distribution of illicit drugs on campus is prohibited.

It shall violate the Code of Conduct to possess, distribute, or consume alcoholic beverages and any illegal drug on campus. Violation of these provisions of the Code of Conduct shall result in the imposition of one or more of the disciplinary actions outlined in the Student Alcohol and Drug Policy (See College Policy). Violating these standards of conduct may result in severe criminal penalties under local, state, and federal law. Federal legislation requires that these penalties be outlined in writing.

3.8 Examination Dishonesty

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include but are not limited to: communication with another person other than faculty in any manner during an examination; copying material from another student's examination; permitting a student to copy from an examination; use of unauthorized books or notes; utilization of all electronic devices and media; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference with an instructor's administration of an examination, and giving and/or receiving aid during an examination. Restroom breaks for students are limited to one person at a time.

Students may be recorded while testing. The recording will be used for evaluating testing integrity as well as examining breaches of the Code of Conduct. Review of recorded footage may take place at any time .

3.8.1 School of Dentistry Testing and Training Center

Students are expected to comply with any directives set forth by a course coordinator (or his or her faculty/staff designee), or testing center personnel. This expectation applies to any site in which an examination is administered. However, specifically regarding the School of Dentistry Testing and Training Center, the site may be utilized for testing via computer-based software (such as Blackboard, LockDown Browser, etc.) or hard paper copy (such as scantron). Appropriate examination behavior for the Testing and Training Center is posted onsite as well as on Blackboard. All students must sign in or out upon entrance or exit of the Testing and Training Center, even if the door is opened. Students must have their student ID badge in order to gain entrance into the Testing and Training Center. Please see the Appendix for a complete listing of the Testing and Training Center rules.

3.9 Improper Patient Care

Improper patient care includes, but is not limited to, the following:

- a. Failure to obtain a signed informed consent form for each procedure;
- b. Treating patients during scheduled class times unless authorized by the department chair;
- c. Failure to provide care for assigned patients or to carry out assigned activities;
- d. Failure to respect patient and/or professional confidentialities;
- e. Providing treatment without prior documented urgent, comprehensive, or limited evaluation;
- f. Unsupervised patient care;
- g. Patient abandonment;

- h. Accepting personal monetary payment or gifts of monetary value from patients for services;
- i. Refusal to properly treat any patient for reasons of gender, race, color, creed, national origin or disability, sexual orientation, age;
- j. Treating patients in unauthorized clinical or nonclinical settings;
- k. Provision of patient care or conduct of professional activities when physical, mental or emotional factors may compromise adequate care or results;
- l. Failure to get faculty approval to initiate patient care;
- m. Willful disregard of patient care and other directives from supervising faculty;
- n. Rendering of patient care or other professional activities when under the influence of alcohol or other drugs;
- o. Falsifying patient records; and
- p. Failure to attend clinical rotations.
- q. Representing as one's own work, the work of another individual or source

Violations will result in disciplinary actions up to and including dismissal from the College.

3.10 Involuntary Leave of Absence

Meharry may place a student on an involuntary leave of absence from that student's academic program when that student: (1) poses a direct threat to health and safety of self or others; and (2) is not able or not willing to take a voluntary leave of absence. This form of leave may not be used in lieu of disciplinary actions to address any violations of the College's rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/ or disciplinary status will return on that same status.

When an involuntary leave is under consideration, the Dean or the Dean's designee will notify the Senior Vice President of Student Affairs, the Director of the Student Health Center (if relevant); the Director of Student Counseling Center (if relevant); the Director of Student Housing, and Campus Safety and Security (if relevant). A mental health and/ or medical evaluation (at no cost to the student) may be required and completed by the Director of Student Counseling if the conduct giving rise to the involuntary leave was caused by a medical or mental health condition. The student will be asked to provide relevant medical and/ or mental health information from his or her health care provider.

Following the review of a completed mental health and/ or medical evaluation (if relevant) and upon consideration of recommendations made by any of the College's offices identified above, a decision will be reached by the Dean or the Dean's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment.

If a student is placed on an involuntary leave, the Student Identification card is to be returned to the College and access to his or her e-mail computer account may be suspended at the discretion of the Dean or the Dean's designee. The student must be off campus during the approved period of leave. Campus Safety and Security will be notified of the student's involuntary leave and will take appropriate steps to limit access of the student during the approved period of the involuntary leave.

The relevant academic program, academic department, or school will be responsible for notifying the appropriate College's offices, administrators, faculty advisors and instructors of the involuntary leave. The notation "leave of absence" will be entered on the student's transcript.

3.10.1 Appeal of an Involuntary Leave of Absence

A student who is placed on an involuntary leave may appeal the decision to the Executive Vice President (or designee) within ten (10) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Executive Vice President shall review the record and any additional information submitted by the student. The Executive Vice President has ten (10) business days from the receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Executive Vice President may extend the time limits set forth above as necessary.

3.10.2 Duration of Leave

The duration of the leave will be no less than one full academic semester or an

equivalent four month period excluding the semester in which the student is required to leave to a maximum of two academic semesters or the equivalent in months (8 months). An extension or reduction of the leave period may be granted for good cause. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

3.10.3 Return from an Involuntary Leave/ Re-enrollment

One month prior to the first day of classes of the semester in which the student seeks to return, the student must notify the Dean (or the Dean's designee) of his or her school, in writing of the intention to return/ re-enroll at the conclusion of the leave period. The student also must notify the Campus Housing if seeking on-campus housing upon return. If the conduct giving rise to the involuntary leave was caused by a mental health or medical condition, the student must also notify either the Director of Student Counseling (or his or her designee) or the Director of the Student Health Center (or his or her designee) to schedule an assessment interview, depending on whether the involuntary leave was due to a medical or mental health condition.

If the conduct giving rise to the involuntary leave was caused by a mental health or medical condition, the student must have his or her health care provider complete a **“Certificate of Readiness to Return” form** and be independently assessed by the Director of Student Counseling (or his or her designee), and/ or the Director of the Student Health (or his or her designee) regarding the student's fitness to return/ re-enroll. Upon request, the student will authorize his/ her health care provider to provide Meharry with additional medical or mental health information relevant to assessing the student's fitness to return/ re-enroll.

Following the review of the re-enrollment request and upon consideration of recommendations made by any of the relevant College's offices and information provided by the student's health care provider, a decision will be reached by the Dean or the Dean's designee regarding whether the student may return, re-enroll in his or her academic program and the terms and conditions of such a return. The Dean or Dean's designee will notify the appropriate offices and administrators, including the Campus Safety and Security, as to whether the student is permitted to return.

3.10.4 Appeal of Decision Denying Re-enrollment

A student may appeal a decision denying re-enrollment to the Executive Vice President (or the designee) in writing within ten (10) business days (excluding weekends and federal and state holidays) of receiving the decision. The Executive Vice President shall review the record and any additional information submitted by the student and render a decision within ten (10) business days (excluding weekends and

federal and state holidays) of receiving the appeal. The Executive Vice President's decision shall be final.

3.11 School of Dentistry Disciplinary Committee

The chairperson for this committee is appointed by the Dean of the School of Dentistry. This committee is composed of five (5) faculty members; and one (1) student, appointed annually by the Dean. The Academic Dean and the Dean of Student Affairs, will serve as ex-officio members. The Committee reviews changes and breaches of the rules, regulations, policies and procedures of Meharry Medical College, School of Dentistry, by a student relating to all academic matters. The Committee shall be called into session whenever a legitimate grievance is submitted.

Any employee, student, or faculty member may report an allegation of misconduct to the Academic Dean. An investigation will then begin to determine if the allegation shall be taken before the School of Dentistry Disciplinary Committee. Once the investigation is complete, a report of findings is then submitted to the Chair of the SOD committee. After the committee reviews the findings, the student is notified.

The student may provide further written or documentary evidence to the committee. At the end of the hearing, the committee will decide by majority vote whether a violation has occurred and what disciplinary action needs to be taken. After the decision, the Committee will notify the student within two (2) business days by email and by certified mail of the Committee's decision. Upon receiving the decision, the student will have three (3) business days to submit a written appeal to the Dean.

The Dean will then review the entire case file, any materials submitted by the student and consult with others as needed. A final decision will be provided to the student by the Dean within ten (10) business days.

3.12 College Disciplinary Committee

Accusations involving violation of the College's Code of Professional Conduct must be transmitted in writing to the College Disciplinary Committee. The College Disciplinary Committee is appointed by the president and is comprised of seven (7) members of the Meharry Medical College community, two (2) faculty members from each respective school and one (1) student. Members are appointed for a two-year term with the exception of the student member who is appointed for one-year. The College Disciplinary Committee handles all non-academic violations.

The college makes every effort to protect the privacy of the individual(s) involved in disciplinary actions. The location and time of the hearings are not made public and each member is required to sign a confidentiality agreement, which requires that the names of individuals appearing at the committee hearings not be disclosed.

Reporting Ethical and Professional Complaints

Unprofessional conduct and allegations of unethical standards should be reported to the Dean of Student Affairs. Unprofessional conduct and allegations of unethical clinical standards should be reported to the Clinical Dean. Every effort should be made to resolve the situation at this level. If the situation cannot be resolved at the Dean of Student Affairs level or if the informed parties believe the allegation(s) warrant a more in-depth investigation, the matter should be handled by members of the College Disciplinary Committee.

Disciplinary Guidelines

Student discipline may take a variety of forms, including, but not limited to counseling, oral or written reprimand, probation, restitution, suspension, and expulsion (with or without the possibility of readmission).

Any employee, student or faculty may report an allegation of unprofessional and unethical conduct to the Academic Dean. Each allegation should be in writing and describe with as much specificity as possible (e.g., dates, names, locations, occurrences), the factual events that constitute the alleged violation. If specific information is unknown, the person making the allegation should supplement as appropriate.

A. Investigation and Report

Once the College Disciplinary Committee has received an allegation the Chair will work closely with the Office of General Counsel and any appropriate body or person to investigate the allegation. An investigation includes gathering and reviewing pertinent documents, interviewing necessary witnesses, and interviewing the student (if they agree to be interviewed).

Although institutional investigations and hearings are not considered legal hearings, a lawyer can accompany a student during the interview; however, the interview will be conducted only if a lawyer from the College is also present.

A summary of the facts and evidence supporting the suspected violation of the Code will be submitted to the Chair for review. The Office of

General Counsel is available for consultation at any time on any student disciplinary case, as appropriate. If the Chair determines the misconduct is within the range of possible sanctions for the alleged offenses, then they will ensure that the case is coordinated with the Office of General Counsel at an appropriate time.

B. Notification to Student

Once the investigation is completed and a report of findings is submitted to the Chair of the College Disciplinary Committee, the Chair will provide the student written notification of the following:

1. The violation(s) to be considered
2. A summary of the evidence generally indicating that such violation has occurred
3. The range of disciplinary sanctions that could result
4. The student's opportunity to exercise any and all of the following rights, which will be waived if not exercised within the periods of time specified:
 - a. A right to respond in writing within ten (10) days to explain anything that is factually erroneous about the allegation and/or that there has been no violation;
 - b. A right to respond in writing within ten (10) days to explain why a particular disciplinary sanction would be too severe even though a violation has occurred;
 - c. A right to submit within ten (10) days all documentary evidence (including statements/ affidavits of witnesses, letters of character references, etc.) that support any of the student's positions; and
 - d. A right to submit within ten (10) days a written demand for an oral hearing.

Upon lapse of the above ten (10) day period and/ or receipt of the written submissions, the College Disciplinary Committee will convene to review the evidence and determine the appropriate disciplinary action or determine to dismiss the case.

If the student demands a hearing, then the Chair of the College Disciplinary Committee will provide a certified letter of notification with notice of the following:

1. The time of the hearing (no later than five (5) days from the date of the notification).

2. The location of the hearing.
3. The violation(s) to be considered.
4. The range of disciplinary sanctions that could result.
5. The names of witnesses expected to be called by the College Disciplinary Committee.
6. The written or documentary evidence that the College Disciplinary Committee will consider.
7. That the student may testify at the hearing and present evidence at the hearing through the testimony of witnesses, provided that they provide written notice of the identities of these witnesses to the Chair of the College Disciplinary Committee at least two (2) days before the scheduled hearing.
8. That the student may submit further written or documentary evidence for the consideration of the College Disciplinary Committee, provided documentation is submitted at least two (2) days before the scheduled hearing.
9. The student may be accompanied by an attorney/advisor provided all parties understand the attorney/advisor will not be allowed to address the College Disciplinary Committee. A representative from the Office of the General Counsel will also be present.
10. That, at the conclusion of the hearing, the College Disciplinary Committee will deliberate privately and, by majority vote, make its decision on the issues of whether a violation has occurred and whether a particular disciplinary sanction should be imposed.

C. Decision by the College Disciplinary Committee

After the hearing, the College Disciplinary Committee will submit a letter within 24 hours, via certified mail and email, to the student informing them of the decision. If the student wishes to appeal the decision, they have 72 hours to submit a written appeal to the president.

D. Review of the Appeal by the President

If the student appeals the College Disciplinary Committee's decision to the President, the President will review the entire case file (including all materials submitted by the student in support of his or her appeal), consult with others as appropriate, and provide written notice to the student of final disposition of the case.

3.13 Review and Appeal of Academic Actions

A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee. The School houses two such committees. The Student Evaluation and Promotion Committee I/II and the Student Evaluation and Promotion Committee III/IV that corresponds to the respective year in the DDS program.

The responsible faculty awards definitive grades. The instructor or course coordinator designates a grade for the student and submits it to the Registrar's Office via Banner. The Registrar (or their designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee, which consists of members of department chairs, course coordinators, and ex-officio members. The Dean may not serve as a member of this committee because of the possible conflict of interest in due process. However, the Dean does review all the Student Evaluation and Promotion Committee recommendations prior to implementation and does have the authority to circumvent a decision made by the Student Evaluation and Promotion Committee.

The appropriate Student Evaluation and Promotion Committee recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If the Student Evaluation and Promotion Committee makes a dismissal recommendation, the Academic Dean will notify the Senior Vice President for Student Affairs within one (1) business day. The Academic Dean will then notify the student of the dismissal recommendation, in writing, within three (3) business days and in person if possible. The student will be required to sign for the letter of notification. Student Affairs will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.

A student who objects to the decision of the Student Evaluation and Promotion Committee may petition the Dean for a review of its action. A student has 5 business days from the date the Student Evaluation and Promotion Committee notified the student of its recommendation to respond to the Dean.

The appeal may be heard by an Academic Appeals Committee consisting of three faculty members appointed by the Dean. Faculty members who serve on the academic appeals committee will have a one-year appointment. The Academic Appeals Committee shall act upon the appeal within 3 business days from receiving notice of the appeal from the Office of the Dean.

The appeal must be in writing and at a minimum include the following:

Description of the action they would like the Academic Appeals Committee to consider. If the student is dismissed from the program they may request to be readmitted to repeat an academic year.

The justification for the request, the student should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances.

The Academic Appeals Committee shall review the Student Evaluation and Promotion Committee decision and, in so doing, it shall hear the student in person if the student wishes to present their case; it shall review such records as it deems pertinent, including a personal written statement submitted by the student; and shall, if it deems necessary, review any report by, or consult with, representatives of the Student Evaluation and Promotion Committee. The Academic Appeals Committee decision will be presented to the Dean for review. The Dean can accept, modify or reject the Academic Appeals Committee's decision. The Dean's decision is final. The student has no further avenue for appeal.

3.14 Review and Appeal of Disciplinary Actions

A student's disciplinary status is determined by the Academic Dean and/or the Dean of the School of Dentistry. If the Academic Dean makes a dismissal recommendation, they will notify the Dean and Senior Vice President for Student Affairs within one (1) business day. The Academic Dean will then notify the student of the dismissal recommendation, in writing, within three (3) business days and in person if possible. The student will be required to sign for the letter of notification. Student Affairs will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid. If the Academic Dean recommends any other disciplinary action (for example: written warning, disciplinary probation, etc.), the student may appeal this decision.

A student who objects to the decision of the Academic Dean may petition the Dean for a review of this action. A student has 5 business days from the written notification from the Academic Dean to respond by appealing to the Dean.

The Dean may evaluate the appeal immediately or refer the case to be heard either by the Academic Appeals Committee consisting of three faculty members appointed by the Dean or the College Disciplinary Committee. This will be determined by the Dean on a case by case basis. Faculty members who serve on the academic appeals committee will have a one-year appointment. The Academic Appeals Committee shall

act upon the appeal within 5 business days from receiving notice of the disciplinary appeal from the Office of the Dean.

The appeal must be in writing and at a minimum include the following:

Description of the action they would like the Academic Appeals Committee to consider. If the student is dismissed from the program they may request to be readmitted to repeat an academic year.

The justification for the request, the student should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances.

The Academic Appeals Committee shall review the Academic Dean' decision and, in so doing, it shall hear the student in person if the student wishes to present their case; it shall review such records as it deems pertinent, including a personal written statement submitted by the student; and shall, if it deems necessary, review any report by, or consult with, representatives involved (or witness to) the alleged unprofessional conduct which lead to the recommended disciplinary action. The Academic Appeals Committee decision will be presented to the Dean for review. The decision of the Academic Appeals Committee may result in the student receiving harsher, lighter, or the same sanctions originally set forth by the Academic Dean. The Dean can accept, modify or reject the Academic Appeals Committee's decision. The Dean's decision is final and the student has no further avenue for appeal. However, if the Dean chooses to refer the case to the College Disciplinary Committee, due process will proceed as outlined in the College Disciplinary Committee section of the Academic Policies and Procedures Manual.

4 STUDENT EVALUATION

4.1 Possible Academic Outcomes

If, at the completion of an academic year, a student has received a passing grade in all officially enrolled courses and is in good standing in all other MMC requirements, the student will be promoted to the next academic level. Students must complete all academic requirements of the preclinical curriculum before being promoted to the clinical curriculum. A student who is not progressing after the fall semester of their D1 academic year will be asked to repeat the academic year or be dismissed.

A student who fails a course, must repeat the course when next offered. A student must satisfactorily complete all courses within a given academic level (D1, D2, D3, D4) before being promoted to the next academic level. A course that has been failed may be offered during the summer, internally or externally. A course offered externally must be approved by the related department chairperson prior to registering for the course, to ensure that course content and objectives parallel the course curriculum.

In the event a course cannot be repeated during the summer, a student may be recommended to repeat the year and may be allowed to observe any course previously passed based upon the student's academic performance. The course of instruction will be decided upon by the Office of Academic Affairs.

Remedial instruction is offered in all courses and takes place during a period of time identified in each academic year prior to the final grades submission deadline.

Structured remediation and technique practice sessions will be developed for students who require/request extra assistance in an attempt to achieve satisfactory course completion. Early intervention for study requiring extra assistance is provided through structured remediation and technique practice sessions in conjunction with the involved department and the Office of Academic Affairs. The student is ultimately responsible for meeting all the requirements of the academic program and must conform to all standards of performance and matriculation. Students who do not achieve the minimum passing grade C will fail the course.

4.2 Academic Performance Decisions

Each student is informed of their progress in each didactic and clinical course and advised in writing of deficiencies by the Academic Dean. Students in the D1 year will be referred to CASA if they are reported as having unsatisfactory progress in any course and upon failure of any exam given in the D1 year. It is the responsibility of the course coordinator to inform the Office of Academic Affairs as soon as the student experiences evidence of academic difficulty. Each clinical department in conjunction with the clinical dean has established criteria for clinical competency (clinical experiences) and standards of adequate performance (see Clinic Manual). Based on the evaluation of the student's performance and progress in each area, definitive final letter grades are assigned at the conclusion of each course.

The Student Evaluation and Promotion Committee meets regularly during each semester and at the end of the summer session to evaluate student performance. This evaluation committee, after careful review of each student, makes recommendations relative to student status, academic progress and other student related issues.

Students receive a grade of Satisfactory (S) or Unsatisfactory (U) progress at midsemester. Outlined below are recommendations for students found to be progressing unsatisfactorily in any discipline:

- a. **Students receiving one “U”** – meeting with course coordinator (and CASA referral if they are a D1)
- b. **Students receiving two “U’s”** – meeting with course coordinator and Academic Dean
- c. **Students receiving three or more “U’s”** – meeting with course coordinator, Academic Dean, and CASA referral

Monitoring of clinical progress is ongoing. Students receive a grade of Satisfactory (S) or Unsatisfactory (U) progress at midsemester. Outlined below are recommendations for students found to be progressing unsatisfactorily in the clinics:

- a. **Students receiving one “U”** – meeting with respective team leaders
- b. **Students receiving two “U’s”** – meeting with respective team leaders, course coordinators, and the Clinical Dean
- c. **Students receiving three or more “U’s”** – meeting with respective team leaders, course coordinators, Clinical Dean and Academic Dean

CASA referrals will be given as needed.

Students experiencing any form of academic difficulty will be identified regularly at Student Evaluation and Promotions Committee meetings and will receive written notification from the Academic Dean. Written notification to the student will include:

- a. The committee’s decision on the student’s academic status and appropriate actions taken;
- b. Details considered by committee;
- c. The student’s right to present relevant information to the committee concerning their academic performance if warranted; and
- d. The student’s right to inspect their educational records as defined by the Family Educational Rights and Privacy Act (FERPA).

The deliberations by the Student Evaluation and Promotion Committee may result in recommendations for counseling, intervention, student support, probation, or dismissal. Students may also be referred to the Center for Academic Success and Achievement (CASA) for additional academic support such as test taking skills, time management, and stress management. Recommendations will be provided in writing and will require students' signature. Recommendations by the committee are not optional, students are required to complete the plan to continue enrollment.

4.3 Academic Probation

Students may be placed on academic probation if their grade point average falls below 2.0. The probationary period is one semester during which the student must return to good academic standing by raising their grade point average to 2.0 or above. If students do not raise their overall grade point average to at least 2.0 by the end of the next semester, they may be required to repeat the school year and denied clinical privileges, and/or subject to academic action by the Student Evaluation and Promotion Committee up to and including dismissal. The School of Dentistry only allows a student to be placed on academic probation two (2) times within their matriculation.

4.4 Dismissal

The School reserves the right to dismiss a student at any time for misconduct, unacceptable academic performance and evidence that a student is unable to successfully continue in the program. When a student is dismissed by action of the Student Evaluation and Promotion Committee, the Academic Dean will inform the student in writing within three (3) business days of receipt of the committee's decisions and notify the Senior Vice President for Student Affairs within 24 hours of a decision to dismiss. The student is required to sign for the letter of notification.

Absences of two consecutive weeks or longer in a didactic or clinical course without appropriate notification and written documentation will result in immediate dismissal from the School. Any medical or other documentation must be typed on the letterhead of the healthcare provider or facility. The School reserves the right to contact the provider for questions or clarification of the information provided to the School.

A student may be dismissed from the School by the Student Evaluation and Promotion Committee for the following reasons:

- a. Academic probation for two consecutive semesters or twice during matriculation;

- b. Failure to pass the Integrated National Board Dental Examination after five (5) attempts;
- c. Violation of any rule of conduct, professionalism or ethics issued by the College or generally known in the profession;
- d. Falsifying document or document in patient records;
- e. Plagiarism, including but not limited to:
 - 1. Presenting the work of another as one's own;
 - 2. Allowing another student to represent your work as their own;
- f. Student who fails two (2) courses didactic or clinical may be required to repeat the year
- g. Student who fails three (3) courses didactic or clinical during a semester will be dismissed;
- h. Failure to progress (i.e. exceeding three (3) years to complete pre-clinical courses)
- i. Failure of a course twice

Following the Student Evaluation and Promotion Committee's decision to dismiss, the process will proceed as prescribed in section 4.2 under Academic Performance Decisions. The Dean does have the authority to dismiss a student for academic reasons without receiving a recommendation from the Student Evaluation and Promotion Committee. The School is not only committed to the concept of academic excellence, but also to fundamental fairness for students in pursuit of excellence. As such, the institution affords students the privilege to appeal cases of academic dismissal. Please refer to the College procedures for review and appeal of academic decisions.

4.5 Specific Promotion Criteria

4.5.1 D1 (First Year Students)

A student is promoted to the D2 year after all courses and requirements in the D1

year curriculum are successfully completed.

4.5.2 D2 (Second Year Students)

A student is promoted to the D3 year after successful completion of all courses and requirements in the D2 year.

4.5.3 D3 (Third Year Students) and ID3 International Track Third-Year Students

A student is promoted to the D4 year after successful completion of all D3 year didactic courses and all mandatory mock INBDE examinations. Students must submit proof of challenging the INBDE to the Office of Academic Affairs prior by December 31st of the D4 year. Students who do not challenge the INBDE by this date will not be permitted to enter the clinics in the Spring semester until the INBDE has been challenged.

An ID3 student is promoted to the ID4 year after successful completion of all ID3 didactic courses.

4.5.4 D4 (Fourth Year Students) and ID4 International Track Fourth-Year Students

D4 and ID4 students are required to challenge and pass final competency examinations. (See section on obtaining the Doctor of Dental Surgery degree)

4.6 Integrated National Board Dental Examinations (INBDE)

The INBDE (Integrated National Board Dental Examination), is an external measures which is used by the School to evaluate student academic achievement. Successful completion of the INBDE is a requirement for graduation from the School. If a student is unsuccessful in any attempt at challenging the INBDE, the student will not be approved to re-challenge the exam without first submitting the results of the failed exam to the Office of Academic Affairs.

4.6.1 INBDE

D2 Spring Semester Integrated Comprehensive Examination

In order for D2 students to progress to the D3 year, they must pass the D2 Spring Semester Integrated Comprehensive Examination. Students who fail will have an opportunity to remediate per school guidelines on remediation. Students who are

unsuccessful with remediation will not be approved to challenge the INBDE.

Challenging the INBDE

Students will have five (5) attempts to successfully challenge the INBDE as set forth by the ADA.

4.6.2 Students Not Permitted to Challenge or INBDE Due to D3 Failing Course(s)

Students who fail a D3 course are NOT permitted to challenge the INBDE until they have passed the failed course when next offered. Furthermore, these students must meet with the Academic Dean by June 30th to determine a timeline for attempts to challenge the INBDE. Students must adhere to the determined timeline, and failure to do so may preclude the student from re-entering clinics and/or participating in Commencement.

4.6.3 Mandatory Mock Dental Boards

Mock written board examinations will be given to students to assist them in successfully challenging the INBDE. The mock written examinations will be given during the fall and spring semesters of the D3 year, and students must challenge the examinations. Students not receiving a passing grade will be remediated until a passing score is obtained. Clearance to take the INBDE will be governed by the Office of Academic Affairs.

4.7 Advanced Dental Admission Test (ADAT)

The ADAT is an advanced dental education admission test designed to provide graduate dental education programs with a means to assess program applicants' potential for success. The ADAT assesses the higher level critical thinking skills of applicants applying for advanced dental education programs and provides numeric scores useful in ranking candidates for admission.

The ADAT is composed of multiple-choice questions presented in the English language, and covers the following areas: Biomedical Sciences; Clinical Sciences; and Data, Research Interpretation, and Evidence-Based Dentistry. The ADAT is used in conjunction with other admission tools that provide insight into candidate qualifications as they relate to core program requirements.

If a student is applying to a graduate dental education program, MMC School of Dentistry will help the student determine when to best take the ADAT based on the

student's curriculum strengths and weaknesses.

Only D3 students who are in good academic standing and have passed all didactic courses will be allowed to take the ADAT.

4.8 Final Competency Examinations (FCE)

Final Competency Examinations (FCE) are designed to allow senior students to demonstrate clinical competencies and time management. Successful completion of the FCEs is a requirement for graduation from the School.

The Meharry Medical College School of Dentistry List of Clinical Competencies for Graduates

1. Graduates must be able to apply ethical principles to professional practice.
2. Graduates must be able to provide care and conduct a comprehensive examination to evaluate and manage the general and oral health of patients of all ages within the scope of general dentistry; to include recalls and referrals.
3. Graduates must be competent to promote oral health of individuals, families, and groups within the community.
4. Graduates must be able to assess, diagnose, and manage periodontal diseases and monitor the effectiveness of therapy.
5. Graduates must be able to effectively manage local anesthesia, pain and anxiety control, including consideration of the impact of prescribing practices and substance use disorder.
6. Graduates must be able to provide basic oral and maxillofacial surgical care.
7. Graduates must be able to manage dental/medical emergencies that may be encountered in dental practice.
8. Graduates must be able to assess and manage patients needing restorations of teeth and replacement of teeth to achieve a dentition that is natural in appearance, function, and esthetics.
9. Graduates must be competent in management of diseases of pulpal origin within the scope of general dentistry.

10. Graduates must be able to recognize and make appropriate referrals concerning maxillary and mandibular skeleton-dental discrepancies, including space maintenance.
11. Graduates must be competent to assess and manage dental needs of children and physically and mentally disabled patients.
12. Graduates must apply the basic principles that permit successful operation of a dental practice.
13. Graduates must be competent in the use of critical thinking and problem-solving skills, in guiding diagnosis and evidence-based comprehensive care treatment of patients, scientific inquiry and research methodology.
14. Graduates must be able to communicate effectively, both orally and in writing, with colleagues, laboratories, patients or guardians of peers and the public at large.
15. Graduates must be able to manage oral hard and soft tissue disorders.
16. Graduates must be able to demonstrate the ability to integrate biomedical and behavioral sciences into clinical practice.

4.9 Satisfactory Academic Standing

A student at the College is in good academic standing if they are properly registered with the Office of Student Services and unencumbered by pending academic or disciplinary citations.

4.10 Satisfactory Academic Progress

In order to achieve good academic standing, a student must satisfy the following:

- a. The student must be registered and enrolled in a course load that meets a minimal number of credit hours (nine (9) hours) established by the School of Dentistry for full-time student status for any semester
- b. The full-time student must maintain a cumulative grade point average that meets or exceeds the minimally accepted academic standard of "C" (2.0 GPA). Part-time students (taking less than 9 credit hours) in enrichment programs must also meet or exceed the minimally accepted cumulative grade point average (GPA) for the School of Dentistry in

courses in which they are enrolled. Each student must maintain a minimum grade point average of “C” (2.0 GPA). A student who has a GPA below “C” (2.0 GPA), is automatically placed on academic probation.

- c. Pass the INBDE.

4.11 Evaluation of Student Performance

The Student Evaluation and Promotion Committee reviews and makes recommendations on student performance and policies regarding promotion, dismissal, probation, remediation, reinstatement, and graduation. The Student Evaluation and Promotion Committee is divided into two committees:

- a. D1 and D2-year students, and
- b. D3 and D4-year students.

The Chair of the Student Evaluation and Promotion Committee is elected by the Faculty Council. The committee shall be composed of course coordinators, department chairpersons or designees, and ex-officio members. Criteria for evaluation and promotion shall follow college and dental school policy.

The Academic Dean along with the department chairs, establish the grading policies for examinations. Course coordinators will develop additional forms of student evaluation in the School courses. Grading policies for clinical experiences will be established by the Dean of Clinical Affairs in conjunction with department chairs. These policies are distributed as part of each course syllabus and clinic manual. At the completion of each course, each student enrolled in the course is evaluated and awarded a letter grade.

4.12 Academic Citations

All citations for outstanding performance in the School are issued by the Honors and Awards Committee, a branch of the Student Evaluation and Promotion Committee. Students cited for excellence who have performed at an outstanding level during the academic year are selected for citation by the appropriately involved faculty.

4.13 Dean's List

A student is eligible for the Dean's List if they perform at an exemplary level consistent with the achievement of a cumulative grade point average of 3.50 and above during an academic year.

4.14 Graduation

At the completion of the senior year, students who have satisfactorily completed the entire prescribed course of study, passed all FCEs, mock written, and clinical examinations, INBDE, and have been approved by the Student Evaluation and Promotion Committee are recommended for graduation.

One week after the end of the senior spring semester, the Student Evaluation and Promotion Committee will review all grades submitted to the Registrar for the senior academic year. Based on these grades and the concomitant grade point averages, and passing scores on boards, the Student Evaluation and Promotion Committee will make the following recommendations to the Dean for each senior student:

1. Certifies that the student is eligible for graduation;
2. Recommends that any student with any I grade continue and complete all requirements if the Student Evaluation and Promotion Committee reasonably believes that these courses will be completed by June 30. The student may attend the commencement ceremony but will not receive a diploma until completion of all graduation requirements;
3. Allows the student to retake course for F grade(s) based on college policy if the Student Evaluation and Promotion Committee reasonably expects that these courses can be retaken by June 30. The student may attend commencement ceremony but will not receive a diploma until completion of all graduation requirements;
4. Recommends the student to repeat the academic year;
5. Recommends dismissal of the student from the program.

4.15 Honor Graduates

The Student Evaluation and Promotion Committee recommends, to the dean, students for graduation with honors based on the student's scholastic record over the four-year academic program with a minimum cumulative grade point average of 3.50 or above will be recognized as graduating with honors. Honors, prizes and awards are recommended by the Academic Evaluation, Honors, and Awards Committee. This committee processes awards based on stated criteria of the Donor, the Department, the Dental School and the College.

5 COURSE GRADING

5.1 Course Expectations

Course coordinators shall:

- a. Exhibit professional behavior at all times;
- b. Maintain strict confidentiality of grades and academic performance;
- c. Report final grades through the Banner system within the allotted timeframe; and
- d. Notify the Academic Dean of students receiving a failing ('F') after posting final grades and within (1) business day of posting such grade

Students shall:

- a. Exhibit professional and ethical behavior at all times;
- b. Comply with all rules, regulations, and policies of the College and the School;
- c. Be prompt and attend lectures, labs, and other official course events as identified in the course schedules and syllabi;

- d. Frequently monitor email (must use Meharry email account), SharePoint, Blackboard and student bulletin boards on MyMMC;
- e. Students are responsible for maintaining their login and password at all times;
- f. Take appropriate care of all equipment and property of the School; and
- g. Participate in the mandatory online course/faculty evaluation surveys. Students are required to submit course evaluations. Not completing evaluations may result in denied access to grades, transcripts, and reversal of registration until the surveys have been completed.

5.2 Official Transcript

Official grades for courses taken during a semester are provided to the students by the Division of Student Affairs at the end of each semester. Students will also have access to grades through the banner system. Students are encouraged to review their grades regularly to ensure accuracy.

Grades assigned by the instructor will appear on the student's academic record and on the official transcript. No final grade can be overwritten or changed unless it was given erroneously or is an incomplete grade and the requirements have been satisfied. All final grades become a permanent part of the student's transcript and are used to calculate the student's GPA.

5.3 Grading

Grades for all students are submitted on the Banner system by the course coordinator or department chair. Only grades which have followed the appropriate process are considered to be final grades and are placed on the student's permanent transcript. The letter grades correspond to the A, B, C, P, I, IP or F system as illustrated in the following chart:

GRADING SYMBOL	QUALITY POINTS	INTERPRETATION	EXPLANATION
A	4	Excellent	Indicates exceptional academic performance
B+	3.5	Outstanding	Indicates outstanding performance, near excellence
B	3.0	Very Good	Indicates very good academic performance, above average
C+	2.5	Above Average	Indicates performance just above average
C	2.0	Satisfactory	Indicates acceptable and minimally adequate academic performance
P		Pass	Indicates acceptable performance
F	0	Failure	Indicates unacceptable academic performance
I*	0	Incomplete	See justification for use in this document below. (Section 5.4, page 44)
IP	0	In Progress/Incomplete	Indicates performance incomplete and in progress
WA	0	Student Withdrawal	Student withdrew administratively
WF	0	Student Withdrawal	Student withdrew failing
WP	0	Student Withdrawal	Student withdrew passing
WV	0	Student Withdrawal	Student withdrew voluntarily

5.4 Definitions and Justifications of Incomplete ('I') Grades

Coursework is considered incomplete when a student fails to submit all required assignments, tests, or is absent from class, clinic, or final examination. An 'I' grade may be assigned in lieu of a failing grade only when:

Incomplete work is denoted by the "I" grade and indicates: (1) that the student has satisfactorily completed at least three-fourths of the course but, for legitimate reasons, a small fraction of the work remains to be completed; or (2) that the student's record indicated that they can obtain a passing grade, but that they lack a specific requirement such as the final examination because of illness or other unique or extraordinary circumstances beyond the student's control. A student receiving an "I" must complete the requirements for the course to remove the "I" by the end of the next semester.

For the spring semester, the student must complete the requirements for the course and remove the "I" by the end of the same semester. If the work is not completed within the specific time, no credit will be given and an "F" will be officially recorded as the final grade. Students who receive an "I" grade in the spring semester and fail to complete the requirements by the end of the same semester will not be promoted to the subsequent fall semester.

5.5 Procedure to Address 'I' Grades

All faculty awarding the 'I' grade to a student must complete the "Agreement for Awarding/Removal of 'I' Grades" form (see Appendix). The form will outline required actions to remove the 'I' grade; the form must be signed by the faculty member and the student once the student has been approved by Office of Academic Affairs. A copy of the form should be retained by the faculty and the student with the original transmitted to the Office of Academic Affairs and a copy to the Division of Student Affairs.

The Registrar will notify the faculty member, student and the Office of Academic Affairs of all outstanding 'I' grades by the first week of November for the fall semester and the first week of April for the spring semester.

Change of grade forms must be submitted by faculty through department chairpersons to the Office of Academic Affairs. The Office of Academic Affairs will submit the forms to the registrar prior to the end of the subsequent semester. In accordance with College policy, change of 'I' grade forms not received before the conclusion of the

semester will result in the posted 'I' grade being changed to an "F" grade by the Office of the Registrar.

5.6 Continuing Courses

Final grades are based on repeated observation and measurement of student performance. In courses that require acquisition and development of new skill, final grades should reflect the level of accomplishment achieved by the student at the conclusion of the course/clinic. A final grade will be recorded on the student's official transcript at the end of any course considered to be a continuation course.

5.7 Appeal of Final Grades

Complaints regarding grades and testing must first be discussed with the course coordinator. If the dispute is not resolved, the student must then provide a written complaint and meet with the corresponding department chairperson to discuss the matter.

A student may appeal an official grade received in a clinic or didactic course thought to be awarded in error or for which grading criteria are missing or unclear. Appeals will follow the procedure for review of appeal of academic actions. Appeals must be submitted in writing to the Academic Dean within fourteen (14) business days of receiving the grade.

The final decision will be rendered to the student in writing within ten (10) business days.

5.8 Examination Behavior

The College strictly enforces its Honor Code. Each student receives a copy of the Honor Code during D1 orientation and must sign and return the acknowledgement page after reading the document. The students' signature indicates their agreement to comply with all guidelines of the honor code during their matriculation.

Use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Any breach of educational protocol, as outlined in the Honor Code, will result in disciplinary action up to and including dismissal.

In cases of clear violations of academic integrity, the instructor in charge will:

- a. Dismiss the offending student from the examination; assign an “F” grade for the examination; and refer the student to the School of Dentistry’s Disciplinary Committee for action;
- b. Provide the Office of Academic Affairs with all written records of citations, imposed penalties, and any discussions between the student offender and the faculty; and
- c. Retain a copy of the report in the involved department and with the Office of Academic Affairs and the Office of Student Affairs.

5.9 Lifelong Learning and Special Programs

The dental education program is organized to promote a continuous learning process. The pursuit of continuous education is fostered in the academic program through continuing education programs and special lectures. Attendance at these programs is mandatory for all students. All students must attend eighty percent (80%) of the required programs to successfully complete the Lifelong Learning Course. Record of attendance at these programs is maintained by the director of continuing education for the School. Signatures are required to obtain credit for this course as well as completed course evaluations.

Classes and clinics can be cancelled to allow for mandatory student and faculty attendance at many of the special programs of the School and College.

If extenuating circumstances prevent the student from attending a Lifelong Learning course at the College, the student may be approved to take external continuing education courses at their own expense. The courses must be approved by the director of continuing education prior to participation in the course. Upon approval and completion of the course, documentation must be submitted to the director of continuing education within two (2) weeks of completion.

Students are encouraged, as interests dictate and time permits, to participate in the many other outstanding programs presented on a regular basis in the School of Medicine, the School of Graduate Studies, the School of Allied Health Professions and other special centers of the College.

5.9.1 The Heritage Lectures

Throughout the course of each academic year, the School sponsors special programs and lectures to honor persons who have made significant contributions to the School and the College. These lectures are considered as part of the continuing education and lifelong learning series.

These programs provide opportunities to invite outstanding alumni and non-alumni academicians and clinicians to the School and to the College to present lectures in areas of contemporary interests and concerns in education, research or clinical practice. They also provide the opportunity for faculty and students to interact with these visitors in an atmosphere of tradition and history. Student attendance is mandatory, unless otherwise stated.

5.9.1.1 Allen/Watson Lecture

This annual lecture and program honors Dr. William H. Allen, dean emeritus and professor in the Department of Prosthodontics, and Dr. William H. Watson, emeritus professor in the Department of Operative Dentistry (established in 1981).

5.9.1.2 Mobley/Singleton Lecture

This lecture and program honors Dr. Eugenia L. Mobley, former dean of the School and former chairperson of the Department of Preventive Dentistry and Community Health, and Dr. J. B. Singleton, former professor and chairperson of the Department of Oral and Maxillofacial Surgery; for dedicated service and leadership to the School, the College, the Nashville community, and the community of organized dentistry locally and nation-wide (established in 1992).

5.9.1.3 S.O. Banks, Jr. Lecture

This annual lecture and program honors Dr. S. O. Banks, Jr., professor in the Department of Oral and Maxillofacial Surgery. Dr. Banks was the first Oral Surgery resident at the Meharry-Hubbard Hospital where he received his training under the late Matthew P. Walker, MD. He was the second African-American in the United States to receive board certification in Oral Surgery and is remembered by his students and colleagues as an outstanding educator, clinician, and chief administrator. (Established in 1988)

5.9.1.4 Turpin Memorial Day Lecture

This annual lecture and program honors Dr. Donely H. Turpin, a pioneer in the School who was a professor of Prosthodontics and the first Black dean of the School. This celebration is co-sponsored by Omicron Chapter of the Omicron Kappa Upsilon (OKU) National Honor Dental Society. At this time, newly elected OKU members from the graduating senior class are presented to the assembly. Honorary and faculty OKU members are also inducted at this time. (Established in 1947)

5.9.1.5 Fred C. Fielder Memorial Lecture

Fred C. Fielder Memorial Heritage Lecture. This lecture and program honors Dr. Fred C. Fielder, former Dean of the School of Dentistry and Professor of Restorative Dentistry. Dr. Fielder retired from Meharry in 1998 as Dean Emeritus. (Established in 2020)

5.9.2 Occupational Safety and Health Administration (OSHA)

This seminar is required of all students at each level of the academic program (freshman, sophomore, junior and senior years). Students, faculty and clinical staff will receive training in the management and prevention of occupational hazards. Students will learn how to prevent needle sticks and how to respond if a needle stick occurs. Students will know how to properly dispose of hazardous wastes and will be able to identify improper disposal of hazardous wastes.

5.9.3 Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)

It is required that all faculty, clinical staff and students/residents have BLS certification and that this certification is renewed biennially (every two years). Additionally, faculty and residents in the Oral and Maxillofacial Surgery department are also required to maintain ACLS training and certification. The Clinical Dean will be responsible for monitoring compliance and developing a plan for response to emergencies within the School. Please refer to the student clinic manual for additional information.

6 STUDENT ATTENDANCE, LEAVE OF ABSENCE, AND WITHDRAWAL

6.1 Attendance

The School of Dentistry is committed to preparing students for effective dental practice by requiring attendance at all scheduled classes, clinics, and rotations. This attendance policy is designed to ensure that students gain essential knowledge, develop clinical skills, and build professional habits necessary for their future careers. By enforcing this attendance policy, the School of Dentistry aims to uphold high standards of education and practice, ensuring that graduates are well-prepared to meet the demands of the dental profession.

6.1.2 Clinic Courses (Including Group Practice/Team Clinic and Clinical Rotations) Attendance Policy

1. **Mandatory Attendance:** Students must attend all scheduled clinic sessions. Attendance will be recorded during each period.
2. **Full Session Attendance:** Students are expected to be present for the entire session unless dismissed by the attending faculty member.
3. **Clinical Setting Requirements:** Students must be available throughout the session to attend to unscheduled patients, assist with urgent care situations, or provide other patient-related services as requested by the attending faculty member.
4. **Notification of Departure:** Students should inform the supervising faculty and staff member(s) of their group practice before leaving the clinic for any reason.
5. **Clinical Rotations:** Students must report promptly to their assigned clinic for rotations, even if no patient is scheduled. Students are not allowed to schedule their group practice patients on days when the students are scheduled for clinical rotations. Students should refer to the Clinic Manual for guidelines on scheduling walk-in patients during rotations.

6.1.3 Student Time Off (STO)

Student Time Off (STO) is designed to provide dental students with a structured framework for managing personal and unforeseen circumstances that may affect their ability to attend classes or clinical sessions. This policy ensures that students can address personal needs while maintaining the integrity of their educational experience. Students are allowed 10 days or, 20 half-days, or any combination not exceeding 10 days in any academic year.

STO refers to planned or unplanned absences from classes or clinical sessions for

personal reasons, such as medical appointments, family emergencies, religious observances, or other significant personal matters. The STO does not refer to maternity, paternity, adoption, or medical leave; these are addressed individually in the Meharry Medical College School of Dentistry Academic Policy and Procedure Manual.

Requesting STO:

- **Planned STO:** Requests should be submitted at least two weeks in advance using the Absence Request Form. STO must not be taken on days when examinations, competency examinations, senior seminars, biomedical integration, heritage lectures, and oral health days are scheduled unless for religious observation. If STO is scheduled during rotations, the student must make up the missed rotation session plus one additional rotation session.
- **Unplanned STO:** Students must notify the Office of Academic Affairs as soon as possible, preferably within 2 hours of the absence.

Course attendance policies and consequences for absences still apply; therefore, the student must be prudent in scheduling STO.

Impact on Academic Progress:

Students who take STO are responsible for coordinating with their instructors to make up any missed coursework or clinical sessions. Make-up work or alternative arrangements should be completed in a timely manner, as determined by the instructor or program policies.

Approval:

STO requests are reviewed by the Office of Academic Affairs, with approval based on the request's nature and its impact on academic and clinical requirements. Planned STO will not be approved when examinations, competency examinations, senior seminars, biomedical integration, heritage lectures, and oral health days are scheduled unless for religious observation.

Responsibilities:

Students must make up missed curriculum material and manage their own schedule for makeup work. Students:

- a. Must assume responsibility for making up all curriculum material missed. The student should not expect the instructors involved to provide extra time for missed class or lab work;
- b. Should not expect to receive extra clinical periods for missed sessions; and
- c. Cannot leave assigned patients without provision for emergency care.

If a student misses an examination or competency examination due to an Unplanned STO or Planned STO for religious observation, the student must provide appropriate documentation upon their return. Additionally, the student must meet with the course

coordinator to schedule a time to make up their examination(s).

By following this STO policy, the School of Dentistry aims to support students in managing their personal needs while ensuring that their educational experience remains uninterrupted and comprehensive.

Violations:

If a student is found in violation of the Attendance Policy, if the requested STO is not Approved, or if the student has not requested STO but is absent from class/lab/clinic, the student will be charged for a full day of absence and will lose an additional STO day.

Consequences of Unauthorized Excessive Absences

Students will receive a written notification upon reaching 8 days of STO from Academic Affairs. Students will be informed that exceeding 10 days of STO may jeopardize their standing in the program. Excessive absences could result in course failure, suspension, repeat of the academic year, or dismissal from the program due to insufficient academic progression.

Extended Planned Absences/Requests

Students must submit a formal request for absences exceeding the allowed 10 days or, 20 half-days, or any combination not exceeding 10 days in any academic year. This request should include detailed reasons and supporting documentation and must be submitted at least two weeks prior to the absence. Such requests will be evaluated on a case-by-case basis. If an extended absence is anticipated, students should consider applying for a Leave of Absence (refer to Section 6.2 Leave of Absence).

By adhering to these guidelines, the School of Dentistry ensures that students manage their absences responsibly while maintaining the integrity of their education and clinical training.

6.1.3 Student Religious Observance Policy

Students absences for religious observances required by their Faith is included in the approved number of STO days. (See Section 6.1 Attendance Policy) Days requested for religious observances should be provided no later than September 1 of each academic year.

6.1.4 Make Up Exams

A student who is unable to take an examination due to unavoidable circumstances (hospitalization, car accident, major illness, etc.) is responsible for all missed material

and make-up work for any coursework that occurred during an absence. The student must contact the Office of Academic Affairs to provide appropriate documentation. The course coordinator must be contacted by the student to schedule all make-up exams.

When circumstances permit, students must notify the Office of Academic Affairs prior to the date of the absence to schedule the make-up exam unless unavoidable circumstances prevent prior notification. Practical make-up exams must be arranged with the course coordinator upon the student's return.

Course coordinators, course facilitators, clinical team leaders, and clinical departments will monitor attendance and routinely report student absences to the Office of Academic Affairs, Clinical Affairs and Student Evaluation and Promotion Committee, as applicable.

6.2 Leave of Absence

The intense nature of the educational programs in the School of Dentistry and the progressive development of patient care skills requires continuous enrollment. Therefore, except for bona fide conditions that compromise continued enrollment, a temporary leave of absence from the School of Dentistry may not be possible.

A leave of absence is an interruption of the normal course of study requested by a student which requires prior written approval by the dean or their designee. A student's leave of absence shall not extend beyond one calendar year. The official date of leave shall not precede the date of the student's request. An official leave of absence form must be processed and can be obtained from the Office of the Registrar. Students will be withdrawn administratively (WA) from classes during an official leave of absence.

A leave of absence may be granted upon receipt of a written request. Some reasons for the request may include personal illness, military duties, financial hardship, emotional distress and other unusual or extenuating circumstances. The Dean or Office of Student Affairs may require documentation to accompany a request. If the situation is appropriate, the Dean of Student Affairs may recommend that a student be placed on an administrative leave of absence.

If a leave of absence is requested for physical or mental health reasons, a qualified and appropriate healthcare professional must provide a letter typed on original letterhead justifying the request. To qualify for a medical leave of absence from the School of Dentistry, a student must present a letter to the Dean of Student Affairs. The letter must be from a qualified health care professional stating the (1) nature of the condition, (2) reason why the student cannot continue in school, (3) expected duration of the condition, and (4) prognosis for successful resolution of the condition. Prior to

the student's return, clear evidence must be provided to Dean of Student Affairs that the original problems leading to the medical leave have been resolved or that the student is capable of completing the program. Please contact the Office of Student Affairs to determine appropriate forms and additional documentation needed to complete the process.

A personal leave of absence under extraordinary conditions may be possible upon approval by the program director or Dean of Student Affairs (for DDS students). A delay in graduation may be indicated based on the length of the student's absence.

At the end of a granted leave of absence, all courses completed will be credited, however the student may be required to repeat coursework based on the recommendation of the Student Evaluation and Promotion Committee. Incomplete courses must be completed or repeated if indicated prior to advancement in the program. Preclinical technical skills must be demonstrated prior to providing clinical care to patients. Clinical skills will be evaluated by the clinical dean prior to promotion following an absence of six (6) months to a year.

6.2.1 Return from Leave

A written request to return to the College following a granted leave of absence is required. A student must make a written request to terminate a leave of absence for reinstatement to active status to the Dean of Student Affairs, not less than thirty (30) days prior to the termination of leave. Failure to terminate a leave of absence will result in automatic dismissal. If the leave was granted for physical or mental health reasons, a qualified and appropriate healthcare professional must provide a letter typed on original letterhead justifying the request to return to the College. Copies of the written requests must be provided to the Office of Student Services and a copy submitted to the Dean of the School of Dentistry at least thirty (30) days prior to the date of anticipated return. Exception may be granted for maternity, military duties, or other short-term leave.

Students will only be accepted for return at the beginning of each semester and will not be allowed to return after the close of the registration period of any semester.

The student will be required to register during the next semester after their leave expires. If the student does not resume their program at this time, or has not registered for two consecutive semesters, the student's classification shall reflect that they withdrew from the program and must reapply for admission.

A student returning from a leave may also be required to:

1. Submit a letter from a qualified United States licensed health care professional that indicates that the issues requiring the student's absence have resolved or that the student is capable of completing the program and is capable of returning to the academic environment;
2. Meet with and/or be evaluated by personnel in the College's Counseling and Mental Health Services;
3. Perform academic/clinical skill exercises in order to determine the student's present general level of ability; and/or
4. Be evaluated through written or oral examinations.

A withdrawal is a permanent cessation of the student's studies. If a student withdraws, they must reapply to Meharry as a new student and must be considered for admission by Meharry's Admissions Committee. If a student receives a medical withdrawal, they will be required to present medical clearance before being readmitted. A student withdrawing without presenting to the Registrar written permission from the Dean forfeits all claims for credit or refund.

6.2.2 Maternity/Paternity/Adoption Leave Policy

6.2.2.1 Maternity Leave

1. Maternity leaves of absence should begin when the student's condition precludes them from participating in program activities.
2. A written request for leave should be submitted to the Dean of Student Affairs.
3. A student may be granted up to six (6) weeks maternity leave, except a longer leave may be permitted as described in items 5 and 6 below.
4. The student may elect to return to school after a shorter period of time if they receive written approval from their physician. This should be a strictly voluntary decision by the student.
5. The standard period of leave for maternity related to uncomplicated pregnancy is six (6) weeks. Where complications arise, the student's

physician may authorize a longer period of disability as medical conditions warrant.

6. The affected student has the obligation and responsibility to provide medical authorization for return to school at the end of maternity leave, or to provide appropriate medical documentation indicating complications or other reasons for extending the period of leave.

6.2.2.2 Paternity Leave

Paternity leave may be requested by the father by submitting a written request to the Dean of Student Affairs. Up to two weeks of leave may be granted. If requested by the student, additional weeks of leave may be granted in order to manage unforeseen circumstances upon approval of submission of written medical documentation indicating reasons for extending the period of leave.

6.2.2.3 Adoption Leave

Students shall be allowed to request leave for the adoption of a child under the maternity/paternity policy provisions above with potential for extension of the period of leave upon submission of written medical documentation.

6.2.2.4 Academic Accommodation Related to Leave

Issues of schedule accommodations, academic credit and the need for makeup time to meet educational requirements following maternity/paternity/adoption leave are to be addressed on a case-by-case basis by the Office of Academic Affairs prior to the student's beginning the leave of absence.

6.2.3 Other Policies Associated with Pregnancy

6.2.3.1 Policy Regarding Patient Care Activities by Pregnant Students

1. **Avoiding Unnecessary Risks to Pregnant Students:** Pregnant students should consider the risks attendant with the delivery of oral health care. Institutional guidelines must be followed to eliminate unnecessary exposure to X-radiation. Pregnant students may elect, on recommendation by their physician, to refrain selectively from treatment of combative patients; refrain from treatment situations that include the use of inhalant analgesics, general anesthesia, or other potentially hazardous substances; refrain from

treatment of patients with known infectious diseases that may be of consequence to the fetus; or refrain from participation in any activities identified by their physician as placing the fetus at risk. Alternatively, pregnant students may be relieved of all clinical activity for a specific period of time for the above reasons, as recommended by their physician.

2. **Determination of Reduction in Activity:** for pregnant students, the reduction in classroom, laboratory, or clinical activity or formal leaves of absence will be determined on a case-by-case basis by the Office of Academic Affairs. Documentation must be provided by the student's physician to be approved for reduction in activity. Leaves of absence on pregnancy are covered in the School of Dentistry's policies on maternity/paternity/adoption leave.
3. **Pregnancy and Meeting Academic Requirements:** Students who require academic adjustments as provided above due to pregnancy must nevertheless complete all graduation requirements and must have educational experiences and service commitments comparable to those of other students. Because of regular course progressions, preset curriculum schedules may prevent completion of coursework according to individual preferences. Students should recognize that activities missed early in the curriculum are more difficult to make up. Therefore, graduation of any student who reduces her academic activity or takes a leave of absence for reasons of pregnancy may be delayed.

6.3 Withdrawals

A student may withdraw from the College after filing a completed withdrawal form with the Division of Student Affairs. The student's total performance in all courses will be evaluated at the time of the requested withdrawal in accordance with the College policies. Students may not withdraw from courses due to poor academic performance. Requests for withdrawals must be approved by the Dean of Student Affairs. Conditions for re-matriculation for a student, who withdraws and is in good academic standing, will be evaluated for re-admission by the admissions committee. A student who withdraws and is not in good academic standing, will not be considered for re-admittance into the DDS program.

7 DRESS CODE POLICIES

Violation of dress code policies are subject to disciplinary actions.

7.1 Purpose

The dress code for the School is intended to establish standards of dress of constituencies, to promote professionalism, and to meet internal and external safety and infection control standards. Compliance with dress code policies is mandatory. Administrative action will be taken for noncompliance. It is recommended that students not wear scrubs in public establishments. The guidelines govern student attire during regular class and clinic hours of operation.

All students are prohibited from wearing hats, caps, etc. inside any Meharry Medical College building or affiliate facility, excluding personal protective equipment. Head wraps for religious purposes are excluded from this policy. Excessive tattoos (including but not limited to sleeves) should be covered during the course of the school day.

Students and residents are responsible for maintaining clean, neat and well-fitting clothing. Faculty, staff, or students not engaged in direct patient care but presenting in clinic, for whatever reason, must maintain infection control and safety standards and present themselves in a professional manner.

7.2 Prohibited Attire for All Students

- a. Jeans
- b. Open-toed shoes, backless shoes, or sandals
- c. Shorts of any type
- d. Revealing tops or bottoms for women
- e. See through lace, chiffon or similar blouses, spandex or other tights
- f. Mini-skirts (women), tight clothing
- g. Dresses or skirts - deep splits (women)
- h. Disposable gowns and masks, except in clinical areas

- i. Hoodies, T-shirts or sweat shirts as an outer garment in clinical areas
- j. Loosely fitting jewelry, bracelets, exposed necklaces, rings, and earrings in clinical areas
- k. Caps, hats, scarves, and other head wear unless worn for religious purposes
- l. Sagging pants or sagging scrubs
- m. Under garments should not be exposed at any time

7.3 Classroom/ Clinic Attire

D1 students are allowed to wear business attire to the classroom. Shirts with ties, turtleneck or crew neck sweaters, band collar shirts (buttoned) and slacks are considered acceptable attire for men. Slacks are also appropriate attire for women as well as dresses or skirts are also acceptable attire for women; however, they must be worn at or below the knee. Clean, neatly pressed scrubs are acceptable classroom attire for all dental students.

All students engaged in classroom/clinic/laboratory activities will wear clean, neatly pressed, appropriately fitting scrubs. Solid white, crew neck short-sleeve or long-sleeve t-shirts with no visible print, **must** be worn under scrub tops. If a D1- D3 student does not progress with their entering cohort due to leave of absence, academic performance, or etc. and has to become a part of a new cohort, the student must purchase the appropriate scrubs that correspond with the new cohort. Additionally, students who are enrolled in Structured Academic Review must wear their assigned scrubs while on campus during school hours.

Barrier triads must be worn in the dental laboratory setting when rotary instruments and aerosol generating instruments are in use. Clean, neatly pressed, long laboratory coats must be worn when performing laboratory exercises.

Disposable gowns should only be worn in clinical areas. Barrier triad of facemask, gloves, and protective eyewear, including sideshields, must be worn in all treatment settings with patient contact.

Clinic attire is the correct corresponding color of the respective class's scrubs and these should be neat and clean in presentation during all clinical sessions. If

replacement scrubs are required, they must either be purchased from the current assigned vendor (information in the Office of Student Affairs) or similar to the original issued scrubs (including manufacturer, color, and pants style). They must also be monogrammed with the student's name above the pocket. Approved external purchases of scrub pants may include the following tapered leg styles only – Cherokee style WW105 and WW190.

Surgical caps are for protection, not fashion. Therefore, they should only be worn in clinics or in courses with lab components.

As a part of both classroom and clinic attire, all students are required to have their student ID badges visibly displayed on their scrubs or businesswear.

7.4 Personal Hygiene

Nails must be trimmed and clean. Nails should not exceed the tips of the fingers so as not to puncture gloves. Shoulder length or longer hair must be pulled back and covered with a bouffant cap. Hair should be neatly groomed; beards and mustaches trimmed and well-groomed. The length of eyelashes should not interfere with proper eyewear. Good personal hygiene must be adhered to at all times. Offensive body odor will result in a recommendation for suspension until appropriate hygiene has been established. As health care providers, it is our responsibility to help patients obtain optimal health. This cannot be accomplished without practicing and maintaining individualized good health. Issues with personal hygiene will be referred to the Office of Student Affairs.

8 STUDENTS WITH DISABILITIES

Meharry Medical College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, these laws are designed to eliminate discrimination against qualified individuals with disabilities. Disabilities may include physical or mental impairments which substantially limit one or more of a person's major life activities, and which necessitate modifications. Meharry Medical College is committed to making reasonable accommodations for qualifying students with disabilities as required by applicable laws. Accommodations are tailored to meet the needs of each student with a documented disability. Specific concerns pertaining to services for students with disabilities or any disability issue should be directed to the ADA Coordinator.

The Americans with Disabilities Act (ADA) Office is located inside of the Anna Cherie Epps Building, Center for Academic Success and Achievement (CASA).

Procedure for ADA Accommodations

Medical, Dental and Graduate Students with Disabilities

Procedures for Requesting Accommodations

To request an accommodation on the basis of any disability, whether physical, mental health or learning disability, **a student must take the following steps:**

- Students who report or suspect they have a disability condition may go contact the ADA Coordinator at (615) 327-6500. The ADA Coordinator will assist eligible students with documentation of disability condition, and will work with the students to identify and implement reasonable accommodations.

The student will be responsible for the following:

- **Providing documentation** with sufficient information that substantiates the limitation on a major life activity as a result of the disability. The documentation and information regarding the student's disability will remain confidential and will be released only if and to the extent that student provides the ADA Coordinator with written authorization to release such information.
- **Meeting with the ADA Coordinator** at the beginning of each semester for which they are requesting services. A reasonable amount of time is required to evaluate the documentation, review the request and determine the appropriate accommodation. The ADA Coordinator will provide the student a letter describing the nature of the accommodation they require as a result of their disability.
- **Meeting with his or her professor** at the beginning of each semester. The student should give the letter from the ADA coordinator that verifies the student's disability and the recommended accommodations to the faculty or staff member with whom they meet.

Faculty who have questions or concerns about specific accommodations should contact the ADA Coordinator directly.

Students who choose not to utilize their specific accommodations for an exam or quiz must sign and submit the appropriate Accommodations Opt-Out Form 24-48 prior to the start time of the assessment.

9 EXTERNAL SERVICE AND MISSION TRIPS

The School of Dentistry has established the following types of External Service: Community Service (Observation/Shadowing Only); Community Service (Patient Care/Clinical Only); Externship (Observation/Shadowing) and Externship (Patient care/Clinical). Additionally, students will not be permitted to participate in external service opportunities if they are not in good academic standing, are reported as having unsatisfactory progress in any didactic course at mid-term, or if they have a pending disciplinary action.

Externship

Externships are learning opportunities which consist of observation/shadowing and patient care/clinical experiences offered by educational institutions to expose students to interdisciplinary approaches to patient care at affiliated facilities. These programs are ideal for assisting students in determining if they would like to pursue additional training beyond the four year dental curriculum.

Semester	Eligibility
D3 Fall	Ineligible to attend externships unless attended during recognized breaks (Fall Break, Thanksgiving Break, or Winter Break), in addition to having a minimum overall clinic progress of 25%
D3 Spring	Ineligible to attend externships unless attended during recognized breaks (i.e. Spring Break) in addition to having a minimum overall clinic progress of 25% D3 students with a minimum overall clinical progress of 25% may apply for an externship for the fall semester of the D4 year.
D4 Fall	Students with a minimum overall clinical progress of 50% may attend one externship. Any additional externships must be attended during recognized breaks (i.e. Winter Break)
D4 Spring	Students with a minimum overall clinical progress of 75% may attend one externship. Any additional externships must be attended during recognized

	breaks (i.e. Spring Break)
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1. To attend an externship, the student must demonstrate satisfactory clinical progress **at the time of request and two weeks prior** to the start of the externship.
2. To attend an externship, the student must not be on academic or disciplinary probation.
3. Although a student is approved to attend an externship, it remains their responsibility to ensure timely clinical progress.
4. All requests for externships must begin in the Office of Clinical Affairs before signatures, letters of recommendation, etc. are obtained from Academic Affairs and the Office of Student Affairs.
5. An externship may not extend beyond **one** week. Any requests for externships beyond one week will be evaluated on a case-by-case basis wherein consideration will be given to students who exceed minimum clinical progress thresholds.
6. An externship will not be approved if it takes place during scheduled classes, practical exams, Introduction to Lifelong Learning, or Regional Licensure Review.

Community Service

Community Service programs are designed to engage students in activities true to the mission of the College to improve access to oral and overall health and healthcare of minority and underserved communities. Community service involvement will help build interpersonal skills and provide students with opportunities to develop transferable skills needed for future dentists. Give Kids A Smile (D3, ID3, D4, ID4), Oral Health Day (D1, D2, D3, ID3, D4, ID4), and Adopt-A-Grandparent Day (D3/ID3) are mandatory. An excused absence form must be obtained and submitted to the Office of Student Affairs if the community service event takes place during school hours.

Eligible students: D1, D2, D3, ID3, D4, ID4.

Observation/Shadowing

Observation/Shadowing programs are designed to allow students to develop an in-depth appreciation and understanding of advanced practices in the dental field. Activities include observation/shadowing of residents/students/faculty treating the

needs of patients. Students participating in this type program are not permitted to engage in patient treatment or work in dental laboratories. Students will not receive any credit toward graduation for any procedures completed during the shadowing experience. **Eligible students: D1, D2, D3, ID3, D4, ID4.**

Patient Care/Clinical

Patient care/Clinical programs are designed to allow students to provide treatment to patients and/or work in dental laboratories. Students will not receive any credit toward graduation for any procedures completed during the shadowing experience. **Eligible students: D3, ID3, D4, ID4.**

The Office of Clinical Affairs will oversee the process for Externships and Community Service programs involving patient care. Student eligibility is based on didactic and clinical standing. An External Service Application must be completed in order to begin the approval process. All applications are located in the Office of Clinical Affairs.

9.1 Mission Trips

Students traveling abroad must adhere to the College Policy regarding international travel. In addition to receiving signed permission of an excused absence from the Office of Student Affairs; signatures must be obtained from all the student's course coordinators and/or clinical team leaders, to provide the student permission to attend a trip during the course of an academic year. Students are responsible for making any prior arrangements for examinations/ assessments or pertinent assignments per the course syllabi (which they will miss within a course) with the course coordinators, prior to departure for the mission trip.

10 TRANSFER REQUESTS

Students are permitted to transfer to other dental schools. All activities regarding transfers must be submitted to the Office of Academic Affairs. Requests for student status verification, required for a transfer, must be made in writing with a clear statement of the reasons for the transfer.

Students must have a conference with the Academic Dean and complete the College's exit process as facilitated by the College's Office of Student Services.

Letters verifying the student's status will only reflect the academic standing of the student. Failure to comply with the requirements will result in non-concurrence with the transfer.

11 CONVOCATION AND COMMENCEMENT AWARDS

11.1 Convocation Awards

This program held during the fall semester marks the official beginning of the academic year with reaffirmation of the motto of the College, "Worship of God Through Service to Mankind".

At this time, a message that sets the tone for the academic school year is presented. During the program, students from all units of the College are recognized for outstanding academic achievements and receive awards and citations for academic and clinical excellence.

Convocation awards are presented to students at various levels for outstanding didactic and clinical performance. Students are selected by the Honors and Awards Committee, a branch of the Student Evaluation and Promotion Committee, based on criteria of the donor and procedures and policies established by the School and the College.

11.2 Commencement Awards

The Commencement ceremony is held in May of each academic year and honors students who will soon graduate. It is a time for the College, president, deans, faculty, and staff to pay special tribute to graduating students for the outstanding efforts shown in earning their degree.

Commencement awards are presented to graduating senior students for outstanding didactic and clinical performance. Students are selected by the Honors and Awards Committee, a branch of the Student Evaluation and Promotion Committee, based on criteria of the donor and procedures and policies established by the School and the College.

12 STUDENT SUPPORT AND HOUSING

12.1 Office of Student Services

The College's Office of Student Services provides an array of services for students, a brief summary of these services is captured below. Additional details are available by contacting the Office of Student Services directly at (615) 327-6792.

12.2 Health Services and Insurance

Health Services are available to students through the Student Health Services Clinic. The College sponsors a group student health insurance plan; this is a mandatory comprehensive participatory program. Students are required to enroll or to show, at registration, proof of insurance coverage equal or superior to the College plan. The group health insurance plan is designed to defray a major portion of the cost of medical, dental, vision care and hospitalization. Insurance coverage is provided on or off campus, and includes 24-hour emergency services. The Health insurance plan is offered for each academic year. Additional coverage may be requested by contract for spouse, children and other dependents. Information packets are available in the Office of Student Services.

12.3 Financial Aid Office

The Student Financial Aid Office assists students in obtaining resources to finance their education. This may include federal and private loans, scholarships and Federal work-study options. We encourage all students to complete the Free Application for Federal Student Aid on an annual basis. Priority will be given to students who have completed it by April 15th. For additional information please see the Meharry Medical College Financial Aid website page at [FINANCIAL AID - Meharry Medical College \(mmc.edu\)](http://mmc.edu/financial-aid) or contact the OSFA directly for more information (615)327-6826.

12.4 Center for Academic Success and Achievement (CASA)

The Anna Cherrie Epps, Ph.D., Center for Academic Success and Achievement (CASA) is a comprehensive support unit that provides holistic resources to enhance student success in the five schools. CASA offers one-on-one skills sessions on topics such as time management, study strategies, learning plans, test anxiety, and motivation. The Center oversees tutoring services across various subjects and facilitates the academic accommodations process for students with disabilities, ensuring equitable access. For more information, call 615.327.6500 or email at casa@mmc.edu.

12.5 Meharry Mail Services

Meharry Mail Services is located in the lower level of the School of Dentistry. Mail Services functions as a mail distribution center only and does not offer the full services of a United States Post Office substation. Meharry departments can process outbound mail via the use of postage authorization forms, which are available in Mail Services. Mail Services office hours are 8:00 to 4:30 pm Monday through Friday. Mail Services' package pickup window is open from 12:00 pm to 4:00 pm Monday through Friday. Mail Services is closed on all Meharry Holidays.

Mailboxes are available for approved student organizations at no cost. Student group leaders can request a mailbox in person at Mail Services between the hours of noon and 4:00 pm, Monday through Friday. A fee is required to replace a mailbox key.

The campus mailing address is 1005 Dr. D.B. Todd Jr. Blvd, Nashville, Tennessee 37208-3599. Please note that Mail Services only accepts mail and packages for those students that reside in Campus Housing.

For questions regarding Meharry Mail Services, please contact Elizabeth Noll, Director of Auxiliary Services, at enoll@mmc.edu.

Meharry Mail Services
(615) 327-6278

12.6 Library

The College Library is housed on the second, third and fourth floors of the S.S. Kresge Learning Resource Center (LRC). Services and facilities include circulation, references, computerized literature searching, microcomputer learning laboratory, photocopying, interlibrary loan, information management instruction, media viewing room, and College archives. The library is open Monday-Friday 8:00 am-1:00 am and Saturday and Sunday 9:00 am- 1:00 am. A deposit is required to cover possible losses and damages of borrowed materials.

Director of Library Services
(615) 327-6728

12.7 Safety and Security Office

The Safety and Security Office is located on the south side of the A. Cherrie Epps, Ph.D. CASA Building. The office can be contacted 24 hours per day, 7 days per week for emergencies or other matters pertaining to parking, identification badges and violations. To increase safety, students may request campus escort service to and from their vehicle in designated parking areas 6:00 p.m. to 6:00 a.m. daily.

Safety and Security Office

(615) 327-6254

Emergency Number

(615)327-6666

12.8 Counseling

Meharry Counseling Center offers free counseling for students. The center conducts individual, couple, and group counseling sessions. Crisis prevention education, stress management techniques, and personal development services are also available. The counseling center is located on the 3rd floor of the old hospital. The center may be contacted at (615) 327-6915 for additional information.

12.9 The Dr. David E. Ross, Jr. Family Fitness and Recreation Center

The fitness and recreation center is located in the Lloyd C. Elam Mental Health Center. The center includes a gymnasium, a racquetball court, exercise room and an aerobics area. Ping pong tables and pool tables are also available for student use.

12.10 Housing Consultation

The College offers consultation in identifying affordable housing, conveniently located on or near campus. To receive information on pricing, accommodations, and to schedule a tour contact the Housing Office at (615) 327-5751.

College housing options include:

12.10.1 Royal Towers

Royal Towers is located on the corner of 21st Avenue and Albion Street. A 10- story residential complex, Royal Towers contains 154 one and two bedroom apartments for students, staff, and faculty and their families. Occupants are responsible for all utility costs except water service.

12.10.2 Morena Place Apartments

Morena Place Apartments are located between 16th and 17th Avenue North. The apartment structure contains 78 one and two bedroom apartments. Occupants are responsible for all utility costs except water service.

12.10.3 Constellation Place

Constellation Place sits between 12th Avenue and Morena Street. Inside are 126 apartment-style units on six levels, a fitness center, underground parking, retail space and two large classrooms. Occupants are responsible for all utility costs except water service.

13 EXECUTIVE ORDERS/COLLEGE POLICIES

13.1 Institutional Policy against Sexual Harassment and Complaint Resolution Plan and Procedures

This policy is intended to set forth the College's institutional position as it relates to sexual harassment. This is the official sexual harassment policy for the institution and applies to all administrative officers, faculty, staff, students, and persons seeking employment and doing business with the College. Sexual harassment is unacceptable conduct that will not be tolerated by the College. It interferes with appropriate relationships between supervisors and subordinates or teachers and students by unfairly exploiting the power inherent in a faculty member or supervisor's position. The College will not tolerate behavior by any member of the institutional community that creates an unacceptable working or educational environment.

13.1.1 Definition

Sexual harassment is defined as deliberate and/or repeated advances that are unwelcome, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or

- c. Such conduct has the purpose of unreasonably interfering with an individual's work or educational performance, or environment for working or learning.

13.1.2 Examples of Sexual Harassment

Sexual harassment includes any sexual attention that is unwanted. Examples of sexual harassment include but are not limited to:

- a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations;
- b. Direct proposition of a sexual nature;
- c. Subtle pressure for sexual activity, such as repeated or unwanted stares;
- d. Conduct intended to discomfort or humiliate, that includes comments of a sexual nature or sexually explicit statements, questions, innuendoes or jokes;
- e. Suggestive or inappropriate communications, notes, letters or other written materials displaying objects or pictures which are sexual in nature that would create a hostile or offensive work or learning environment;
- f. Sexually suggestive or obscene gestures;
- g. Attempted or actual kissing, fondling, pinching, or other inappropriate touching, such as brushing against the body;
- h. Remarks of a sexual nature about a person's clothing or body or remarks about sexual activity or speculations about previous sexual experience; and
- i. Physical assault.

(See College Sexual Harassment Policy at Mymmc.edu)

13.2 Consensual Relationships

No faculty member or other instructional personnel shall engage in an amorous relationship with a student who is enrolled in the College.

Such relationships may easily be perceived as promoting or showing inappropriate favoritism to student(s) based on non-meritorious considerations and can have adverse effects on student learning.

Relationships between faculty and students outside the instructional context may also prove problematic, particularly when the faculty member participates in decisions that may reward or penalize students. Such relationships are also discouraged. (See College Amorous Relationship Policy at Mymmc.edu)

13.3 Complaint Procedures

All complaints should follow the procedures as set forth in the General Counsel/Compliance – Sexual Misconduct Policy and Grievance Procedures.

13.3.1 Investigation of Complaints

All complaints, informal and formal, are subject to investigation. Any individual can contact any of the designated offices under “Reporting Guidelines” to report allegations of sexual misconduct. The report is given to a designated Title IX coordinator to investigate, who will in turn conduct a prompt investigation.

The purpose of the investigation is to ascertain that an actual violation of this Policy has occurred. Investigations shall include the following:

- a. An interview with the complainant to determine the facts upon which the complaint is based. This meeting should be used to find out the "who, what, when and where" of the complaint. Any evidence of or witnesses to an alleged incident should be obtained during the interview;
- b. An interview with the accused to inform them that a complaint has been made against them. The complainant should not be identified, but if the alleged harasser knows the identity of the complainant, it should be made clear that no retaliatory action will be tolerated;
- c. In a formal complaint, interviews with any other persons believed to have pertinent/factual information or knowledge of the alleged Policy violation;

- d. The person investigating the complaint will take steps to ensure confidentiality of all parties involved;
- e. The accused shall have a full opportunity to respond to all allegations; and
- f. If it is concluded that there is a reasonable basis for believing that a policy violation has occurred and a negotiated settlement cannot be reached, formal action will be taken and the complainant as well as the accused will be informed of the results of the investigation and actions taken to resolve the complaint.

13.3.2 Disciplinary Action

Complaints and cases of sexual harassment will be dealt with promptly. Any member of the institutional community found to have engaged in sexual harassment will be disciplined. Disciplinary action for violation of this policy shall include and not be limited to any of the following courses of action, as appropriate, based upon the severity of the violation:

- a. Verbal warning;
- b. Written warning and reprimand, with letter being placed in employee's, student's or contractor's official file, and appropriate counseling;
- c. Suspension; or
- d. Termination of employment or contractual relationship, or expulsion.

13.3.3 Confidentiality

Every effort shall be made to protect the privacy of all parties involved. Such efforts are intended to protect the complainant and any witnesses from retaliation and to assure that the rights of the accused are protected. All parties involved in sexual harassment complaints should be cautioned about discussing the case outside of the resolution process.

13.4 Disseminating the Policy

Information concerning the College's sexual harassment and other policies shall be made available to all students and employees. Brochures shall be maintained in all divisional, departmental and College wide offices.

The Policy shall also be reissued on an annual basis, through payroll distribution, and printed annually in an issue of the Meharry Insider and FOVEA, the student newsletter. The Policy shall also be included in the following publications:

- Faculty Handbook;
- Personnel Policy and Procedures Manual; and
- Student Services Handbook.
- Website: Mymmc.edu

The institution's sexual harassment policy shall be explained during new faculty and staff orientations. A copy of the institution's Policy shall also be submitted to the campus library for display.

13.4.1 Educational Component

Education on the issue of sexual harassment is essential to eliminating the problem. Therefore, an institutional training program that sensitizes participants to the issue of sexual harassment, its effects on the complainant, the alleged harasser and institutional productivity shall be implemented. Mandatory participation requirements for all employees will reinforce the institution's commitment to eliminating sexual harassment.

Training sessions shall be divided into separate sessions as follows:

- a. Executive Management Team
- b. Department Chairpersons
- c. Divisional managers/supervisors
- d. Faculty Members from each of the five schools
- e. Employees (by department)

f. Student Governance Leadership

Further design and development of the educational component shall be the responsibility of appropriate institutional representative(s).

13.4.2 Responsibility

Responsibility for implementing the policy is delegated by the President for assuring implementation by senior officers of the College.

13.4.3 Notification

The president shall notify the College community of this policy each spring. An implementation plan for the year's program activities will also be developed. Such a plan is to be reviewed by the Executive Management Team.

13.4.4 Effective Date

This Executive Order is effective upon issuance and is revocable by the president at any time and without notice.

13.5 Academic Policy on the Use of Artificial Intelligence-based Text Generators

Purpose:

The purpose of this policy is to clarify the use of artificial intelligence-based text generators in the academic setting of Meharry Medical College.

Policy Statement:

With the development of online resources such as ChatGPT that use artificial intelligence (AI) to create text, there is a need to clarify our expectations for its use in teaching and learning experiences on our campus.

Procedure:

Faculty are encouraged to set and communicate expectations. For each course, a policy should be established for the use of AI allowed for that course, with expectations communicated in the syllabus. Consequences for using AI-generated work should also be discussed and available in the syllabus.

Teaching with the use of AI-based tools is permitted, in order to facilitate student learning and prepare them for their professional careers.

Academic Misconduct

Students at Mehary Medical College are expected to hold high standards of academic and professional integrity and honesty. If the use of AI-based tools is prohibited for a course and a student is suspected to have engaged in academic misconduct, a report should be filed with the (Student Conduct) committee.

14 STUDENT RECORDS, POLICIES, AND PROCEDURES

14.1 Definitions

Student - any person who attends the College

Academic Record - any record (in handwriting, print, tapes, film, or other medium) maintained by the College

Personal Record - a record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Employment Record - the record of an individual, whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment

Records maintained by the College- if the record is maintained solely for law enforcement purposes, it is revealed only to law enforcement agencies of the same jurisdiction, and the Unit does not have access to education records maintained by the College

Medical, Personal Counseling and Cognitive Assessment Records- maintained by the College's health and counseling professionals, if the records are used only for evaluation, treatment of a student and counseling and made available only to those persons providing the evaluation, treatment or counseling

Alumni Records- records which contain information about a student after they are no longer in attendance at the college and which do not relate to the person as a student

Academic Affairs Student File- a digital file stored electronically in the Office of Academic Affairs which documents Academic Affairs or Student Affairs correspondence, student contact and emergency contact information, class attendance records, national board performance, warnings, and/or disciplinary actions.

14.2 Access to Student Records

1. Family Educational Rights and Privacy Act (FERPA)

The confidentiality of student information complies with the provisions of the 1974 Family Educational Rights and Privacy Act. The law is explicit as to the type of student information that can be released without the student's prior consent. The student information that can be released is termed "directory information" and includes the following:

- a. the student's name;
- b. address (local and grade/billing);
- c. electronic mail address;
- d. telephone number;
- e. class (1st year, 2nd year, etc.);
- f. participation in officially recognized activities and sports;
- g. dates of attendance;
- h. anticipated date of graduation;
- i. degrees and awards received;
- j. the most recent previous educational agency or institution attended by the student;
- k. date and place of birth;

- d. No student record, or its contents, may be taken from the office where it is held. No one is permitted to view a student record except in the presence of a staff member from the specific program.
- e. No grades or records will be released to parents of students over eighteen years of age. The College's Registrar's Office has special release forms for students to sign for this service.

14.3 Student Data Updates/Background Checks

Students are required to complete data updates of personal information i.e., address, phone number, email, etc. at the start of each academic year. If there are changes during the academic year, students are to submit the changes to the Offices of Academic Affairs and Student Affairs.

Background checks are also required at the beginning of each academic year in which the student will be treating patients.

14.4 Notification to Students of Official Actions

Each student in the School must have their current local address and telephone number on file with the Office of the Dean, the Office of Academic Affairs, the Office of Clinical Affairs, and the Office of Student Services. Each student should also have the current address and telephone number of next of kin or other emergency contacts on file at the above mentioned offices. Students are responsible for ensuring that changes in their information are communicated immediately to the appropriate offices.

All official communications to individual students will be forwarded by the Office of Student Services, via certified mail, to the student's address on record and to the student's campus mailbox. Neither the School nor the Office of Student Services shall be held responsible for difficulties associated with communication due to unreported moves, changes of address, or students checking their mailboxes.

14.5 Policy on Student Status and Refund

14.5.1 Determination of a Student's Status

A student is classified as full-time if they are properly registered in the Division of Student Affairs and is pursuing a course of study which will lead to a terminal degree or certificate from the College in accordance with College policies and procedures.

Full fees and appropriate tuition are due and payable on or before the day of registration. However, the dean may defer a student's payment of tuition on the day of registration if the following conditions have been met:

- a. The student has been awarded a loan;
- b. The student presents proof of pending scholarship aid; an amount equal to or greater than the tuition due which has been processed through the Office of Student Financial Aid prior to the day of registration; and
- c. The student signs a promissory note agreeing to a specific payment plan. Deferred tuition must be paid prior to subsequent registration.

Students who are required by the faculty to repeat a course(s) must pay full fee charges during the fall semester in question, but their tuition will be prorated in accordance with the number of hours repeated for the year. Students enrolled during the summer session will pay on a prorated basis only if the courses(s) they take are being repeated; such charges are payable when the student registers for the summer session. Students who fail to register and pay the appropriate charges will not be awarded credit for the course(s) in question.

A student who is not repeating any courses, but who is required to pursue a modified program of study (inclusive of courses to remediate deficiencies) will do so by approved direction from the Student Evaluation and Promotion Committee and Academic Dean of the School of Dentistry. Such students must pay all appropriate fees, but their tuition will be prorated in accordance with the number of hours carried.

Students who are admitted to take specific predetermined courses and have completed degree requirements shall not receive credit for courses taken toward a degree/certificate from Meharry. Their enrollment shall automatically terminate upon completion of the course(s) concerned. Such students will pay a prorated tuition appropriate to the number of hours taken and their payable fees shall be designated based upon their circumstances or enrollment.

14.5.2 Student Refund Policy (Excluding Post-2 Clinical Year Students)

The College will refund tuition and fees according to the following schedule if the student meets the eligibility requirements.

Meharry Medical College has adopted the Department of Education's refund policy for all students who find it necessary to withdraw from the College or take a leave of absence during the academic year. It is a universal policy that applies to all students, those receiving and not receiving federal financial aid. Students who elect to withdraw or take a Leave of Absence during the academic year must submit prior written notification to the appropriate Academic Dean according to the procedures specified in the Catalogue for their program. Meharry Medical College may amend its institution refund policy at any time. Amendments will become effective for the academic year that follows official notification of the amendment. Any questions concerning Meharry Medical College's refund policy should be directed to the Office of Student Financial Aid.

The formula is as follows:

Completed days/total days = %; if the percentage is greater than 60%, then 100% of the funds are earned and no refund or return is required. Any percentage less than 60% completion rate will be prorated and funds returned to the lender. This may also result in the student owing Meharry for unearned funds received.

Instructions: Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence).

NOTE: 60% of the term usually averages out to be about 2 ½ months.

The same percentage will be applied to tuition and fees with the exception of the following fees, which should be maintained at 100%:

- 1) Registration
- 2) Orientation (first years only)
- 3) Health insurance (which will continue to the end of the semester)

Students are not entitled to a refund of tuition and/or fees paid by third parties; such will be refunded/returned to the agency concerned.

14.5.3 Eligibility for Disbursement of Refunds

Before refunding any tuition or fees, the Office of the Treasurer shall examine all student financial obligations to the College (tuition, fees, rent, dental storeroom, bookstore, library, etc.) as well as matured and/or past due emergency loans.

Promised student financial aid cannot be considered in determining eligibility for refunds; therefore, requests for refunds can be approved only for the amount of cash receipts and/or other credits in excess of charges as shown in the student's account. Disbursement forms are prepared by the Office of Treasury Management upon official notification from the Office of Student Services that a student has withdrawn from the College. Ten (10) business days after an application for refund has been made, the check should be in the Office of Treasury Management for distribution.

Lending agencies will be notified immediately of any changes in the student's status.

14.5.4 Student Refund Policy

Before making any refunds, Student Financial Services shall examine all student financial obligations to the College i.e., tuition, fees, rent, dental storeroom, bookstore, library, etc., as well as matured and/or past due emergency loans.

Promised student Financial Aid cannot be considered in the calculation of student refunds. Exceptions will be made only at the discretion of the Treasurer.

Within five (5) business days after an application for refund has been made, a check will be in the Treasurer's Office for distribution.

14.5.5 Post-2 Clinical Year Student Tuition and Fee Refund

Post-2 Clinical Year Students shall register each semester as full-time students, that is, the student must register for a minimum of 14 semester hours in Independent Study (Course #ASDD 611-01).

Students who complete all requirements before the end of the semester may have tuition costs prorated based upon the number of clock hours actually used to complete their requirements.

To facilitate adjustments, the Academic Affairs will verify the date in which students completed all internal requirements.

The total clock hours used by the student are calculated for the date of the beginning of clinical activity (including clinic orientation) to the actual date of the submission of final grades. The total number of semester hours is calculated by dividing the total

number of clock hours used by 18 (clock hours used/18 = number of semester hours used). Final tuition is assessed based on the cost for each semester hour used. Adjustments must be made prior to the student's final clearance from the institution.

Full tuition will be assessed for students who use fourteen (14) or more semester hours to complete the necessary work. Fourteen semester hours is considered as full-time status (NO REFUND). Institutional fees are non-refundable.

- Example A: Clock hours used $108/18 = 6.0$ semester hours
 $\$687.33 \times 6$ semester hours = $\$4099.98$ tuition
- Example B: Clock hours used $252/18 = 14$ semester hours.
 Full-time tuition = $\$9622.62$ for 14 semester hours.

14.6 Student Health Insurance

The College, a self-insured institution, offers a major Medical and Dental Plan for students and their covered dependents. The health plan must be elected at registration unless the exemption specified in subsection B is met. Coverage cannot be dropped or added prior to the next enrollment period, normally one year in duration, unless a 'life event' is experienced (marital status change, increase or decrease in dependents, termination of special/parental insurance, etc.).

Students who present proof of health insurance coverage equal to or greater than that provided by the College, as determined by the director of student services, may be exempted for the payment of the health insurance fee.

Health insurance fees shall be governed by the following schedule if a student officially withdraws from the College or from official registration in a course(s). Students on third-party payment shall not be entitled to health insurance refunds; such will be refunded to the agency concerned. Exemptions will only be made at the discretion of the director of the student services and the dean.

The percentage of refund that is based on the period of enrollment for tuition refunds, applies to the student health insurance fees.

14.7 Policy on Smoking

As an institution committed to providing quality in its health care services and health professional education, the College tries to provide an environment which is conducive

to good health. Accordingly, as of January 1, 1989 all campus buildings are considered "smoke free". No smoking, nor vaping, will be allowed inside any building on campus. Smoking or vaping on campus, buildings, or grounds, is prohibited.

The only exception to this policy will be when a physician determines that smoking is a necessary part of a patient's therapy. In such cases the patient will be allowed to smoke within the confines of their assigned room, subject to reasonable supervision by the nursing staff. Permission for smoking in these cases must be documented by the attending physician on the patient's chart.

The sale of any and all tobacco products is prohibited on the campus of the College.

14.8 Substance Abuse Policy

Any student or employee found to be in violation of the following drug and alcohol policy may be subject to one or more of the disciplinary sanctions described. The College reserves the right to exercise discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any College-sponsored activity may result in required participation in a drug or alcohol treatment or rehabilitation program and placed on probation, suspension, expulsion or termination.

The distribution of illicit drugs on campus or at any College-sponsored activity may result in required participation in a treatment program, suspension, expulsion, termination and/or referral of the matter for criminal prosecution.

Much has been written in the press about the prevalence and effects of substance abuse in our society. While we are not aware of widespread alcohol or drug abuse at the College, it would be naïve to assume that no problems exist. Each student has a responsibility to pursue their academic endeavors in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance impairing substances. The College has instituted this policy to address the risk of substance abuse at the College and to make certain that a high quality of academic achievement and integrity is maintained.

14.8.1 Purpose

The College regards substance abuse (alcohol and chemical dependencies) as an illness which may respond to medical treatment. This policy seeks to allow any student suffering from this illness the opportunity to receive the same careful consideration

and referral for treatment as those having other illnesses. Student status will not be jeopardized by a voluntary request or referral for diagnosis and treatment of alcoholism or chemical dependency.

14.8.2 Definition

Alcohol and chemical dependencies are defined as illnesses in which a student's use of alcohol or other chemicals interferes with their academic and/or clinical performance, interpersonal skills and relationships.

14.8.3 Policy

When a student is suspected to have an alcohol or chemical dependency problem, it should be discussed with the Office of Academic Affairs in the respective school and/or the Counseling Center. As with any apparent medical problem the student should be referred to a physician. A professional evaluation will determine whether or not the student has an abuse problem and requires treatment.

When a student's performance is unsatisfactory and it has been medically determined that alcohol or chemical dependency is at least partly the cause, the student must accept referral and agree to a program of treatment. Continued unsatisfactory performance may result in the student being relegated to administrative leave of absence with reevaluation prior to reinstatement.

Failure to follow through with referral for medical evaluation and/or treatment shall be cause for appropriate disciplinary sanctions including dismissal. This information will be treated as confidential.

It shall be the responsibility of each student who observes or has knowledge of another student in condition which impairs the ability to perform academically, or who poses a hazard to the safety and welfare of others or is otherwise in violation of this policy, to promptly report that fact to the Office of Academic Affairs in the respective school and/or Counseling Center.

Any student who is present on campus or at an affiliated institution in an intoxicated condition as a result of the illegal use of drugs or due to alcohol consumption shall be subject to disciplinary sanctions including possible dismissal.

The off-campus use of alcohol or illegal drugs which results in impaired academic performance, or interpersonal relationships, may be grounds for disciplinary sanction including possible dismissal.

The illegal use, sale or possession of narcotics, drugs or controlled substances while on College and/or hospital premises is grounds for disciplinary sanction including possible dismissal. The criminal conviction for the illegal sale of narcotics, drugs or controlled substances while off campus is also grounds for disciplinary sanction including possible dismissal.

Where there is reasonable suspicion of a violation of this policy, and at the discretion of the institution, vehicles, lockers, pocketbooks and/or related personal items may be searched without prior notice to ensure an environment free of illegal drugs or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in their possession or control, vehicle and/or personal area will be subject to immediate disciplinary sanctions including dismissal.

The institution earnestly solicits the understanding and cooperation of all students in implementing the policies set forth herein. Questions regarding this policy and its application should be directed to the Office of Academic Affairs in the respective schools and/or the Counseling Center, with assurance that inquiries will be kept confidential.

Copies of the full policy, which includes criminal sanctions and counseling services, can be found in the policies manual of the respective schools.

15 INFECTION CONTROL

A complete list of clinic policies and procedures can be found in the Clinic Manual. The College Infection Control Policy should be used as a guide for managing infectious diseases.

15.1 Immunization Policy

At the time of registration, students must present proof of immunity to measles, mumps, rubella, varicella, Hepatitis B and polio as well as an updated Tetanus-diphtheria (Td) booster within the last six years (good for ten years in usual circumstances). Proof should also be provided documenting a tuberculosis skin test (PPD-purified protein derivative) within the last year.

Students who do not provide proof of documented immunity must obtain the proper immunizations to continue matriculation. Costs for all immunizations are provided at the student's expense and are not covered by most insurance policies.

15.2 Tuberculosis Skin Testing

Tuberculosis skin testing is required annually for all students enrolled in the School. Any student who has not been appropriately immunized or who failed to receive such annual screening will not be allowed to continue clinical rotations.

Any student who has tested positive for tuberculosis during the course of their dental training will be evaluated and must have their condition monitored routinely in the Student Health Center without charge. The student must notify the Office of Academic Affairs of such occurrence to facilitate appropriate follow-up. Students may opt, however, to receive treatment from their private physician at their own expense. The student must provide documentation of such treatment both to the Office of Academic Affairs and the Student Health Center in order for the student to be cleared to return to duty.

The School will assume responsibility for the cost of the initial chest x-ray(s) and such medication as deemed appropriate by Meharry Student Health.

15.3 Evaluation of Occupational Exposure, Illness and Injury

Students who are accidentally exposed to blood and body fluids via needle stick, mucous membranes, or exposure of non-intact skin or become ill or injured, as the result of a clinical assignment will be evaluated at the Student Health Center during the Center's normal operating hours. Students must also notify the Office of Clinical Affairs of such injury. A reportable event form must be completed in addition to individual affiliate hospital or clinic forms. If the Student Health Center is closed, the student will be referred to Metropolitan Nashville General Hospital Emergency Room.

The Student Health Center staff will triage the student and record the following information on the referral form:

- Student's current immunization status with regard to Hepatitis B and tetanus vaccines and any other pertinent laboratory information; and
- Type of injury, when and how the injury occurred, and any pertinent information regarding the incident or the student's condition.

If the student is located at the external rotation, or in cases of dire emergency, the student must first contact the designated administrator at the work site for immediate care and the Office of Clinical Affairs. Any necessary emergency medical and/or nursing care will be made available to the student through the regular prior approved procedures, and follow-up care will be provided at the Metropolitan Nashville General Hospital on the College Campus.

In clinical orientation and the Tennessee Occupational Safety Administration Seminar, educational sessions are given which outlines the occupational exposures to infectious and environmental hazards anticipated in the day to day practice of dentistry. These sessions are mandatory and cover instruction in the prevention of occupation exposures; procedure for evaluation after exposure; and the effects of infectious and/or environmental disease or disability on student educational activities.

16 STUDENT INVOLVEMENT

Inclusion of students is a key element in the overall operational plan of the college. The consistent involvement of students in the on-going functioning of the School is crucial to its viability and mission. Student involvement is actualized through appointments to standing and ad hoc committees. Recommendations can be obtained at classes, bi-monthly meetings with the administration, class officer meetings with the dean, and organizational and informal student meetings.

Students are allowed to voice concerns or formal complaints in an array of methods. A concern/informal complaint is defined as a verbal complaint presented during open forums such as the Student Life Committee, President's Town Hall meetings, school-wide general assemblies, and student class officer meetings with the respective Deans. A formal complaint must be presented in writing to the designated administrative office or administrator in the School of Dentistry or the Division of Student Affairs. Administrative areas designated to receive and resolve student complaints in the School of Dentistry are the Office Academic Affairs, the Office of Student Affairs, and the Office of Clinical Affairs. **All academic complaints must be copied to the Executive Vice President and Provost of the College.** Resolution of complaints are handled as expeditiously as possible. Because concerns/complaints may begin at the level of expressing it to a course coordinator, a designated proper protocol for chain of command is provided for resolving them.

(Please see the Appendix for the Proper Protocol and Chain of Command)

Leadership opportunities assist in the students' potential growth of personal and professional development. Student governance and involvement in organized dentistry at local, regional and national conferences offer leadership opportunities for students.

16.1 Student Communication

Communication largely consists of resource identification and information dissemination. Class meetings and conferences account for the remaining components. Communication activities serve as the supporting link. Effective office functioning requires collective student input as well, analysis and processing/dissemination of information. Information may be disseminated through class meetings, conferences, e-mail transmittal, and/or written correspondence. Students are responsible for submitting to the Office of Academic Affairs any changes in their personal demographic information (name change, address change, telephone, etc.) to ensure they receive the communications distributed to the student body.

All course materials including didactic and clinic syllabi, clinic manual, policy and procedure manual, etc. are placed on Blackboard before the beginning of each semester for students.

16.2 Student Services

16.2.1 Advising

Academic and personal advisement is available and provided at the student's request. Confidentiality is strictly maintained. Appointments are available upon request.

16.2.2 Appeals Assistance

Assistance is provided for both academic and disciplinary appeals. This is provided for the consideration of appeals justification, letter compilation, preparation for the appeals hearing, and due process assurance. Requests for appeals assistance must be initiated in writing by the student.

16.2.3 Mediation

Assistance is offered with dispute resolution between faculty, administrators, staff, and/or students. Mediation requests must be initiated in writing by the student and submitted to the Office of Student Affairs.

16.2.4 Information Dissemination

Information is available through the Office of Academic Affairs and electronic communication for scholarships, policy and procedural changes and legislative matters affecting dental students. Information regarding externships, research opportunities, advanced education programs, and employment opportunities information are made available through the Office of Student Services.

16.2.5 Dean's Letters of Recommendation

Recommendation letters are written upon request from students and forwarded to respective educational programs or agencies. These letters are based on a review of the student's academic performance, moral character and professionalism. Recommendation letters are official records of the School. Personal copies are not supplied to students. **The student should request letters of recommendation directly from the Office of Academic Affairs. Please allow 2-3 weeks for processing.** Students should provide their curriculum vitae or resume, unofficial transcript, and other supporting documents at the time of request. School of Dentistry alumni should allow 3-4 weeks for processing of requested letters.

16.2.6 Student Orientation

Orientation programs are facilitated to provide students with an introduction to the School and its policies and to assist with successful matriculation in the School and the College. Student orientation sessions are held at the beginning of each academic school year. Participation is mandatory for all students.

16.2.7 Information Requests

Student information is provided to internal and external sources in compliance with the Family Educational Rights and Privacy Act (FERPA), additional details are available on MyMMC.edu.

17 SCHOLARSHIPS AND AWARDS

A scholarship file is maintained in the School of Dentistry Office of Academic Affairs. The file is updated frequently to keep students informed of available scholarships.

Recipients of scholarships, with the exception of the incentive scholarships, are selected by the Academic Evaluation, Honors, and Awards Committee for the School. This committee is composed of faculty and representatives from the Office of Academic Affairs. Friends of Meharry help enable the College to honor these deserving students. The list and brief description of the awards are as follows:

17.1 Merit Scholarships

Merit Scholarships are awarded to incoming students who display exceptional scholastic ability as evidenced by their undergraduate cumulative grade point average and standardized admissions test scores. These scholarships are awarded for up to four years, based on the students maintaining high academic standards during their matriculation, and are awarded by the Admissions Committee.

17.2 Academic Achievement Awards

Academic achievement awards are earned by students based on scholastic achievement. These recognitions may consist of one-time departmental awards that honor top student performance within a specified time period, in their individual courses or for their work in research. Students named to the Dean's List, national honor societies and other national recognition groups are also honored.

17.3 American Dental Association Scholarships (ADA)

The ADA awards a select number of Endowment Scholarships annually. There are two categories of awards: the underrepresented minority student and the general student population. The Awards Committee for the School selects students who will compete for these awards.

17.4 National Dental Association Foundation (NDAF)-Colgate-Palmolive Scholarships

These awards are granted to underrepresented minority dental students. Students submit applications to the NDAF Scholarship Committee. Recipients are selected by the NDAF Scholarship Committee.

17.5 Branches of the U.S. Military and National Public Health Service Corps

Branches of the armed services offer various student scholarships. Obligatory service requirements are associated with these scholarship awards. The individual program can provide additional information. Telephone numbers for these programs are listed as follows:

- National Health Service Corps (NHSC)
Toll free (800) 638-0824
- Commissioned Officer Student Training and Extern Program (COSTEP)
Toll free (800) 221-9393
- U.S. Air Force
Local (615) 298-5487
- U.S. Army
Local (615) 874-5006
- U.S. Navy
Local (615) 332-0755
Toll free (800) 334-4394
- Army National Guard
Local (615) 355-3937
Toll free (800) 424-8273

18 STUDENT ORGANIZATIONS

All dental students are members of the Ewell-Neil Dental Society, the American Student Dental Association (ASDA), and the Student National Dental Association (SNDA). Membership fees for these societies are included in tuition fees.

Students seeking leadership positions in all School and College organizations and committees must be in good academic standing and maintain at least a 3.0 GPA. A student currently in a leadership position whose GPA falls below 3.0 must resign from that position immediately. Students will be evaluated at the end of each semester by the Office of Student Services following a meeting of the Student Evaluation and Promotion Committee to determine eligibility to continue to serve.

Faculty advisors to the student organizations must be full time and have served at least one year as a faculty member at Meharry Medical College. They must also be a member of the parent organization for which they serve as advisor, for example; the faculty advisor for SNDA must be a member of the National Dental Association (NDA). Their term as a faculty advisor is for one year, but the advisor can be reelected yearly.

18.1 Ewell-Neil Dental Society

The Ewell-Neil Dental Society is the oldest student organization in the School. This organization focuses on and promotes student involvement in research. The Ewell-Neil

Dental Society is responsible for publication of the Meharry-Dent Journal, a journal published by dental students and faculty.

18.2 American Student Dental Association (ASDA)

The American Student Dental Association is the student affiliate organization of the American Dental Association. The central purpose of ASDA is the enhancement of the educational and professional development of dental students. Membership benefits include life insurance, special loans (Dental Education Assistance Loan) and disability insurance eligibility.

18.3 Student National Dental Association (SNDA)

The Student National Dental Association (SNDA) is the student affiliate organization of the National Dental Association. The purpose of the organization is to enhance communication among minority dental students and increase awareness of dental challenges in oral health affecting minority communities. Benefits include scholarship and research eligibility. Upon graduation, students receive a complimentary membership to the National Dental Association for one (1) year.

18.4 American Association of Women Dentists (AAWD)

The Meharry Student Chapter of the American Association of Women Dentists (AAWD) received its official charter in May 1999. The organization promotes issues that are sensitive to and that directly impact women's health and welfare. Membership to this organization is optional and associated fees are not included in tuition and fees.

18.5 Hispanic Student Dental Association (HSDA)

The Meharry Student Chapter of the Hispanic Dental Association received its charter in 2000, is the student affiliate organization of the Hispanic Dental Association. The purpose of the organization is to enhance the inclusion of Hispanics and encourage interest in problems impacting the health of the Hispanic population. Membership to this organization is optional and associated fees are not included in tuition and fees.

18.6 Lunch and Learn Seminars

Small group seminars are conducted to expose students to various opportunities and educational advancements related to the dental profession including organized dentistry, military careers, practice management, post graduate training and current dental trends. These seminars are generally planned in advance and are held once per month. Seminar schedules can be obtained from the College's Office of Student Services.

18.6.1 Guidelines for Lunch and Learn Seminars

When a student organization or club invites a dental representative or vendor, a product review should be completed prior to issuing an invitation. There should be published evidence of clinical efficacy.

- **The College's Office of Student Life and the School of Dentistry's Office of Student Affairs** must approve any individual or vendor representative **before a commitment date**. Prior approval should include the dental representative or vendor's name, company, affiliation, and faculty advisor. Students must submit an electronic form providing this information for review.
- If a PowerPoint presentation is given, pre-approval is required of the presentation. The presentation should enhance the school's academic teaching and provide evidence-based concepts, not just promote a specific product.
- Approval of all Lunch and Learn programs should be submitted 30 days before the presentation. The request must include supporting documentation stating the educational intent of the presentation and a summary of the initial review and evaluation of the clinical efficacy of the product/presentation.
- After receiving approval from the Faculty Advisor, Director of Student Life, and Dean of Student Affairs, the vendor presentation may be scheduled.

Meharry Medical College School of Dentistry has adopted the following policy regarding Lunch and Learns scheduled with dental company representatives.

Protocol for Submission

- Student leader requests dates on the school calendar and completes appropriate forms with the Director of Student Life for day/time availability.

- Once determined, the Director of Student Life emails the SOD Office of Student Affairs for confirmation.
- If the vendor or dental representative is to give a PowerPoint presentation, the Office of Student Affairs reviews and approves the information.
- Content of material presented should not be more than 5% representative of the company giving the presentation.
- Student organizers who do not adhere to this policy violate the Student Code of Professional Conduct.

19 STUDENT TRAVEL

Students traveling for official School business must have advance approval from the Office of Student Affairs. Requests must be submitted at least 60 days prior to the first day of travel. In order to receive approval, the student must:

- a. Be in good academic standing and be progressing didactically and clinically at their expected level;
- b. Submit a letter of request which includes the name and purpose of the travel, location, and projected costs within one month of the date of travel;
- c. Provide supporting documentation, (e.g. registration materials and conference itinerary); and
- d. Complete a travel authorization form;
- e. Have fulfilled all financial obligations to the College.

Students must submit a travel expense report form following travel with supporting original receipts (meals, hotel, transportation fare) itemizing how funds were used. The expense report is a record of all travel related expenses. It supports cash advances that are given and in other instances supports the necessity for reimbursement to the traveler or to the College by the traveler.

19.1 Student Conferences

Regularly scheduled meetings are held with students to disseminate information, provide policy updates, to identify and address concerns, as well as to obtain recommendations related to School operations.

19.2 Student Research Protocol

All students interested in participating in summer research endeavors should meet with and submit the following information to the Chair of Oral Biology and Research:

- a. A personal statement of previous experience in research and areas of interest;
- b. An official transcript;
- c. Name of preceptor or project if already identified; and
- d. A curriculum vitae.

19.2.1 Qualifications for Selection

Students pursuing such research experiences must meet the following qualifications:

- a. Be in good academic standing;
- b. Have a minimum grade point average of 3.0;
- c. Must present information on their research project at Meharry's Student Research Day, regional and/or national meetings, or as deemed necessary by the School.

If it is an external research opportunity, it cannot be performed while school is in session.

20 COLLEGE GOVERNANCE

20.1 Pre-Alumni Association

The Pre-Alumni Association is the central student governing body of the College. The executive arm of the Pre-Alumni Association is the Pre-Alumni Council. The council consists of an elected representative from all student organizations and classes. The College's Office of Student Services assists the Pre-Alumni Association in the execution of governance responsibilities.

21 POLICY ON COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATIONAL PROGRAMS

Students, faculty, constituent dental societies, state boards of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any CODA-accredited dental, allied dental or advanced dental education program, or a program that has an application for initial accreditation pending. An "appropriate" complaint is one that directly addresses a program's compliance with the Commission's standards, policies and procedures. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. In accord with its responsibility to determine compliance, with accreditation standards and required policies, the Commission does not intervene in complaints as a mediator, but maintains, at all times, an investigative role.

This investigative approach to complaints does not require that the complainant be identified to the program. The Commission, upon request, will take every reasonable precaution to prevent the identity of the complainant from being revealed to the program, however: the Commission cannot guarantee the confidentiality of the complainant. Only written, signed complaints will be considered; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at formal or informal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission.

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: Commission on Dental Accreditation, 211 E. Chicago Avenue, Suite 1900, Chicago, IL 60611-2678 or by calling 800-621-8099 extension 4653.

(www.ada.org/sections/educationAndCareers/pdfs/coda_complaints.pdf)

APPENDIX

MEHARRY MEDICAL COLLEGE, SCHOOL OF DENTISTRY
STUDENT CODE OF PROFESSIONAL CONDUCT: HONOR CODE

PURPOSE:

The Student Code of Professional Conduct and Honor of Meharry Medical College is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Student Code of Professional Conduct and Honor promotes personal honor and integrity, in the best traditions of the health sciences professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe to and uphold this Honor Code, Meharry Medical College students assume the responsibility for the implementation of the Honor Code, and their own academic and professional honesty and integrity. Students are required to sign the honor code pledge at Meharry Medical College. Faculty and staff also have a responsibility to participate in the implementation, enforcement, and application of the Honor Code.

ACCOUNTABILITY:

By direction of the President, the Vice President for Policy Management and Legal Affairs shall ensure compliance with this policy.

DEFINITIONS:

Code of professional conduct- A series of principles and rules that govern professional interactions. Such principles include both obligatory and desirable components. Obligatory behaviors refer to necessary professional behaviors which are required by ethical principles and which form the foundation of professional practice, teaching, and learning. Desirable professional behaviors refer to components which enhance professional excellence. Honesty is a central element of each component.

Exoneration-committee clearance of alleged violations.

Suspension-temporary exclusion from academic, research and/or clinical activities.

Probation-period of time in which behavior must remain free of violations prior to reinstatement or removal of restricting conditions.

Reprimand-written censure for specified college regulatory violations.

Restriction of Privilege-loss or diminution of academic, research and/or clinical activities for a prescribed period of time.

POLICY:

Meharry Medical College reserves the right to reprimand, require withdrawal, or to dismiss any student for unprofessional conduct or behavior. Among the behaviors which may lead to disciplinary action are: cheating, deception, sexual harassment, fraud, destruction of property, substance or alcohol abuse, and criminal activity.

SPECIFICATIONS:

Accusations involving students will be transmitted in writing to the College's Student Discipline Committee. Any individual may inform any committee member of alleged violations. Immediate action may be taken for emergency infractions/violations until a formal disciplinary hearing can be conducted. The Committee will review referred cases and take appropriate action. Students may appeal any discipline committee action by written communication to the President of the College. The procedures for review and appeal of disciplinary actions are published in the Policies and Procedures Manual of each school/department.

As members of the College academic community, students are subject to the obligations and responsibilities which accrue to them by virtue of this membership. The demonstration of appropriate conduct and exercise of applicable responsibilities is expected.

Students, faculty, staff and/or test administrators must report observed violations to a member of the school Honor Council, in accordance with Honor Code procedures. Any alleged violation shall be immediately reported by the President of the Honor Council, or Faculty Advisor, to the principal clinician or scientific investigator after the alleged violation is received.

Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include, but is not limited to:

1. FURNISHING FALSE INFORMATION

It shall be a breach of conduct for any student to intentionally:

- furnish false information to the College with the intent to deceive, forge, or in any way alter or falsify documents or evidence required for admission to the College.
- give false information or testimony during the investigation or hearing of a disciplinary matter.
- forge, alter, destroy, damage or misuse College documents, records, or identification.
- present, the work of another individual or source as one's own concepts or ideas;
- submit for credit any academic work for which credit has previously been obtained or that is being submitted to another course or assignment;
- falsify or alter any institutional, research, and/or academic record or make use of such forged or altered records;
- remove or destroy information related to patient treatment or one's own academic or clinical work; and
- file false charges or accusations against another individual.

2. THEFT OR MISAPPROPRIATION OF FUNDS

It shall be a breach of conduct for any student to intentionally engage in the following:

- theft, destruction, or damage of intellectual or informational property of the College or an affiliate's property;
- theft or misappropriation of school funds;
- theft, destruction, or damage of College property;
- theft, destruction, or damage of the property of another person;
- theft of supplies, property, equipment or examinations.

3. BREACH OF RULES

Breach of recognized ethical and professional standards applicable to health professional schools includes, but are not limited to, the following:

- unauthorized entry to College facilities and/or possession of keys to College facilities;
- failure to comply with directives of College officials acting in the performance of their duties;
- violation of written College policies and regulations;
- violation of the terms of probation;
- attempt to commit or to be accessory to the commission of any act in violation of this or other standards of conduct;
- breach of any municipal, state, or federal laws, rules, regulations, ordinances on College property;
- breach of rules of any institution while on rotation at that institution.

4. PHYSICAL ASSAULT

Physical assault of any person on College-owned or controlled property, or conduct which threatens or endangers the health or safety of any person will be considered a breach of conduct.

5. EXAMINATION DISHONESTY

Any use of unauthorized assistance during an examination constitutes dishonesty and represents unacceptable examination behavior. Examples of examination dishonesty include: communication with another student in any manner during an examination; copying material from another student's examination; permitting a student to copy from an examination; use of unauthorized books or notes; falsification/misrepresentation of academic or clinical performance; impersonation of another student at any examination or other form of academic work; interference

with an instructor's administration of an examination, giving and/or receiving aid during an examination.

6. IMPROPER PATIENT CARE

Improper patient care includes, but not limited to, the following:

- failure to provide care for assigned patients or to carry out assigned activities;
- failure to respect patient and/or professional confidentiality;
- unsupervised patient care;
- provision of patient care or conduct of professional activities when physical, mental, or emotional factors may compromise adequate care or results;
- willful disregard of patient care/other directives from supervising faculty;
- rendering of patient care or other professional activities when under the influence of alcohol or other drugs.

7. SEXUAL HARASSMENT

Sexual harassment is prohibited by College policy and by law. The complete policy on sexual harassment is presented in The College Policy Manual, and each year the policy is distributed to all students and employees of the College.

8. SUBSTANCE/ALCOHOL ABUSE

The following behaviors constitute conduct code violations:

- possession of illegal drugs/substances;
- sale of illegal drugs/substances;
- drunken or disorderly conduct on the campus or affiliate site.

PLEDGE OF THE HONOR CODE

All Meharry Medical College Students are bound by this Honor Code and pledge to act in accordance with the highest principle of ethical and professional conduct. These principles condemn any act of dishonesty relating to the academic, clinical, research, and professional program at Meharry Medical College.

I have read carefully the honor code of Meharry Medical College and understand its meaning and significance. I agree to abide by this Honor Code while a student at the College and agree to accept all of its implications without reservation.

Name (Print) _____	M# _____
City or Town _____	State _____
School _____	Dept. _____
Signature _____	Date _____

**Meharry Medical College
School of Dentistry
Agreement for Awarding/Removing "I" Grade(s)**

Semester/Year Course Taken:

School:

Name (Last, First):

M#:

Course Coordinator:

Department:

Course #:

Course Name:

Student:

You are being awarded the grade of Incomplete "I" because you have not completed the following assignments/examinations for this course:

- 1.
- 2.
- 3.
- 4.

Removal of the "I" grade:

You must complete the above assignments/examination by the end of the: Semester _____ Year _____ to avoid the "I" reverting automatically to an "F" grade at the end of the next semester.

Faculty Member:

*Upon evaluation of completed work, you **must** submit the Change of Grade Form to the Office of Academic Affairs by the date grades are due for the semester.*

We agree to abide by this agreement:

Student's Signature

Date

Faculty Member's Signature

Date

NOTE: Please maintain the original completed Agreement for Awarding/Removing "I" Grade(s) on file in the respective departmental office. The course coordinator should maintain a copy of the completed agreement and a copy forwarded to the following:

- The Student
- Office of the Registrar
- Office of Academic Affairs

SOD Testing & Training Center Rules:

1. No talking/communicating with your neighbor
2. No food or drinks (Not even a bottle of water)
3. Whatever you wear to the room, you must leave on. This includes: jackets, sweaters or coats (None can be placed on back of chairs)
4. No purses or belongings, pagers, cell phones, tablets, or watches (All must be on silent and in storage area)
5. Do not touch the monitors
6. Do not write on anything other than the sheet provided
7. Push your seat in before you leave
8. Do NOT use backdoor exit, EXCEPT in event of an emergency
9. Except in case of emergencies, no Restroom usage
10. Submit your scratch paper prior to exiting
11. If Any Questions, View Academic Dishonesty (cheating) Policy

MMCSOD Roles and Responsibilities of Course Coordinators

Serving as a Course Coordinator at Meharry School of Dentistry is a privilege afforded to its faculty members. The role of course coordinator helps to facilitate students' transition towards becoming competent practitioners, and is an invaluable position for the success of the overall dental curriculum. As with any privilege, there are responsibilities which must govern it. The below listing, outlines the roles and responsibilities that **ALL** course coordinators for the School of Dentistry (including those located in the West Basic Science Building) are expected to adhere to. Course coordinators are encouraged to exercise their academic freedom within the parameters of these expectations.

Faculty members involved in any course are classified as either: Course Coordinators (those who oversee the entire course), Course Facilitators (those who assist in the course), or Guest Lecturers (those who lecture in the course once or twice). Clinical Team Leaders are classified as Course Facilitators. **PLEASE NOTE:** We do NOT use the term "course director." Department chairpersons are responsible for maintaining oversight of course coordinators involved in courses specific to their department. This ensures these roles and responsibilities are adhered to.

I. Course Leadership and Organization

1. Develop, upload, and distribute course syllabus.
2. Adhere to course syllabus format.
3. Develop and enter rubrics for assignments outlined in course syllabus.
4. Document and enter attendance for all class sessions.
5. Identify themselves to students early on in the course and ensure, thereafter, that they become a familiar 'face' to students as the person responsible for the management of the course.
6. Ensure the course conforms to the requirements of the MMCSOD academic model.
7. Ensure when responsibilities are delegated to another colleague, the person/persons responsible are clearly identified and obtain documentation of agreement.
8. Get clearance from the Office of Academic Affairs for classroom bookings and the management of any subsequent changes in room allocations (including, but not limited to: Cox Auditorium, Room 546, and the SOD Testing & Training Center).
9. Ensure lectures commence and end on time to foster an appropriate amount of time for students and other lecturers.

10. Grade designation and submission to the Registrar via Banner by deadlines outlined in the SOD Academic Calendar.
11. Attend scheduled SEAPC and Curriculum Committee meetings.
12. Provide proper dialogue regarding student performance during SEAPC meetings.
13. Complete change of grade forms needed for the course by requested deadlines.

II. Assessment & Feedback

1. Ensure that the assessment strategy conforms to school-level guidance/policy and is designed in such a way that it enables students to demonstrate achievement of published course outcomes.
2. Ensure that the feedback strategy is designed in such a way that it builds student learning, skills, confidence, and gives information regarding ways to improve.
3. Develop examinations and assessments (including make-up examinations), that reflect a fair distribution of questions based on the array of content covered.
4. Coordinate in advance with CASA/ADA Coordinator in the administration of exams for students requiring special accommodations.
5. Coordinate and determine appropriate make-up work for students who receive excused absences and other situations such as instances of inclement weather.
6. Limit academic dishonesty by administering examinations in accordance with widely accepted standards and the use of either the SOM Testing Center or the SOD Testing & Training Center.
7. Secure the recruitment of exam proctors (faculty and/or administrative support) in a sufficient amount of time.
8. Limit the use of repeat exam questions, by updating written examination questions annually.
9. Provide feedback on exam performance in a timely manner.

III. Quality Management and Enhancement

1. Review results of course and instructor evaluation surveys, and continually identify ways for improvement.
2. Modify syllabus and course materials to accommodate valid feedback from course and instructor evaluations.
3. Oversee the annual course update process.
4. Complete course review forms by requested deadlines.
5. Provide the Office of Academic Affairs with updated course profiles.
6. Provide remediation and self-assessment opportunities throughout the entirety of the course.

7. Course coordinators must provide documentation of any and all remediation provided to students.

IV. Effective Liaison

1. Assist in maintaining an effective learning environment both online (BlackBoard course materials and/or the modules within it) and physical classroom environment (clean and organized lecture/lectern station space).
2. Upload handouts, presentations, evidence-based material, and/or other lecture content onto BlackBoard, prior to a given lecture.
3. If PowerPoint presentation files (or pdf. files) are NOT provided for a specific lecture, provide students with printed or electronic course materials, handouts, and/or outlines which pertain to the given lecture.
4. Liaise with the College Library personnel in cases where learning resources are needed.

V. Compliance

1. Ensure copyright laws are NOT violated by obtaining the proper levels of permission and referencing appropriate citations for other's work.
2. Report cases of academic dishonesty immediately.
3. Address violations of academic integrity as outlined in the SOD Academic Policy & Procedures manual pg. 40 Section 5.8 A-C which states:
 - a. "A. Dismiss the offending student from the examination; assign an "F" grade for the examination; and refer the student to the School of Dentistry's Disciplinary Committee for action; B. Provide the Office of Academic Affairs with all written records of citations, imposed penalties, and any discussions between the student offender and the faculty; and C. Retain a copy of the report in the involved department and with the Office of Academic Affairs and the Office of Student Affairs."
4. Protect student records/grades specific to the course to remain in compliance with FERPA regulations (this includes but is NOT limited to: openly discussing students' grades/work, failing to protect and house student records, posting results of exams where others can see).
5. Ensure that the course is compliant with CODA and SACSCOC requirements.
6. Ensure that patient privacy rights are adhered to in areas including: 1) all clinical patient photographs/videos used in lecture are carefully cropped to remove identifying features while preserving the elements of the clinical process that is being conveyed¹; 2) limiting overly detailed patient descriptions; 3) removing all patient protected health information from lectures and/or cases.

7. In clinical teaching settings, practice and enforce universal precautions and proper infection control at all times.

Course coordinators are NOT to:

- Alter key elements of course syllabi (mid-semester), which will have a negative or detrimental impact on the academic progression of the student and/or without obtaining permission from the designated Department Chair and Academic Dean.
- Deviate from the course syllabus.
- Alter class schedules (including class cancellation) without obtaining permission from the Office of Academic Affairs.
- Increase required number of experiences or assignments resulting in an increased chance that students will be unsuccessful.
- Extend course hours beyond the scheduled time allotted without prior approval from Curriculum Committee;
- Show favoritism towards students.

MMCSOD Policy on Online/Hybrid Courses

This policy applies to any course or program offered in an online or hybrid format. The purpose of this policy is to ensure that all online/hybrid courses and programs offered at MMCSOD adopt CODA mandated standards of course content resulting in course design excellence and processes to support successful facilitation.

Dissemination of examination passwords to someone who is not in the room at the time of examination is a violation. Any student who does this will receive a zero for the examination.

Definitions

- **Online Course** – An online course utilizes the internet to deliver course content, correspondence, and assessment completely online, and does not physically meet in person. Physical materials such as a textbook or lab materials may be required for those courses.
- **Hybrid Course** – A hybrid course is defined as any course that replaces 30% or more of in-class seat time with online activities. (to include lectures, etc.)

- **Synchronous** – distance learning involving live communication either in person, online, or tele-/video-conferencing such as when students join an on-campus course via video-conference
- **Asynchronous** – distance learning usually has a set of deadline-driven assignments and may allow for student-to-student and student-to-instructor interaction through assignments or E-discussions. Some aspects of the course may require scheduled interaction or participation.

Online/Hybrid Class Participation Expectations and Protocols

Class participation is a graded component of the overall requirements for online/hybrid courses. In an effort to create an effective engaging online course environment students are expected to accomplish the following in order to receive full credit for class participation:

- Arrive to class on time (Synchronous)
- Have camera and audio fully functioning (Synchronous/Asynchronous)
- Face the camera during the entire class (lights on, sitting in an appropriate environment to engage in the class). (Synchronous)
- Acceptable attire includes: scrubs, business attire, and appropriate casual attire
- Participate verbally and class discussions (writing on the chat bar is not a substitute for speaking). (Synchronous)
- Respectful behavior towards other students and professor (Synchronous/Asynchronous)
- Participate for the entire duration of the class (leaving early may result in a grade reduction for class participation) (Synchronous)
- Looking in or working on a computer, cell phone, Smart phone, etc. during class is unacceptable behavior, unless it involves the downloading of assignments or task that is class related. (Synchronous/Asynchronous)

Confidentiality

- Do NOT send confidential information via email.
- Be careful with personal information.
- Students should protect themselves and others by not forwarding information that is confidential without permission.
- Neither passwords nor logins are to be shared with another student, as this is the only aspect that ensures students'
- Students should change their passwords if they become aware that their password has been compromised (discovered by another individual).
- Always remember to logout of a system once upon completion.

- When sending files, be sure the information is in the appropriate document format/file types.

Any additional information used in the verification process of students' identity while online is used as a safeguard, and protects their student privacy.

Professionalism vs. Disruptive Behavior

Students are expected to practice professionalism at all times. In the online/hybrid class, disruption can be direct or less direct but you or other students might be offended by it. Such behaviors include:

- a. Abusive behavior directed toward, or hazing of, a member of the class, faculty, or staff
- b. Harassment in any form
- c. Obstruction or disruption of teaching. Interference with the course of instruction to the detriment of other students, including but not limited to entering the session after the class has started and disrupting the lecture or class activities including verbal outbursts that disrupt the instructor's presentation. Failure to comply with the instruction or directives of the course instructor.
- d. Disruption of classes or other academic activities in an attempt to stifle academic freedom of speech or dominate others so that they do not have an opportunity to speak.

Addressing Disruptive Behavior

- a. Delete any inappropriate postings in the Discussion Board and if necessary, block a student from posting in a forum.
- b. Call/email the student to discuss the problem. Be as objective as possible when asking about the problem. Inform the student of the disruptive behavior.

All online/hybrid class sessions are treated just as in person sessions are treated. Breach of any rules outlined above or in the SOD Academic Policies and Procedures Manual is subject to further disciplinary action, including and up to dismissal.

Net-etiquette

This involves using generally accepted customs and behavior in online communities:

- a. **Basics:** Like normal etiquette, some of this is simply common sense, some of it prevents accidental offence to others who may have different views. Understanding these guidelines will make it easier for students to make the most of this course.
- b. **Tone:** when communicating online, remember that tone is not as discernible as it would be in face to face communications. There are certain acceptable emoticons that can be included in communications to indicate certain

emotions, but again, they should not be over-used. Generally, just take care that the tone conveyed is what is intended when engaging in written communications with classmates and faculty. Try to use ordinary sentence case in your messages as USING ONLY UPPER CASE CAN BE INTERPRETED AS SHOUTING. A lack of net-etiquette in tone (of emails) will result in the student receiving a written warning from the Office of Academic Affairs. If the behavior is repeated, the student will be referred to the SOD Disciplinary Committee.

- c. **Flaming:** if a student reads an email, forum posting or dialogue posting and feel a strong reaction to it, they should give themselves time before responding to ensure that they do not become abusive in their response. Students should never respond to a posting that has instilled a strong negative reaction in them until they have given themselves the opportunity to step back and gain perspective.

Technology Specifications

- Students are responsible for ensuring that their devices are in good, working condition. Students may contact the Office of Information Technology Help Desk at (615) 327-6231.
- If students' online bandwidth is not at least 1mbps or their ping speed >50ms, they will need to upgrade to get more speed.
- Evaluation of bandwidth speed can be accessed via:
 - www.speedtest.net
 - www.pingtest.net

School of Dentistry 2024-2025 Academic Calendar

Area	2024-2025	Description
School of Dentistry	Monday, June 17, 2024 to Friday, June 21, 2024	D1 (Class of 2028) & ID3 Orientation (Class of 2026)
School of Dentistry	Wednesday, June 19, 2024	* Juneteenth Holiday
School of Dentistry	Monday, June 24, 2024	MAPS Classes Begin
School of Dentistry	Monday, June 24, 2024	ID-3 (Class of 2026) Comprehensive Pre- Clinical Dentistry Begins
School of Dentistry	Thursday, July 4, 2024	* Observation of the 4th of July Holiday
School of Dentistry	Friday, July 26, 2024	MAPS Classes End
School of Dentistry	Friday, July 26, 2024	ID-3 (Class of 2026) Comprehensive Pre- Clinical Dentistry Ends
School of Dentistry	Monday, August 5, 2024 - Friday, August 9, 2024	Online Assessments
School of Dentistry	Monday, August 12, 2024 to Tuesday, August 13, 2024	D1 - D2 Orientation
School of Dentistry	Monday, August 12, 2024 to Friday, August 16, 2024	D3, ID3, D4, ID4 Clinic Orientation
School of Dentistry	Wednesday, August 14, 2024	D1 and D2 Classes Resume
School of Dentistry	Friday, August 16, 2024	White Coat Ceremony
School of Dentistry	Monday, August 19, 2024	D3, ID-3, D4, and ID-4 Classes Resume and Clinics Open
School of Dentistry	Monday, September 2, 2024	Labor Day Holiday
School of Dentistry	Friday, October 4, 2024	Fred C. Fielder Memorial Heritage Lecture/Allen-Watson Memorial Heritage Lecture
School of Dentistry	Monday, October 7, 2024	Convocation
School of Dentistry	Monday, October 21, 2024 - Tuesday, October 22, 2024	Fall Break
School of Dentistry	Thursday, November 28, 2024 & Friday, November 29, 2024	Thanksgiving Holiday
School of Dentistry	Friday, December 13, 2024	Fall Semester Ends - Last Day of Classes and Clinics
School of Dentistry	Tuesday, December 17, 2024	All Grades Due in Banner/Registrar's Office
School of Dentistry	Thursday, December 19, 2024	D1 - ID4 SEAPC
School of Dentistry	Monday, January 6, 2025	Spring Semester Begins - OSHA Training/ Faculty, Residents, Student, Staff Retreat
School of Dentistry	Monday, January 20, 2025	Rev. Dr. Martin Luther King Jr. Holiday
School of Dentistry	Thursday, January 23, 2025 & Friday, January 24, 2025	ADEX Mock Exam
School of Dentistry	Friday, February 7, 2025	Give Kids A Smile
School of Dentistry	TBD	Dental Match Day Reception
School of Dentistry	TBD	Carabelli Ball
School of Dentistry	Friday, February 21, 2025	Mobley-Singleton Lecture & Samuel O. Banks Heritage Lecture
School of Dentistry	TBD	SNDA Impressions Day
School of Dentistry	Saturday, March 1, 2025	Oral Health Day
School of Dentistry	Saturday, March 8, 2025 - Tuesday, March 11, 2025	ADEA Annual Session & Exhibition

School of Dentistry Academic Policies and Procedures

School of Dentistry	Monday, March 10, 2025 - Friday, March 14, 2025	Spring Break
School of Dentistry	Wednesday, March 12, 2025 - Saturday, March 15, 2025	AADR/IADR
School of Dentistry	Friday, March 21, 2025 - Saturday, March 22, 2025	ADEX Examination
School of Dentistry	Thursday, April 17, 2025	Turpin Memorial Lecture
School of Dentistry	Friday, April 18, 2025	* Good Friday - Meharry Holiday
School of Dentistry	Friday, April 25, 2025 - Sunday, April 27, 2025	ADEX Examination
School of Dentistry	Friday, May 2, 2025	D4 Clinics End (Graduates)
School of Dentistry	Wednesday, May 7, 2025	D4 Grades due in Banner/Registrar's Office
School of Dentistry	Monday, May 12, 2025	D4 SEAPC (Senior Evaluations Only)
School of Dentistry	Monday, May 12, 2025-Friday, May 16, 2025	Clinics Closed for Commencement
School of Dentistry	Saturday, May 17, 2025	Commencement
School of Dentistry	Monday, May 19, 2025	Summer Clinic Session Begins
School of Dentistry	Thursday, May 22, 2025	D1-D3 Grades due in Banner/Registrar's Office
School of Dentistry	Monday, May 26, 2025	* Memorial Day Holiday
School of Dentistry	Tuesday, May 27, 2025	D1-D3 SEAPC
School of Dentistry	Thursday, June 19, 2025	* Juneteenth Holiday
School of Dentistry	Saturday, June 21, 2025 - Sunday, June 22, 2025	ADEX Examination
School of Dentistry	Friday, July 11, 2025	D1, D2, D3, ID-4 Spring Semester Ends
School of Dentistry	Tuesday, July 15, 2025	D1-D4 Final SEAPC

PROPER PROTOCOL AND CHAIN OF COMMAND

