

University of Medicine and Dentistry of New Jersey  
**New Jersey Dental School**

**Student Handbook**

## NOTICE

THIS HANDBOOK IS INFORMATIONAL ONLY AND DOES NOT CONSTITUTE A CONTRACT BETWEEN UMDNJ AND ANY STUDENT. IT MAY BE CHANGED BY UMDNJ WITHOUT PRIOR NOTICE TO STUDENTS. ANY RULES, REGULATIONS, POLICIES, PROCEDURES OR OTHER REPRESENTATIONS MADE HEREIN MAY BE INTERPRETED AND APPLIED BY UMDNJ TO PROMOTE FAIRNESS AND ACADEMIC EXCELLENCE, BASED ON THE CIRCUMSTANCES OF EACH INDIVIDUAL SITUATION.

THIS HANDBOOK REPRESENTS A PROGRAM OF THE CURRENT CURRICULA, EDUCATIONAL PLANS, OFFERINGS AND REQUIREMENTS FOR THE UMDNJ-NEW JERSEY DENTAL SCHOOL. THE SCHOOL RESERVES THE RIGHT TO CHANGE ANY PROVISIONS, OFFERINGS, TUITION, FEES OR REQUIREMENTS AT ANY TIME WITHIN THE STUDENT'S PERIOD OF STUDY AT UMDNJ. IN ADDITION, UMDNJ MAY AT ANY TIME ELIMINATE, MODIFY OR CHANGE THE LOCATION OF ANY SCHOOL, INSTITUTE, CENTER, PROGRAM, DEPARTMENT, COURSE OR ACADEMIC ACTIVITY.

THE RULES AND REGULATIONS IN THIS HANDBOOK CAN BE AMENDED OR CHANGED BY THE EXECUTIVE COUNCIL AT ANY TIME. WITH SUFFICIENT NOTICE, THEY CAN BE MADE APPLICABLE TO THE ACADEMIC YEAR IN WHICH THEY ARE PASSED.

THIS HANDBOOK SHOULD BE READ IN CONJUNCTION WITH THE DENTAL SCHOOL CATALOGUE AND OTHER OFFICIAL DOCUMENTS OF THE DENTAL SCHOOL AND UNIVERSITY.

*THE UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY RECOGNIZES THE VALUE OF DIVERSITY AND IS COMMITTED TO PROVIDING APPROPRIATE SUPPORT FOR ITS STUDENT BODY.*

*THE ONLINE HANDBOOK SUPERCEDES ALL HARD COPY MATERIAL PREVIOUSLY DISTRIBUTED.*

NOTICE .....	2
IMPORTANT TELEPHONE NUMBERS .....	8
PART I: GENERAL INFORMATION FOR STUDENTS .....	11
<u>INTRODUCTION .....</u>	<u>11</u>
<u>ACADEMIC AFFAIRS .....</u>	<u>11</u>
<u>ACADEMIC CALENDAR .....</u>	<u>12</u>
<u>ACADEMIC PERFORMANCE .....</u>	<u>12</u>
<u>ADVISORS - ACADEMIC .....</u>	<u>12</u>
<u>ADVISORS - CLINICAL .....</u>	<u>13</u>
<u>ALUMNI ASSOCIATION .....</u>	<u>13</u>
<u>ART SERVICES .....</u>	<u>13</u>
<u>ATHLETIC FACILITIES .....</u>	<u>13</u>
<u>BASIC LIFE SUPPORT POLICY .....</u>	<u>13</u>
<u>Basic Life Support Requirement .....</u>	<u>14</u>
<u>Medical Waivers .....</u>	<u>14</u>
<u>Training .....</u>	<u>14</u>
<u>Documentation and Monitoring Compliance .....</u>	<u>15</u>
<u>Penalties for Non-Compliance .....</u>	<u>16</u>
<u>BOOKSTORE .....</u>	<u>16</u>
<u>BULLETIN BOARDS .....</u>	<u>16</u>
<u>CAFETERIA .....</u>	<u>16</u>
<u>CAREER INFORMATION .....</u>	<u>16</u>
<u>CASHIER - PATIENTS .....</u>	<u>17</u>
<u>CASHIER - STUDENTS .....</u>	<u>17</u>
<u>CATALOGUE .....</u>	<u>17</u>
<u>CERTIFICATION .....</u>	<u>17</u>
<u>COMMENCEMENT .....</u>	<u>17</u>
<u>COMMITTEES .....</u>	<u>17</u>
<u>CONFIDENTIALITY OF STUDENT RECORDS .....</u>	<u>18</u>
<u>CONVOCATION .....</u>	<u>18</u>
<u>Guidelines for Selecting a Personal Hooder for Convocation: .....</u>	<u>19</u>
<u>COUNSELING .....</u>	<u>19</u>
<u>DENTAL CARE FOR STUDENTS .....</u>	<u>20</u>
<u>DENTAL SCIENCES EXPOSITION DAY .....</u>	<u>20</u>
<u>DENTAL STORE .....</u>	<u>20</u>
<u>DUPLICATING SERVICES .....</u>	<u>20</u>

ELECTIVES .....	20
FINANCIAL AID.....	20
GRADE REPORTS .....	21
GRADUATE DENTAL EDUCATION PROGRAMS .....	21
HANDBOOK.....	21
HONORS AND AWARDS .....	21
HOUSING .....	22
IDENTIFICATION CARDS.....	22
IMMUNIZATION.....	22
INCLEMENT WEATHER POLICY FOR STUDENTS.....	22
INSTRUCTION RECORDING POLICY .....	22
INSURANCE.....	23
LIBRARY .....	23
LOAN EQUIPMENT, KITS, GOLD.....	23
LOCKERS .....	23
MAILBOXES.....	23
MESSAGES .....	23
NATIONAL BOARD DENTAL EXAMINATIONS.....	24
NORTHEAST REGIONAL BOARDS .....	24
NOTARY PUBLIC.....	24
ORIENTATION.....	25
PAGING SYSTEM.....	25
PARKING .....	25
PATENT AND COPYRIGHT REQUIREMENTS.....	25
PATIENT ASSIGNMENT .....	26
PHOTOCOPYING.....	26
PHOTOGRAPHIC SERVICES.....	26
PLACEMENT .....	26
PRECLINICAL LABORATORIES: RULES AND REGULATIONS.....	26
Housekeeping.....	26
Laboratory Equipment .....	27
Laboratory Loan Equipment.....	28
Smoking.....	28
Eating.....	29
PUBLICITY.....	29
RECOMMENDATIONS .....	29
REGISTRAR.....	29
RESEARCH .....	29

<u>ROOM RESERVATIONS .....</u>	<u>29</u>
<u>SELECTIVES .....</u>	<u>30</u>
<u>SPECIAL EVENTS POLICY (Approved by Executive Council September 11, 2008)</u> <u>.....</u>	<u>30</u>
<u>STUDENT LOUNGE.....</u>	<u>32</u>
<u>TABLE CLINICS AND RESEARCH PRESENTATIONS .....</u>	<u>32</u>
<u>TELEPHONES.....</u>	<u>32</u>
<u>TUTORING .....</u>	<u>32</u>
<u>VENDING MACHINES .....</u>	<u>33</u>
<b>PART II: NEW JERSEY DENTAL SCHOOL MISSION AND GOALS STATEMENT</b> <u>.....</u>	<u>34</u>
<u>Mission.....</u>	<u>34</u>
<u>Goals.....</u>	<u>34</u>
<b>PART III: AN OVERVIEW OF THE CURRICULUM .....</b>	<b>36</b>
<u>THE DIDACTIC PROGRAM.....</u>	<u>36</u>
<u>THE CLINICAL PROGRAM.....</u>	<u>36</u>
<u>EXTRAMURAL PROGRAMS .....</u>	<u>36</u>
<u>SELECTIVE/ELECTIVE PROGRAM.....</u>	<u>37</u>
<u>Selectives.....</u>	<u>37</u>
<u>Electives.....</u>	<u>37</u>
<u>SCHEDULE OF COURSES IN THE FOUR YEAR PROGRAM .....</u>	<u>38</u>
<u>THE FIVE YEAR PROGRAM.....</u>	<u>42</u>
<u>PURPOSE .....</u>	<u>42</u>
<u>Entry Procedure.....</u>	<u>42</u>
<u>REQUIREMENTS FOR DEGREE.....</u>	<u>43</u>
<b>PART IV: ACADEMIC REGULATIONS.....</b>	<b>45</b>
<u>GRADING .....</u>	<u>45</u>
<u>ACADEMIC ACTIONS .....</u>	<u>49</u>
<u>GRADE CHALLENGE PROCEDURE (Amended by Executive Council November 14, 2007).....</u>	<u>52</u>
<u>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AND NEW JERSEY FINANCIAL AID PROGRAM ELIGIBILITY (Approved by Executive Council July 11, 2001).....</u>	<u>53</u>
<u>EXAM ACCESS AND REVIEW POLICY (Approved by Executive Council March 15, 2000).....</u>	<u>54</u>
<u>DEAN'S LIST (Approved by Executive Council March 27, 2001; Amended September 19, 2007; Amended July 9, 2008).....</u>	<u>56</u>

<u>NATIONAL BOARD DENTAL EXAMINATIONS (Approved by the Executive Council May 31, 2006, and effective for the Class of 2009)</u> .....	56
<u>POLICY ON GRADUATION</u> .....	60
<u>MECHANISM FOR STUDENT APPEAL OF DISMISSAL OR REPETITION OF AN ACADEMIC YEAR (Approved by Executive Council May 31, 2006; Amended September 19, 2007; Amended October 8, 2008)</u> .....	61
<u>REGULATIONS FOR REPEATING AN ACADEMIC YEAR</u> .....	62
<u>LEAVE OF ABSENCE</u> .....	63
<u>DOCUMENTED MEDICAL LEAVE OF ABSENCE</u> .....	65
<u>MILITARY LEAVE OF ABSENCE</u> .....	65
<u>SIGNING OUT PRIOR TO THE LEAVE OF ABSENCE</u> .....	65
<u>STUDENT INVOLUNTARY LEAVE OF ABSENCE AND INVOLUNTARY WITHDRAWAL</u> .....	66
<u>READMISSION FOLLOWING WITHDRAWAL OR DISMISSAL</u> .....	67
<u>ATTENDANCE POLICIES</u> .....	68
<u>1: GENERAL ATTENDANCE POLICIES</u> .....	68
<u>2: DEFINITION OF ABSENCES</u> .....	69
<u>3: ATTENDANCE REQUIREMENTS FOR SCHEDULED EXAMINATIONS (Section 3 amended by Executive Council November 14, 2007)</u> .....	69
<u>4: POLICY FOR NONCLINICAL (DIDACTIC AND LABORATORY) COURSES</u> .....	70
<u>5: POLICY FOR CLINICAL COURSES</u> .....	71
<u>6: RECORDING OF ATTENDANCE</u> .....	74
<u>PERSONAL CONFLICT RESOLUTION PROCEDURES</u> .....	74
<u>PROGRAM FOR MAINTAINING HEALTH, SAFETY AND PROFESSIONALISM</u> .....	75
<u>INTRODUCTION</u> .....	75
<u>IMMUNIZATION POLICY</u> .....	75
<u>INFECTION CONTROL POLICY</u> .....	75
<u>BASIC LIFE SUPPORT</u> .....	76
<u>PROFESSIONAL ATMOSPHERE</u> .....	76
<u>DRESS CODE</u> .....	76
<u>PART V: ADMINISTRATIVE OFFICES AND COMMITTEES</u> .....	82
<u>ADMINISTRATIVE OFFICES</u> .....	82
<u>Academic Affairs</u> .....	82
<u>Administration and Finance</u> .....	82
<u>Clinical Affairs</u> .....	82
<u>Financial Aid</u> .....	83
<u>Research</u> .....	83

<u>Student Affairs</u> .....	84
<u>UNIVERSITY-WIDE COMMITTEES</u> .....	84
PART VI: STUDENT ACTIVITIES.....	86
<u>STUDENT GOVERNMENT ASSOCIATION (SGA)</u> .....	86
<u>FRATERNITIES AND FAUCHARD DENTAL SOCIETY OF NEW JERSEY</u> .....	86
<u>AMERICAN STUDENT DENTAL ASSOCIATION (ASDA)</u> .....	86
<u>THE STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)</u> .....	87
<u>THE HISPANIC STUDENT DENTAL ASSOCIATION (HSDA)</u> .....	87
<u>THE INDIAN STUDENT DENTAL ASSOCIATION (ISDA)</u> .....	87
PART VII : STUDENT RIGHTS AND RESPONSIBILITIES DOCUMENT .....	88
PART VIII: NJDS CODE OF PROFESSIONAL CONDUCT AND ETHICS (Approved by Executive Council October 17, 2007 and effective January 1, 2008) (Amended on May 13, 2008).....	89
PART IX: STUDENT FINANCIAL RESPONSIBILITY .....	96
<u>I. UNIVERSITY POLICY</u> .....	96
<u>II. DENTAL SCHOOL POLICY</u> .....	96
PART X: UNIVERSITY POLICY ON SEXUAL HARASSMENT.....	99
PART XI: UNIVERSITY POLICY ON THE AMERICANS WITH DISABILITIES ACT .....	100
<u>ESSENTIAL FUNCTIONS FOR ADMISSION AND MATRICULATION TO NEW JERSEY DENTAL SCHOOL</u> .....	100
(Approved by Executive Council July 19, 2006).....	100
<u>ACCOMMODATIONS POLICY</u> .....	104
<u>COMPLAINTS/APPEALS</u> .....	107
PART XII: BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION .....	109
BYLAWS .....	119
PART XIII: CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION .....	123
PART XIV: HONORS AND AWARDS .....	129
PART XV: UNIVERSITY POLICY ON IMPAIRED STUDENTS.....	132

## IMPORTANT TELEPHONE NUMBERS

Office of Academic Affairs .....	973-972-4440
Associate Dean.....	973-972-4440
To Report Absence.....	973-972-4440
Office of Administration and Finance.....	973-972-4624
Associate Dean.....	973-972-4624
Cashier.....	973-972-4462
Dental Store .....	973-972-4627
Office of Alumni Affairs.....	973-972-6883
Office of Clinical Affairs .....	973-972-6679
Assistant Dean .....	973-972-1263
Director of Patient Resources .....	973-972-3257
Clinical Support Services.....	973-972-5304
Group A .....	973-972-7537
Group B.....	973-972-7531
Group C.....	973-972-7534
Group D .....	973-972-7535
Office of Continuing Education.....	973-972-4267
Office of Controller (Billing).....	732-235-9174
Office of the Dean.....	973-972-4633
Office of Financial Aid.....	973-972-4376
Office of Research .....	973-972-7424
Associate Dean.....	973-972-0993
Office of Student Affairs.....	973-972-5064, 5065
Admissions Coordinator (DMD).....	973-972-5362
Admissions Coordinator (PG).....	973-972-3636
Alumni Affairs.....	973-972-6883
Associate Dean.....	973-972-1645, 1699

Director of Admissions .....	973-972-1614
Director of Multicultural Affairs.....	973-972-1103
Director of Student Advisement.....	973-972-7816
International Dentist Program .....	973-972-2956
Registrar .....	973-972-4728
Office of Student Loans .....	732-235-9183
Director .....	732-235-9184
Department of Biochemistry & Molecular Biology.....	973-972-4411
Department of Cell Biology & Injury Sciences.....	973-972-4414
Department of Community Health.....	973-972-5355
Chair.....	973-972-5355
Department of Diagnostic Sciences.....	973-972-4506
Chair.....	973-972-7210
Department of Endodontics .....	973-972-5329
Chair.....	973-972-5329
Clinic.....	973-972-4217
Department of Microbiology & Molecular Genetics ..	973-972-4483
Department of Neurosciences.....	973-972-5208
Department of Oral & Maxillofacial Surgery .....	973-972-7973
Chair.....	973-972-4185
Clinic.....	973-972-4652
Department of Orthodontics.....	973-972-4729
Chair.....	973-972-4729
Clinic.....	973-972-4704
Department of Pediatric Dentistry.....	973-972-4621
Receptionist .....	973-972-4620

Chair.....973-972-4622  
Clinic.....973-972-4220

Department of Periodontics.....973-972-4210  
Chair.....973-972-4639  
Clinic.....973-972-4214

Department of Pharmacology & Physiology .....973-972-4460

Department of Restorative Dentistry.....973-972-4615  
Chair.....973-972-4615  
Clinic.....973-972-5313

## PART I: GENERAL INFORMATION FOR STUDENTS

### INTRODUCTION

The Office of Student Affairs is responsible for providing a variety of services to students. Consult the Office of Student Affairs for assistance with class or individual problems, Room B-829, 973-972-5063.

### ACADEMIC AFFAIRS

The Office of Academic Affairs has responsibilities in the areas of Postdoctoral Certificate Specialty Programs, the Fellowship Programs, the Master of Science Program, combined degree and non-degree programs.

#### Graduate Dental Education Programs:

1. Endodontics (two years) - students who qualify may also pursue a Master degree in one of a variety of disciplines. (Additional time may be necessary to complete the combined program).
2. Orthodontics (three years) - students who qualify may also pursue a Master degree in one of a variety of disciplines. (Additional time may be necessary to complete the combined program).
3. Pediatric Dentistry (two years) - students who qualify may also pursue a Master degree in one of a variety of disciplines. (Additional time may be necessary to complete the combined program).
4. Periodontics (three years) - students who qualify may also pursue a Master degree in one of a variety of disciplines. (Additional time may be necessary to complete the combined program).
5. Prosthodontics (three years) - students who qualify may also pursue a Master degree in one of a variety of disciplines. (Additional time may be necessary to complete the combined program).
6. Master of Science in Dentistry (two years)
7. Master of Dental Science (two years)

### Residency Programs

1. General Practice (one year)
2. Oral and Maxillofacial Surgery/Doctor of Medicine (six years)
3. Oral and Maxillofacial Surgery (four years)

### Other Programs

1. Fellowship in Geriatric Medicine and Dentistry in Camden (two years)
2. Fellowship in Oral Medicine (two years)
3. Fellowship in Infectious Diseases (one year)
4. DMD/MS (various disciplines)
5. DMD/MPH
6. DMD/PhD (basic sciences)  
Anatomy  
Biochemistry and Molecular Biology  
Microbiology and Molecular Genetics  
Experimental Pathology  
Physiology  
Pharmacology and Toxicology  
Neurosciences

### ACADEMIC CALENDAR

The academic calendar is prepared by the Office of Academic Affairs. It is distributed at the beginning of each academic year.

### ACADEMIC PERFORMANCE

The academic performance of all students is monitored by the Office of Academic Affairs. Departments notify students and the office of marginal and failing performance at the midpoint and end of each trimester. All attempts are made to assist students in academic difficulty.

### ADVISORS - ACADEMIC

<http://dentalschool.umdj.edu/students/current/predoctoral/advisor.htm>

## ADVISORS - CLINICAL

See the Clinic Manual at <http://dentalschool.umdj.edu/clinic-manual/index.htm>

## ALUMNI ASSOCIATION

The Dental Alumni Association was established in 1960 when the charter class graduated from the Seton Hall University College of Medicine and Dentistry. A representative of the fourth year class sits as a nonvoting member of the association's Executive Committee, to increase communication between the dental school and its past and present students.

The Dental Alumni Association retains address records on all graduates. Anyone wishing information on dental school graduates should contact the association President or the Office of Alumni Affairs, located in the dental school, Room B-823, 973-972-6883.

## ART SERVICES

Students presenting table clinics or making other types of presentations may receive artistic assistance from the Digital Media Center, Room B-725, 973-972-5488. Such assistance should be requested far in advance of the date the materials are needed.

## ATHLETIC FACILITIES

Athletic facilities in the Community Mental Health Center are made available to dental students when the center's schedule permits. The Intramural Softball Teams play on fields in the Newark City Park System. Health club facilities are available for a fee nearby at the University Executive Fitness Center.

## BASIC LIFE SUPPORT POLICY

(Updated April 27, 2005)

## Basic Life Support Requirement

The Commission on Dental Accreditation (CODA) clearly states in Standard 5.5, ..."All students, faculty and support staff involved in the direct provision of patient care are recognized in basic life support (BLS) including cardiopulmonary resuscitation, and are able to manage common medical emergencies..."

Therefore, all NJDS faculty, clinical staff and students (predoctoral, postdoctoral and dental hygiene) must have up-to-date certification as set forth by the American Heart Association's Basic Life Support for Health Care Providers. Currently, this certification is valid for two (2) years. Failure to maintain this requirement will result in loss of clinical privileges.

## Medical Waivers

Anyone unable to perform BLS, due to medical or physical limitations, must have medical documentation from a physician on file stating why they are unable to participate in the hands-on portion of BLS certification training. Anyone who has a medical waiver must take and successfully pass the BLS certification written examination.

- Student medical waivers - All certification information concerning Medical Waivers for BLS certification is retained in the Office for Student Affairs.
  
- Faculty medical waivers - All certification information concerning Medical Waivers for BLS certification are retained in each respective department and a copy of this waiver for Clinical Faculty is forwarded to The Office for Clinical Affairs.

## Training

First-year dental students will complete their BLS certification during the orientation week usually one week prior to matriculation into the fall trimester. These same students will be recertified in the spring of their second year as part of a rotation in the Clinical Dentistry course. This recertification will allow students to render patient care through their fourth year.

Postdoctoral student BLS certification is conducted during orientation

in the respective departments. In postdoctoral programs that run longer than 2 years, recertification is required. The Postdoctoral Program Director is notified by the Office of Student Affairs of those students who require recertification.

In departments such as Oral and Maxillofacial Surgery, Diagnostic Science and Pediatric Dentistry, residents affiliated with University Hospital must be certified in BLS, as well as Advanced Cardiac Life Support (ACLS). This certification is given by University Hospital. The Resident Directors are notified by the Office of Student Affairs of those residents requiring recertification.

Newly hired faculty and clinical staff are required to complete BLS certification or show proof of current certification. BLS Training for recertification is the responsibility of each respective department and faculty and clinical staff are notified about available dates for recertification prior to the expiration of their current BLS certification. In departments such as Oral and Maxillofacial Surgery, recertification for faculty in ACLS is scheduled through University Hospital.

#### Documentation and Monitoring Compliance

All certification cards are issued by the BLS Training Center at University Hospital. Certification cards for predoctoral students are forwarded to the Office of Student Affairs where a copy is made for the files and then distributed to the students. Postdoctoral BLS certification cards are forwarded from the BLS Training Center directly to the Director of Postdoctoral Programs for distribution to the Postdoctoral student with a copy sent to the Office of Student Affairs. Records of certification of all predoctoral and postdoctoral students are retained in the Office of Student Affairs to monitor CPR compliance and clear eligible predoctoral and postdoctoral students for patient care.

The BLS Training Center submits BLS recertification cards directly to the faculty and clinical staff. In order to maintain updated records in each department, all faculty and clinical staff must submit a copy of their BLS certification card. Copies of current certification for Clinical Faculty are maintained in the Office for Clinical Affairs.

### Penalties for Non-Compliance

Faculty, clinical staff and pre-and postdoctoral students who are not in full compliance with the NJDS CPR Policy will not be permitted to oversee or render patient care at the New Jersey Dental School and will be subject to disciplinary action up to and including dismissal.

### BOOKSTORE

The University Bookstore stocks textbooks, supplies, and a wide variety of other items. Open from 9:00 a.m. to 5:00 p.m., the Bookstore is located at 186 West Market Street, across from the University plaza, 973-972-4350.

### BULLETIN BOARDS

Glass enclosed bulletin boards on B-Level are available to classes and organizations. All material to be posted must be approved by the Office of Student Affairs.

### CAFETERIA

A large cafeteria with a wide variety of hot and cold foods is open seven days a week in University Hospital for breakfast, lunch, and dinner. Vending machines in the cafeteria dispense sandwiches, beverages, snacks, etc., when the cafeteria is not serving. Satellite carts serving beverages and snacks are located in the dental and medical schools during morning hours.

### CAREER INFORMATION

Opportunities for association, postgraduate programs, residencies, and practices for sale are posted on a bulletin board on B-Level.

Informational materials from the American Dental Association on postgraduate education and establishing a practice are available from the Office of Academic Affairs.

The annual dental science exposition includes information to familiarizes students with the types of programs available and the protocol associated with

postdoctoral training.

## CASHIER - PATIENTS

The patient cashier is located at the C-Level entrance. Any questions concerning bills, payment records, etc., should be directed to that office.

## CASHIER - STUDENTS

The student cashier is located in Room B-830, 973-972-4462. This office collects tuition and fees and distributes loan and scholarship checks. Students can also cash personal checks (minimum of \$20.00/check and a maximum of \$50.00/week). Hours of operation are 9:00 a.m. to 4:30 p.m., Monday through Friday.

## CATALOGUE

The catalogue, revised every two years, is available in the Office of Student Affairs.

## CERTIFICATION

All certifications required by students or alumni are provided by the Office of Student Affairs and/or the dental school Registrar. Included are verifications of status, date of graduation, and other information necessary for licensure, lending institutions, professional organizations, the armed forces, etc. The Office of Student Affairs certifies eligibility for National and Northeast Regional Boards, based on information provided by the various departments.

## COMMENCEMENT

The dental school participates in the University-wide commencement ceremonies during the last week in May. Planning of the exercises is done by a University-wide committee which includes representation from the graduating classes.

## COMMITTEES

A complete list of committees, their membership and responsibilities, is available from the Office of the Dean. Many committees have student members, allowing for greater student input in matters affecting them. All students are urged to consult with those committees which can be helpful to them.

## CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, [http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-05\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-05_00.html), UMDNJ students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the educational unit unless the student waives this right. The following offices in each educational unit maintain student files containing pertinent information on each student.

1. **Office of Student Affairs/Office of Academic Affairs** - Application for admission together with supporting documents related to admission and records on the academic progress of each student while in attendance.
2. **University-Wide Financial Aid Office** - Correspondence and data related to financial aid received through the school by each student while in attendance, except for financial records and statements of the student's parents.
3. **The UMDNJ-Student Health and Wellness Center** - Maintains the health records and statements of all dental and medical students while in attendance.

Questions concerning this law and the University's policy concerning release of academic information may be directed to the Registrar's Office.

## CONVOCAATION

The weekend prior to the University-wide Commencement the New Jersey Dental School hosts a formal Convocation for graduates and their families. Graduates and faculty participate in an academic procession and recession; academic awards are distributed, and graduates are hooded. University officials and representatives from various dental organizations are in attendance to honor

the graduates. A brunch immediately follows the ceremony. Information about Convocation is updated at a website that is communicated to all graduates several weeks prior to the ceremony.

In lieu of the faculty hooder, graduates may choose a "personal hooder" utilizing the following guidelines:

Guidelines for Selecting a Personal Hooder for Convocation:

The personal hooder will be:

- A dentist **AND** one of the following relationships to the student:
  - ❖ Spouse
  - ❖ grandfather or grandmother
  - ❖ father or mother
  - ❖ brother or sister
- **No other relationship either by blood or marriage is permissible**
- Selected and made known by the student to the Office of Student Affairs prior to Convocation; last minute requests for a personal hooder will not be considered
- Your personal hooder will join you in the line-up when the graduates are called to the stage
- As your name is called, you and your hooder will ascend the stage, and your hooder will place your hood over your shoulders
- You will proceed across the stage to have your photograph taken with the Dean; your hooder will return to his/her seat immediately after hooding you

## COUNSELING

The Director of Student Advisement and Support Services assists students in personal and/or academic situations. In addition, all members of the faculty and

administration are available to consult with students on personal and professional matters. Therapeutic counseling services are also available through the Student Health and Wellness Center.

## DENTAL CARE FOR STUDENTS

Students are eligible for treatment in the dental school clinics. Consult the Office of Clinical Affairs for details.

## DENTAL SCIENCES EXPOSITION DAY

A campus event devoted to continuing education, faculty and student table clinics, mini-lectures and poster presentations about the most recent technological advances in dentistry.

## DENTAL STORE

The dental store is located in Room B-709, 973-972-4628. The store stocks instruments and supplies for preclinical and clinical courses. **An official UMDNJ picture identification card must be presented prior to all sales transactions.**

## DUPLICATING SERVICES

Each class has a duplicating account, funding for which is provided by the class. Materials which are useful to the whole class (e.g., notes, National Board materials, etc.) can be duplicated at low cost through use of these services.

## ELECTIVES

See the section on Curriculum.

## FINANCIAL AID

The University-wide Office of Financial Aid is located in Room 1208, Administrative Complex, 973-972-4376. The office publishes a financial aid handbook and a periodic newsletter.

[http://www.umdj.edu/studentfinancialaid/index\\_new\\_brow.htm](http://www.umdj.edu/studentfinancialaid/index_new_brow.htm)

## GRADE REPORTS

Grade reports are issued periodically by the Registrar. A transcript is issued at the end of each academic year. Students have access to their grades as well as other student information at <https://banweb.umdj.edu:8090>

## GRADUATE DENTAL EDUCATION PROGRAMS

The New Jersey Dental School offers graduate dental education programs leading to a certificate in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics and Advanced Education in General Dentistry. The dental school also offers a six-year program, which results in a combined certificate in Oral Surgery and a Doctor of Medicine degree from UMDNJ-New Jersey Medical School. A General Practice Residency is also available. Competition is very keen for the few spaces, which are available each year. Further information and applications are available from the Office of Academic Affairs.

This office also has information on graduate dental education programs offered in other schools, as well as residency programs of various kinds offered by educational institutions, hospitals, state agencies, etc. The Office of Academic Affairs assists students and graduates in obtaining these programs by preparing "Dean's Letters of Recommendation" as well as any other information requested by the student/graduate.

## HANDBOOK

This Handbook is revised as needed. Students are urged to notify the Office of Student Affairs of any material they think should be included to make the publication more useful.

## HONORS AND AWARDS

A variety of honors and awards are available for students in all years of the program. Monetary awards, plaques, certificates and other prizes are awarded to students who exhibit overall excellence, as well as excellence in specific departments.

## HOUSING

Information on housing is available in the Office of the Vice Dean, Division of Admissions.

## IDENTIFICATION CARDS

The University identification card is prepared by Office of Public Safety, Administration Complex, Building 5, 973-972-5489. Students are expected to retain their cards throughout their time at the dental school. Replacements are \$10. The card is to be worn in all University buildings and presented any time a request is made by a security staff member. In addition, the identification card must be presented to the staff of the Dental Store prior to all sales transactions.

## IMMUNIZATION

All students are required by University policy [http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html) to be immunized against various diseases. The Student Health and Wellness Center, located in the Doctors Office Center (DOC), Room 1750, 973-972-8219, maintains all immunization records and ensures student compliance with University policy.

## INCLEMENT WEATHER POLICY FOR STUDENTS

It is essential for the University to maintain orderly continuation of its educational and research programs and patient care services during periods of inclement weather. At the New Jersey Dental School, the Office of Student Affairs will inform all students--via the class officers--of any delayed opening or cancellation of lectures, pre-clinic laboratories and/or clinics.

## INSTRUCTION RECORDING POLICY

Audio, photographic, and video recording devices of any type may be utilized to record instruction only after permission of the instructor has been obtained and solely for the use permitted by the instructor. Failure to comply with this policy may result in disciplinary action.

## INSURANCE

Health insurance is mandated for all students by state law. Students may purchase health insurance through the University or must show proof of alternate coverage. Information on the University policy is at <http://www.universityhealthplans.com>. Dental and vision insurance may also be purchased at the same site.

## LIBRARY

<http://www.umdnj.edu/librweb/index.html>

## LOAN EQUIPMENT, KITS, GOLD

See section on Student Financial Responsibilities.

## LOCKERS

Personal lockers are provided by the Office of Student Affairs for both male and female students on B Level. Under no circumstances should a student occupy a locker on the B level without authorization from the Office of Student Affairs. Additional locker space is provided by the Office of Clinical Affairs for clinics and the preclinical laboratory.

Basic science departments assign space in their laboratories. Students must provide their own locks.

## MAILBOXES

Locked mailboxes are provided for all dental students in the Student Lounge on B-Level. Students must safeguard the mailbox key. Loss of the key will result in a \$10 payment to the Office of Student Affairs. Students should check their mailboxes daily for notices, communications from faculty, and other messages.

## MESSAGES

Messages for students from anyone outside of the dental school may be left

in the Office of Student Affairs. Ordinarily, messages will be placed in the student's mailboxes. In emergency situations, students will be called out of class.

## NATIONAL BOARD DENTAL EXAMINATIONS

The National Board Dental Examinations provide standardized methods by which each state assesses whether students are competent to begin the independent practice of dentistry. Therefore, all students are required to take and pass both Part I and Part II of the National Dental Board Examinations, administered by the Council of the National Board of Dental Examiners of the ADA. More information, including an application, is at <http://www.ada.org/prof/ed/testing/natboard/index.asp>

Eligibility for the National Boards is certified by the Office of Academic Affairs. Under the regulations of the Council of the National Board of Dental Examiners, a student must have received a passing grade in the courses which are covered on the board examinations.

## NORTHEAST REGIONAL BOARDS

The Northeast Regional Board is a 2-1/2 day clinical and written examination established by a consortium of state boards of dentistry, including New Jersey. Passing the examination makes the applicant eligible for licensure in all the member states. Information on requirements is available from the Office of Student Affairs, which is also responsible for certifying student eligibility. More information is at <http://www.nerb.org/>

The patient requirements for the Northeast Regional Boards are very specific. The dental school cannot assume responsibility for securing appropriate board patients for each student. However, the Office of Clinical Affairs makes every effort to help fourth year students identify dental school patients who meet the board's specifications and to prepare those patients for the examination. The Northeast Regional Board is administered at the dental school once a year, usually at the end of May. Students not eligible for that examination date must make their own arrangements to be tested at another location.

## NOTARY PUBLIC

The Registrar of the dental school is a Notary Public and will certify documents for students who present a current University identification card.

## ORIENTATION

An Orientation Program is held each August for the entering class. Coordinated by the Office of Student Affairs, the program involves a number of individuals and groups, including students.

Special clinical orientations are held by departments and by the Office of Clinical Affairs.

## PAGING SYSTEM

A paging system operates throughout the dental school. Broadcast facilities are located in several locations on each level. Direct paging, 973-972-3758, is also accomplished through the telephone lines.

## PARKING

The University provides parking facilities for faculty, students, and staff. Students can park in any lot except Lot 8, which is reserved for specified categories of faculty and physicians affiliated with University Hospital. Parking is by ID tag only. There is also a limited amount of non-metered, on-street parking.

## PARKING ID TAGS

A hanging vehicle ID tag will be issued at the Parking Program Sales Office. The student fee is \$160.50 for automobiles and motorcycles. Motorcycles cannot be parked in the Norfolk Street parking deck.

## PATENT AND COPYRIGHT REQUIREMENTS

UMDNJ policy requires all personnel, including students, to assign to UMDNJ rights to any patentable material developed while the inventor was engaged in activities supported with UMDNJ funds. Student research and study pursued as a result of involvement are included activities.

It is the policy of the University of Medicine and Dentistry of New Jersey (UMDNJ) to adhere to the requirements of the United States Copyright Law of 1976, as amended (Title 17, United States Code, hereafter referred to as the "Copyright Act"). The entire University policy is at [http://www.umdnj.edu/oppmweb/Policies/HTML/LegalServ/00-01-90-50\\_05.html](http://www.umdnj.edu/oppmweb/Policies/HTML/LegalServ/00-01-90-50_05.html)

## PATIENT ASSIGNMENT

The dental school usually can supply all of the patients needed by the students to meet their clinical requirements. However, this presumes that students adhere to all regulations governing patient care and meet all responsibilities as outlined by the Office of Clinical Affairs. The Director of Patient Resources should be consulted whenever there are questions or problems concerning patient assignment.

## PHOTOCOPYING

Photocopying machines for student use are located in the Library.

## PHOTOGRAPHIC SERVICES

Students presenting table clinics or making other types of presentations may receive photographic assistance from the Digital Media Center.

Since that office is responsible for support to the teaching program, service requests should be made at least 6 weeks in advance of the desired date.

## PLACEMENT

See the section on Career Information.

## PRECLINICAL LABORATORIES: RULES AND REGULATIONS

### Housekeeping

1. The cleanliness and upkeep of students' assigned units in the preclinical laboratories is the responsibility of students.

- a. Ample rolls of paper are available in each laboratory. It is expected that every student will adopt the daily practice of using paper on the assigned counter top at the beginning of each session. This will improve the cleanliness of the laboratory by protecting the counters from wax and plaster buildup.
  - b. A sufficient supply of trash receptacles is available in each laboratory. At the end of each session, each student will clear his/her assigned unit of paper and other debris (i.e., coffee containers, discarded castings, etc.).
2. It is expected that students will do their utmost in contributing to the cleanliness and upkeep of the laboratory support areas. An adequate supply of paper and trash receptacles are available in the support areas. When a student completes his or her use of a support area, it should be left in acceptable condition for the next student's use.
  3. All faculty members are responsible for the enforcement of these regulations. Students not adhering to these regulations may be denied admission to the laboratories at the discretion of the faculty member until there is an indication that the regulations will be adhered to.
  4. Housekeeping needs of a general nature will be coordinated with the Housekeeping Staff by a staff member in the Office of Clinical Affairs. Matters pertaining to unclean conditions in the laboratories and support areas should be reported to the preclinical dispensary Room C-622-a.

### Laboratory Equipment

The maintenance of equipment and service in the assigned laboratory units and support rooms is entrusted to dental school and/or Department of Operations personnel.

1. Each student's assigned unit in the laboratory includes a mannikin-mount bar, examination lamp, hand piece attachments, chip blower and support service in the nature of air and gas connections. Any of the above requiring service should be reported to the staff member in Room C-622-a.
2. Equipment repairs and serving needs are coordinated with

authorized personnel by a staff member of the Office for Clinical Affairs in the preclinical dispensary (Room C-622-a) after receiving due notice of equipment failure from a student.

3. The support areas consist of equipment including, but not limited to, casting machines, ovens, model trimmers, vibrators and lathes. Failure of this equipment should be reported to Room C-622-a.
4. Maintenance and service needs of a general nature (i.e., plumbing and electrical problems, as well as those of heat, ventilation and air conditioning) will be coordinated with personnel of the Operations Department.
5. It is expected that students will exercise care and practice good safety habits when using school equipment.
6. All equipment failures, whether in a student's assigned area or in a laboratory support area, should be reported immediately.

#### Laboratory Loan Equipment

It is school policy that students shall assume the full responsibility for the return of all loan equipment obtained from the preclinical dispensary.

When equipment is issued from the preclinical dispensary (Room C-622-a) the student's name is listed indicating the equipment loaned. On return of the equipment to the preclinical dispensary, it is the student's responsibility to insure that his or her name is crossed off the list of lent items.

1. Equipment required for various projects (e.g., water baths, condensers, hot plates, etc.) by the Department of Restorative Dentistry is issued on a daily basis. All equipment must be returned in clean condition to the dispensary.
2. Loan equipment may be issued for periods longer than one day.
3. Under no circumstances should equipment be passed from student to student, nor should a student borrow or return equipment as an agent of another student.
4. It is the student's responsibility to return the equipment to the dispensary at the designated time and in proper working condition.

#### Smoking

Smoking is prohibited throughout the University in all buildings.

Eating

Eating is prohibited in all laboratories, clinics and lecture halls.

## PUBLICITY

Publicity for the dental school and for dental students is arranged by the University Office of External Relations. The office will also prepare press releases for students receiving degrees, honors, and awards.

Requests for the services of the external relations staff, whether for individuals, classes or organizations, should be channeled through the Office of Student Affairs.

## RECOMMENDATIONS

Any member of the faculty or administration may be requested to provide recommendations for students. Composite recommendations for students applying to residencies and postgraduate programs are sent from the Office of Academic Affairs.

## REGISTRAR

The dental school Registrar is located in Room B-826, 973-972-4728, to provide all necessary registrar services for dental students.

## RESEARCH

Opportunities exist throughout the year for students to do research. A special Summer Research Fellowship program is also available. Interested students should contact the Associate Dean for Research, Room B-825.

## ROOM RESERVATIONS

Classrooms and seminar rooms in the dental building are reserved through the Office of the Dean. The two lecture rooms in the medical science building

used by the dental school, B-554 and C-600, are also reserved through the Office of the Dean. All other classrooms in the medical science building and in University Hospital are reserved through the Audio-Visual Center, Room B-555, 973-972-4340.

## SELECTIVES

See the section on Curriculum.

---

### SPECIAL EVENTS POLICY (Approved by Executive Council September 11, 2008)

**Purpose:** To ensure proper event planning, room availability, budget planning and adequate personnel is available for "Special Events".

**Responsibility:** The Director of Multicultural Affairs is to ensure compliance.

#### **Policy:**

The New Jersey Dental School celebrates its diversity and is committed to fostering an environment that is inclusive and encourages and respects different religious, cultures, ethnic and racial backgrounds. To facilitate this goal, the New Jersey Dental School has created the Office of Multicultural Affairs (OMA).

- 1) The use of NJDS or University premises for "Special Events"—that is for any occasion other than normal classes or clinical operations-- is subject to review and approval by the administration of the NJDS. Special Events are defined as activities held on school and/or University property with the objective of honoring or adhering to the celebrations and/or rituals of different religions, cultures, races and/or ethnicities or bringing to light and celebrating the accomplishments of individuals of different religions, cultures, races and ethnicities (with particular emphasis in dentistry) and honoring community service activities of individuals of different religions, cultures, races and ethnicities. The Special Events Request form is available through the OMA and must be completed and submitted to the Director for Multicultural Affairs by the president of the organization requesting to hold any "Special Event" on school and/or University property for the upcoming Academic Year at least one month in advance of the proposed event.

**Proposals for an event submitted less than one month from the event will be approved at the discretion of the OMA and the OMA Advisory Committee.**

- 2) The proposal is to be presented to the OMA Advisory Committee for preliminary approval and then forwarded to the Associate Dean for Student Affairs for final approval. When a proposed "Special Event" has real or potential financial, administrative ramifications, the Associate Dean for Student Affairs may consult the Associate Dean for Administration & Finance or Dean of NJDS concerning such proposals.
- 3) "Special Events" shall be held during the lunch or evening hours so as to minimize the impact on classroom instruction and to avoid clinic disruption. As the major provider of oral health services to the Newark Community, it is inappropriate to close clinics for "Special Events" and classrooms will be made available only if they are not in use for normal classroom instruction.
- 4) The Multicultural Advisory Committee will consider the following in deciding whether to approve the event:
  1. Are the goals of the "Special Event" congruent with the mission of the Office of Multicultural Affairs?
  2. Will the "Special Event" foster understanding, collaboration and respect among the NJDS community?
  3. Will the "Special Event" result in disruption to the school's primary activities of education and patient care?
  4. Are **all** members of the dental school community informed and welcomed to attend the "Special Event". "Special Events" that restrict attendance by race, gender, ethnicity and/or religion **will not** be permitted on school and/or University property.
  5. Is there any financial, religious and/or evangelical purpose to the "Special Event"? "Special Events" for the purpose of soliciting membership and/or funds or that provide financial gain to a speaker or speakers are not permitted, nor are "Special Events" for the purpose of recruiting to religious affiliations.
  6. Will holding the "Special Event" in University property impose a financial burden to the University and/or the NJDS?

- 5) Reservations for "Special Events" are tentative and subject to cancellation. If a need for space arises directly related to the school's academic and/or service mission, it takes priority and the "Special Event "reservation may be cancelled without notice.

## ~~STUDENT HEALTH AND WELLNESS CENTER~~

The Student Health and Wellness Center is located in the Doctors Office Center, lower level, suite 1750, 973-972-8219. The hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The Center provides a broad range of services for physical and mental health.

## STUDENT LOUNGE

The Student Lounge is located on B-Level. Air conditioned and comfortably furnished, it is available for student use at any time. Pool tables may be used without charge.

## TABLE CLINICS AND RESEARCH PRESENTATIONS

Opportunities to present table clinics/research presentations occur throughout the year both on and off campus. National, state, regional and specialty societies and associations invite students to submit proposals. A member of the faculty is designated as advisor to the Student Research Program. Travel funds are sometimes available for students selected to make presentations.

## TELEPHONES

Pay phones are located in the Student Lounge and on all levels of the dental building. Students may use departmental phones for interoffice calls, calls to patients and other official matters, provided that permission has been received from faculty or staff of the department.

## TUTORING

Tutorial assistance is the interception component of our academic support systems. Tutorial assistance is offered to all students who have been identified by a course director as being in need of additional assistance. Tutorials are provided

by upperclassmen who have been selected by the course director as qualified to tutor in a specific discipline. There is no charge to the student for this service. More information is at

<http://dentalschool.umdj.edu/students/current/predoctoral/tutorial/index.htm>

## VENDING MACHINES

Food and beverage vending machines are located in the University Hospital Cafeteria and in the Student Lounge.

## PART II: NEW JERSEY DENTAL SCHOOL MISSION AND GOALS STATEMENT

UMDNJ's mission is "...the pursuit of excellence in the undergraduate, graduate, postgraduate and continuing education of health professionals and scientists...and service to our communities and the entire State." Inextricably related to the University's overall mission, the mission of NJDS is the discovery, development, dissemination and use of knowledge toward enhancement of oral health.

### Mission

The mission of the New Jersey Dental School is to improve oral health and quality of life through the education of oral health professionals and scientists, the conduct of research, the promotion of health and disease prevention, and the delivery of oral health care to communities throughout the State and beyond.

### Goals

#### **I. Students**

1. Recruit and select the most qualified applicants for admission, with special efforts aimed at minority students.
2. Reduce financial barriers to the participation of qualified students in the educational programs at the dental school.

#### **II. Faculty**

1. Recruit and retain the highest caliber faculty, with efforts aimed at minority faculty recruitment and retention.
2. Promote further development of faculty teaching, research and community service skills and the use of advanced technology.
3. Provide opportunities for faculty enrichment, scholarship, and creative expression.

#### **III. Curriculum**

1. Prepare dentists who possess the knowledge, skills and values to begin the practice of general dentistry.
2. Prepare clinically proficient specialists who possess the knowledge, skills and values to begin specialty practice.
3. Provide a predoctoral curriculum which:
  - ❖ is competency based;
  - ❖ is contemporary;
  - ❖ provides community-based experiences;
  - ❖ integrates basic, clinical and social sciences;

- ❖ effectively utilizes curriculum time; and
  - ❖ is flexible, maximizes student program completion, and allows for enriched educational experiences.
4. Expand the integration of dental educational programs with other programs within the University and other institutions.
  5. Increase emphasis on the preparation of generalists.
  6. Provide high quality continuing dental education.

#### **IV. Research**

1. Contribute to the broad body of basic and applied knowledge related to oral and systemic health.
2. Provide opportunities for the continuous development of faculty in research.
3. Train investigators capable of independent scholarship, creative expression and critical thinking.
4. Provide the opportunity for students to participate in research.
5. Enhance the local, state, national and international stature of the dental school through leadership and collaboration in research.
6. Foster the exchange of ideas and influence future trends in health care by participating in local, state, national and international professional organizations.
7. Focus and strengthen our research capabilities, resources and levels of activity.

#### **V. Patient Care**

1. Provide quality comprehensive care through predoctoral, postdoctoral, faculty practice and outreach programs to patients of all means and backgrounds.
2. Provide patient care environments which are responsive to the public.
3. Provide referral centers which serve as professional resources to practitioners and offer tertiary care to patients with complex treatment needs.

#### **VI. Community Service**

1. Promote oral health in New Jersey through education and delivery of services.
2. Advocate for resources to promote health in New Jersey.
3. Strengthen communication and understanding between the community and the dental school.

## PART III: AN OVERVIEW OF THE CURRICULUM

The UMDNJ-New Jersey Dental School offers a four-year curriculum that has been evolving since its inception in 1956. A number of unique academic features enhance its educational value.

The curriculum includes extramural programs, fourth year selective/elective programs, small group instruction and comprehensive patient care experiences in several settings including the dental school clinics, community clinics and University Hospital.

### THE DIDACTIC PROGRAM

Requirements for successful completion of the didactic courses are provided to the student by each course director at the beginning of the course.

### THE CLINICAL PROGRAM

The clinical program is described in detail in the Clinic Manual which is available in the Office of Clinical Affairs. Copies are distributed to all third and fourth year students upon their entry into the clinics and is at <http://dentalschool.umdj.edu/clinic-manual/index.htm>

### EXTRAMURAL PROGRAMS

Extramural programs are designed to reinforce didactic instruction in psychomotor skills and concepts by using a community setting as an environment for teaching. Rotations of the extramural program include clinical facility visitation and oral health education.

Clinical facility visitations are designed to analyze the delivery system for dental care. Emphasis is placed on the clinical facilities in terms of manpower, payment mechanisms, dental demographics, scope of services, and equipment. Available sites are dental practices and clinics associated with neighborhood health centers, hospitals, and public health departments.

Oral health education experiences are designed to disseminate accurate information which reinforces good nutrition, dental health, and oral hygiene

instruction. Oral health education is provided at public and parochial schools, dental clinics, nursing homes, hospital wards and health fairs.

Information on extramural programs is available from the Office of Student Affairs.

## SELECTIVE/ELECTIVE PROGRAM

The Selective/Elective courses constitute a portion of the teaching program during the fourth year at NJDS. The aim of this program is to allow the student the opportunity to structure and enhance a segment of the fourth year curriculum.

### Selectives

The selective courses are offered to senior students during regular lecture hours. Students are required to complete selectives totaling sixty hours by the end of the fourth year spring trimester. Additional hours may be taken if the student's schedule permits.

The grading system for selective courses is pass or no entry. In order to obtain credit for a selective, the student must fulfill the requirements of the course(s). Successful completion of the course will receive a "pass" on the transcript. If the evaluation shows a failure to meet the criteria, no entry will be made and no credit will be given. This credit time must be made up by taking another selective or repeating the course if it is offered at another time during the academic year.

### Electives

Elective courses are offered during regular clinic hours. Students registering for electives which require clinic time must obtain a release from clinic from the Associate Dean for Clinical Affairs. Since the students taking these courses are exempt from required clinic time, these courses are limited to students in good standing. (Good standing is defined as maintaining a 2.000 grade point average with no failures or unsatisfactory performance reports.) If an elective course is oversubscribed, the department chair involved will select the candidates from the list provided. Students may earn up to 20 percent (12 hours)

of selective credit by participating in elective courses.

The grading system for elective courses is pass or no entry upon successful completion according to the specified evaluation. If the student fails to complete the criteria, no entry will be made or credit given. The credit time must then be made up by taking another selective or elective course of equivalent value.

## SCHEDULE OF COURSES IN THE FOUR YEAR PROGRAM

*NOTE: All courses in an academic year are prerequisite to those in the succeeding academic year. Consequently, all courses of each academic year must be successfully completed before students may register for succeeding courses.*

**2009-2010**

<b>FIRST YEAR FALL TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ACAD8110	Introduction to Clinical Dentistry	P/F
COMH8109	Preventive Dentistry	2
COMH8111	Introduction to the Profession	3
DSCI7106	Histology	9
PHYS7106	Physiology	13
REST8101	Basic Dental Anatomy Didactic	4
REST8102	Basic Dental Anatomy Laboratory	4
<b>FIRST YEAR WINTER TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ANAT7109	Gross Anatomy & Neuroanatomy	CONT
BIOC7102	Biochemistry	CONT
OBIO7101	Oral Immunology	2
REST81	Occlusion Didactic	2
REST81	Occlusion Laboratory	2
REST8120	Preclinical General Dentistry I Didactic	CONT
REST8121	Preclinical General Dentistry I Laboratory	CONT
<b>FIRST YEAR SPRING TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ANAT7109	Gross Anatomy & Neuroanatomy	12
BIOC7102	Biochemistry	10
COMH8116	Oral Epidemiology	3
DSCI7101	General Pathology	5
REST8105	Basic Clinical Skills	5

REST8112	Complete Dentures I Didactic	2
REST8113	Complete Dentures I Laboratory	2
REST8120	Preclinical General Dentistry I Didactic	4
REST8121	Preclinical General Dentistry I Laboratory	5

**TOTAL: 89**

**2009-2010**

<b>SECOND YEAR FALL TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ACAD8207	Clinical Dentistry	CONT
DSCI7203	Systemic Pathology	6
OBI07201	Microbiology	7
OMFS8213	Implant Dentistry I	P/F
ORTH8214	Orthodontic Lecture Series	5
ORTH8215	Orthodontic Preclinical Laboratory	P/F
REST8208	Preclinical Fixed Prosthodontics Didactic	CONT
REST8209	Preclinical Fixed Prosthodontics Laboratory	CONT
REST8210	Preclinical General Dentistry II Didactic	CONT
REST8211	Preclinical General Dentistry II Laboratory	CONT
REST8216	Complete Dentures II	3
<b>SECOND YEAR WINTER TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ACAD8207	Clinical Dentistry	CONT
DSCI7202	Oral Pathology	CONT
DSCI8209	Oral Radiology I	CONT
DSCI8211	Diagnostic Science	CONT
OMFS8202	Pain Control	1
PERI8202	Basic Periodontics	CONT
PHRM7206	Pharmacology	CONT
REST8208	Preclinical Fixed Prosthodontics Didactic	3
REST8209	Preclinical Fixed Prosthodontics Laboratory	7
REST8210	Preclinical General Dentistry II Didactic	CONT
REST8211	Preclinical General Dentistry II Laboratory	CONT
REST8218	Removable Partial Dentures Didactic	CONT
REST8219	Removable Partial Dentures Laboratory	CONT
<b>SECOND YEAR SPRING TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ACAD8207	Clinical Dentistry	P/F

DSCI7202	Oral Pathology	10
DSCI8211	Diagnostic Science	4
DSCI8209	Oral Radiology I	4
DSCI8213	Medical Assessment of Patients	1
ENDO8201	Principles of Endodontics I	4
OMFS8215	Oral Surgery	2
PERI8202	Basic Periodontics	4
PHRM7206	Pharmacology	8
REST8210	Preclinical General Dentistry II Didactic	4
REST8211	Preclinical General Dentistry II Laboratory	5
REST8218	Removable Partial Dentures Didactic	2
REST8219	Removable Partial Dentures Laboratory	1
REST8220	Preclinical Interdisciplinary Restorative Didactic	1
REST8221	Preclinical Interdisciplinary Restorative Laboratory	1

**TOTAL: 83**

**2009-2010**

<b>THIRD YEAR FALL TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
DSCI8309	Clinical Nutrition	2
DSCI8328	Diagnostic Science Seminar I	CONT
ENDO8301	Principles of Endodontics II	2
OBIO7307	Oral Biology	7
PEDO8317	Pediatric Dentistry	CONT
PERI8320	Periodontal Therapy	3
REST8303	Restorative Materials and Procedures	CONT
REST8314	Implant Dentistry II	CONT
<b>THIRD YEAR WINTER TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
COMH8302	Geriatrics	1
DSCI8328	Diagnostic Science Seminar I	CONT
OMFS8301	Clinical Medicine	CONT
OMFS8323	Advanced Techniques of Pain Control	2
PEDO8317	Pediatric Dentistry	CONT
REST8303	Restorative Materials and Procedures	3
REST8314	Implant Dentistry II	2
<b>THIRD YEAR SPRING TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
COMH8304	Dentistry in the Community	1
COMH8312	Communication in Health Care: Working with Diverse Patients	4

DSCI7302	Oral Medicine	5
DSCI8328	Diagnostic Science Seminar I	P/F
OMFS8301	Clinical Medicine	4
PEDO8317	Pediatric Dentistry	4
REST8313	Esthetic Dentistry	2
<b>THIRD YEAR CLINICS (Fall, Winter, Spring)</b>		<b>CREDITS</b>
CLAF8329	Patient Care & Management I	P/F
COMH8303	Preventive Dentistry Clinic I	2
DSCI8305	Radiology Clinic	2
DSCI8307	Diagnosis & Treatment Planning Clinic I	2
DSCI8321	Diet & Nutrition Intervention in Clinic I	P/F
ENDO8302	Endodontics Clinic I	4
OMFS8327	Oral & Maxillofacial Surgery Clinic I	4
ORTH8315	Limited and Interceptive Orthodontics I	P/F
PEDO8318	Pediatric Dentistry Clinic I	4
PERI8322	Periodontics Clinic I	3
REST8305	General Dentistry Clinic I	4
REST8326	Prosthodontics Clinic	P/F

**TOTAL: 67**

**2009-2010**

<b>FOURTH YEAR FALL TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
COMH8419	Practice Management	4
COMH8433	Ethics & The Law	CONT
DSCI8412	Oral Radiology III	2
DSCI8429	Diagnostic Science Seminar II	CONT
OMFS8416	Advanced Topics in Oral & Maxillofacial Surgery	2
REST8403	Advanced Restorative & Esthetic Dentistry	2
<b>FOURTH YEAR WINTER TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
COMH8433	Ethics & The Law	2
DSCI8429	Diagnostic Science Seminar II	CONT
<b>FOURTH YEAR SPRING TRIMESTER</b>		
<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
DSCI8429	Diagnostic Science Seminar II	P/F
<b>FOURTH YEAR CLINICS (Fall, Winter, Spring)</b>		<b>CREDITS</b>
CLAF8429	Patient Care & Management II	P/F

COMH8404	Preventive Dentistry Clinic II	2
DSCI8408	Oral Medicine Clinic	P/F
DSCI8409	Diagnosis & Treatment Planning Clinic II	2
DSCI8410	Diet & Nutrition Intervention in Clinic II	P/F
ENDO8402	Endodontics Clinic II	3
OMFS8415	Oral & Maxillofacial Surgery Clinic II	2
ORTH8416	Limited and Interceptive Orthodontics II	P/F
PEDO8419	Pediatric Dentistry Clinic II	5
PERI8422	Periodontics Clinic II	4
REST8404	Fixed Prosthodontics Clinic	9
REST8405	General Dentistry Clinic II	7
REST8425	Removable Prosthodontics Clinic	10

**TOTAL: 56**

## THE FIVE YEAR PROGRAM

### PURPOSE

Recognizing that students learn at varying rates, the UMDNJ-NJDS has developed a five year program which allows a student to successfully complete the four year curriculum in five years. The program is designed so that the schedule of the first two academic years is expanded into three calendar years; the last two years are identical to those of the four year schedule. This program can be entered **NO LATER THAN THE END OF THE WINTER TRIMESTER OF THE FIRST ACADEMIC YEAR.**

### Entry Procedure

1. At the end of the fall trimester or during the winter trimester or at the end of the winter trimester, a student may voluntarily petition the Associate Dean for Academic Affairs by a written request that he enter the Five Year Program. Once the Associate Dean for Academic Affairs has acted favorably on the request, courses not included in the Five Year Program will be dropped and repeated for credit as scheduled in the appropriate academic year.
2. A student who is performing unsatisfactorily (U)--as determined by the Student Academic Performance Committee (SAPC)--in two

or more courses at the mid-point of the fall trimester of the freshman year will be counseled by the Associate Dean for Academic Affairs regarding the possibility that the student may have to enter the Five Year Program at the end of the fall trimester.

3. If the student continues to perform in an unsatisfactory manner (U, F or D grades) at the end of the fall trimester, the student may be placed in the Five Year Program by the SAPC.
4. At the end of the fall or winter trimester, a student receiving:
  - a. three or more Unsatisfactory (U) grades; OR
  - b. one Unsatisfactory (U) grade and one D grade; OR
  - c. one Unsatisfactory (U) grade and one F grade; OR
  - d. two D grades; OR
  - e. two F grades

may be placed in the Five Year Program by the SAPC. The student may not appeal this placement.

A student in the Five Year Program is subject to the same rules and regulations regarding promotion as are four year students. They are also subject to full tuition for each of the five years.

The Office of Academic Affairs will prepare the academic schedule for each student in the Five Year Program.

## REQUIREMENTS FOR DEGREE

The degree of Doctor of Dental Medicine (D.M.D) will be conferred upon those candidates who have met the following requirements:

1. Regular attendance for the prescribed period of four academic years of instruction.
2. Satisfactory completion of curricular requirements in the preclinical

and clinical areas of each of the years of study.

3. Adherence to high standards of moral and professional conduct.
4. Payment of all financial obligations, including dental store debts. (After a specified date in April, only cashier's checks, certified checks, or money orders will be accepted.)
5. Return of all loan equipment, patient charts, gold, etc., to the dental school.
6. Successful completion of both Part I and Part II of the National Board Dental Examinations.
7. Completion of all requirements within five academic years after first enrollment in the program. (Excluding the combined D.M.D./Ph.D program.)
8. Only those students who have completed all of the above requirements by September 1 will receive a diploma with the May commencement date. Those completing requirements after September 1, but before the next May commencement date, will receive a diploma with an alternate date.

## PART IV: ACADEMIC REGULATIONS

***NOTE: THE STUDENT ACADEMIC PERFORMANCE COMMITTEE (SAPC) IS RESPONSIBLE FOR RECOMMENDING POLICY TO THE EXECUTIVE COUNCIL RELATING TO THE ACADEMIC AND PROFESSIONAL PERFORMANCE AND PROGRESS OF STUDENTS. IT MEETS REGULARLY TO REVIEW STUDENT PERFORMANCE AND MAKE ACADEMIC ACTIONS DECISIONS CONCERNING STUDENTS. THE COMMITTEE DEVELOPS, MAINTAINS AND UPHOLDS THE ACADEMIC REGULATIONS OF THE SCHOOL WHICH ARE DESCRIBED IN THIS SECTION OF THE STUDENT HANDBOOK.***

***"ACADEMIC PERFORMANCE" IS DEFINED AS ATTAINING PASSING GRADES AND GRADE POINT AVERAGES IN ALL COURSE WORK.***

***"PROFESSIONAL PERFORMANCE" INCLUDES--BUT IS NOT LIMITED TO-- ATTENDANCE, DEPARTMENT, PATIENT MANAGEMENT, PREPAREDNESS, PUNCTUALITY, RECORD-KEEPING, INFECTION CONTROL, COMPLIANCE WITH THE SCHOOL'S DRESS CODE AND WITH OTHER NJDS AND UNIVERSITY POLICIES.***

### GRADING

Course syllabi which include information about the goals and requirements for each course, course content, topic outlines, methods of evaluation and specific departmental policies are distributed by course directors at the beginning of each course. Each department determines the manner in which students are examined and the criteria for evaluating performance. Within five (5) working days of the conclusion of a course or the date of the final examination, final letter grades are transmitted to the Registrar's Office for recording on the student's permanent academic record (transcript).

Valid letter grades and their values are:

<u>Letter Grade</u>	<u>Description</u>	<u>Grade Points</u>	<u>Exam Scores</u>
A	Excellent	4.00	90-100**
B+		3.50	85-89**
B	Average	3.00	80-84**
C+		2.50	75-79**

C	Fair	2.00	70-74**
D*	Unacceptable	1.00	65-69**
F*	Failure	0.00	64 and below**
D/grade, F/C***	Grade on remediation		

\*The **D** grade and the **F** grade must be remediated or repeated using the "Academic Actions" guidelines delineated below.

\*\*for calculation of final course grades, decimal values are rounded up to the next whole number if .5 or above OR rounded down to the whole number if below .5, e.g., 89.5 would be an "A" and 89.4 would be a "B+."

\*\*\*When an **F** grade is remediated, the highest grade attainable is **C** (Approved by Executive Council November 14, 2007).

The **D/grade** (e.g., DB) or **F/C** is awarded after re-examination in a didactic or preclinical laboratory course or after remediation or completion of deficient requirements in a clinical course. The new grade is recorded on the transcript in addition to the previous grade.

Grade point averages (GPA's) are calculated to determine the rank in class and eligibility for promotion for each student. It is dental school policy that, for the purposes of determining class rank, a grade point average will be computed using ONLY the FIRST grade obtained in each course. For the purpose of determining eligibility for promotion and Satisfactory Academic Progress, GRADES EARNED ON REMEDIATION OR REPETITION of a course will be used to calculate the grade point average.

Grades which are not included in the computation of the grade point averages are:

EXT	Exempt
I	Incomplete
I/C	Incomplete Clinical Requirements (fourth year only)
P	Pass
S	Satisfactory
U	Unsatisfactory
WP	Withdrawn-Passing

- WF Withdrawn-Failing  
X Suspension for Administrative Reasons

The **EXT (Exempt)** grade is noted on the transcript for a student who, upon application to the department chair involved, is not required to participate in a course (usually a basic science course) because of the student's documented previous knowledge of the subject matter.

The **I (Incomplete)** grade is an interim grade awarded to a student who has been unable to complete a course for reasons not due to the fault of the student; e.g., extended illness, military obligation, service to the dental school, unscheduled curricular activity or inadequate availability of patients.

When submitting an I grade, the course director must: (Approved by Executive Council October 6, 2008)

- a. consult with their department chair
- b. consult, where appropriate, with the Associate Dean for Clinical Affairs
- c. delineate the specific reason(s) for the I grade as well as a time frame for removal
- d. submit the above to the Registrar for delineation to the Student Academic Performance Committee

If the reason(s) for I grade does not meet the stated definition, the Associate Dean for Student Affairs and/or the Chair of the SAPC will contact the course director and/or department chair for further clarification.

The I grade must be removed prior to the student's promotion to the subsequent academic year.

The **I/C (Incomplete Clinical Requirements)** may be given by a clinical department only at the end of the spring trimester of the fourth year. An I/C grade is appropriate at this time if, in a department chair's judgement in consultation with the Associate Dean for Clinical Affairs, a student can remove the I/C on or before September 1. In such an instance, the student must have demonstrated consistent quality in completed procedures to date but, through no fault of the student, requires additional time to complete the quantitative

assumptions.

When a department gives an I/C grade: (Approved by Executive Council October 6, 2008)

- a. the specific clinical procedures or competencies to be accomplished by the student must be delineated.
- b. an estimated time frame for completion must be given
- c. the student must report to their Group Practice Administrator at the start of each clinic session on a daily basis
- d. if the student does not remove all I/C grades by September 1, the student will be evaluated for appropriate action by the SAPC.

A fourth year student who receives an I/C grade(s) may be eligible for taking the Northeast Regional Board Examination if, in the judgement of the department chair and the Associate Dean for Clinical Affairs, the student has shown appropriate clinical competency and the student can accomplish the specified comprehensive care requirements within 45 days of taking the NERB.

A fourth year student with an I/C grade(s) may participate in the commencement ceremony (without receiving a diploma) if, in the judgement of the department chairs, the Group Practice Administrators and the Associate Dean for Clinical Affairs, the student can accomplish the specified Comprehensive Care Requirements by September 1.

The S (Satisfactory) and U (Unsatisfactory) grades may be given as mid-course and/or mid-trimester evaluations. These evaluations are not included on the student's permanent academic record (transcript) but are noted on a "grade report" which is given to the student at mid-course and/or mid-trimester.

1. Unsatisfactory) - may be given:
  - a. in any academic year for any didactic course in which the student has an average numerical grade below 70 in quizzes, mid-term examinations or any other mid-course evaluation;
  - b. in any academic year for any laboratory course in which the student has not met the basic requirements of the course;
  - c. in the junior and senior years for less than satisfactory qualitative clinical performance;
  - d. in any academic year for less than appropriate professional

performance.

The U grade must be removed by successfully completing all requirements in the course.

2. S (Satisfactory) - may be given in any academic year for any course in which the student has met all academic and professional requirements of the course.

The P (Pass) grade is awarded following successful completion of certain mandatory courses. It is also the evaluation grade for fourth year Selective/Elective courses.

The WP (Withdrawn-Passing) or WF (Withdrawn-Failing) grade is awarded when a student withdraws from a course before its conclusion. In both cases, the grade remains on the permanent academic record, and the student is required to repeat the course.

The X (Suspension) grade will be awarded to any course in progress when a student is removed from the school for non-academic reasons (cheating, theft, etc.). The suspension notation will remain on the student's permanent academic record.

## ACADEMIC ACTIONS

Individual student performance in all course work is evaluated at regular intervals during each academic year. This process identifies the student who has potential and actual academic deficiencies and attempts to rectify identified problems with tutorials, academic counseling and/or remediation programs.

At regular intervals (end of trimester and/or end of a course), each course director is required to forward grades to the Registrar. Within two weeks of submission of grades, the Registrar provides each student with an unofficial transcript which lists all grades as of that time. These grades are also submitted to the SAPC for review. In addition, at each evaluation period, the Associate Dean for Clinical Affairs will provide the Student Academic Performance Committee with each third and fourth year student's clinic points to date. This information

may be used in conjunction with all other grades and/or grade point averages to determine promotion and graduation.

The SAPC will determine whether any academic action is necessary, and the student will be informed of such, in writing, by the Associate Dean for Academic Affairs. Based on the student's academic performance, the SAPC may take the following academic actions:

**A. PROMOTE THE STUDENT TO THE SUBSEQUENT ACADEMIC YEAR**

Students are promoted to the subsequent year by the SAPC. A student may be promoted to the next academic year if a cumulative average of 2.000 or above has been achieved, acceptable passing grades have been achieved for all listed courses in the previous academic year, and the student has maintained a satisfactory level of professional performance.

**B. CERTIFY THE FOURTH YEAR STUDENT FOR GRADUATION**

The degree of Doctor of Dental Medicine is awarded by the Board of Trustees of the University of Medicine and Dentistry of New Jersey upon recommendation of the SAPC and certification by the Dean to the President. The candidate must have satisfactorily fulfilled the academic requirements of the dental curriculum, have a cumulative grade point average of 2.000 or above, have successfully completed both Part I and Part II of the National Board Dental Examinations, have achieved an acceptable level of professional conduct, be of good moral character and comply with all necessary legal and financial requirements.

**C. PLACE THE FIRST YEAR STUDENT IN THE FIVE YEAR PROGRAM**

A first year student may be placed in the Five Year Program in the fall trimester or in the winter trimester using the guidelines listed under THE FIVE YEAR PROGRAM.

**D. PERMIT THE STUDENT TO REMEDIATE F AND/OR D GRADES**

All remedial course work for first, second and third year students will occur in the summer remediation session, except when the decision is to repeat the

entire academic year. Remediation of fourth year didactic courses will occur during the academic year.

A student receiving any D or F grade in the fall and/or winter trimester may be permitted to continue into the subsequent trimester at the discretion of the SAPC. No student will be allowed to progress to a subsequent year with an incomplete, unacceptable or failing grade on the permanent academic record. Second year students who have an incomplete, D or F grade at the end of the spring trimester will not be allowed to enter the mandatory summer clinic while remediating unless approved the Associate Dean for Clinical Affairs and the respective department chair in which the remediation activities are occurring.

A student who receives a D or F grade in a course at the end of a trimester or an academic year and for whom the department has recommended remediation will be notified in writing by the Associate Dean for Academic Affairs. The department will indicate the remedial course work that will be required prior to the next academic year.

#### **E. PLACE THE STUDENT ON ACADEMIC PROBATION**

A student will be placed on academic probation at the end of any trimester when the student:

1. receives an F grade in any course; OR
2. receives a D grade in any course; OR
3. demonstrates unacceptable professional performance.

Academic probation must be removed by successful remediation or repetition of a course(s) or academic year before a student will be eligible for promotion to the next academic year.

A notation of academic probation, including the start and end dates of the status, will be indicated on the student's permanent academic record.

#### **F. PLACE THE STUDENT ON ACADEMIC WARNING**

A first or second year student who attains U grades in two or more courses

will receive a "Warning" letter from the Associate Dean for Academic Affairs noting that the SAPC has concerns about the student's performance. In addition, at the mid-point and end of the fall trimester and at the end of the winter trimester, the first year student will be counseled about the availability of entrance into the Five Year Program.

A third or fourth year student who attains two or more U grades in clinical courses will receive a "Warning" letter from the Associate Dean for Academic Affairs noting that the SAPC has concerns about the student's performance.

#### **G. ALLOW THE STUDENT TO REPEAT THE ACADEMIC YEAR**

Based on a department's recommendation or its own evaluation, the SAPC may decide that a second, third or fourth year student be allowed to repeat the academic year. The regulations for such a repetition are delineated below under REGULATIONS FOR REPEATING AN ACADEMIC YEAR.

A first year student will not be permitted to repeat the first academic year. (Approved by Executive Council June 20, 2006) However, a first year student who receives a single F grade with a requirement to repeat the course and receives no other D or F grades may be permitted to repeat the first year by the Student Academic Performance Committee. (Approved by Executive Council December 17, 2007)

#### **H. DISMISS THE STUDENT FROM THE DENTAL SCHOOL**

A student may be dismissed by the SAPC when the committee determines that the student's overall academic or professional performance warrants dismissal or when a student's completion of failed courses cannot be accomplished within the required five academic years.

**GRADE CHALLENGE PROCEDURE** (Amended by Executive Council November 14, 2007)

Whenever a student disputes an individual letter grade, the following steps should be taken no later than five days after a grade is posted:

1. The first level of resolution is always between the student and the

course director. Failing resolution at that level, the student may next contact the department chair--unless he/she is the course director in question--for resolution.

2. If resolution is not accomplished at the departmental level, the student may bring the matter to the Office of Academic Affairs. In presenting a grade challenge, the student must submit a written statement giving as much detail as possible. The grade challenge must be based on substantive evidence of incorrect calculations or other procedural errors which may have affected the grade. The Office of Academic Affairs will decide what further action, if any, should be taken.

3. All attempts will be made to resolve the problem with a minimum of delay. In seeking further resolution, a committee comprised of the Department Chair, the Associate Dean for Student Affairs, the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs will render the final, non-appealable decision.

#### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AND NEW JERSEY FINANCIAL AID PROGRAM ELIGIBILITY (Approved by Executive Council July 11, 2001)

- I Annually, the University Registrar and the University Director of Student Financial Aid will review this policy and ensure the school's adherence to it.
- II The qualitative assessment of a student's satisfactory academic progress is measured by the Student Academic Performance Committee (SAPC) at regular intervals during and at the end of each academic year following the guidelines set forth in the Student Handbook.

#### III Certification

- 1. At the end of each academic year and based on the SAPC's decisions, the Associate Dean for Academic Affairs will certify the status of each enrolled student to the University Director of Student Financial Aid.
- 2. Certifications are processed via the Banner Student Information System.

#### IV Requirements for Certification of Satisfactory Academic Progress

A student must complete all requirements for the Doctor of Dental Medicine degree within five academic years after first enrollment in the program, not including any time for approved Leave of Absence.

A student must complete the following minimum percentage of total course work at the end of each academic year:

- Year 1 - 12%
- Year 2 - 25%
- Year 3 - 44%
- Year 4 - 75%
- Year 5 - 100%

3. A student must attain a cumulative grade point average of at least 2.000 prior to promotion to the subsequent academic year as well as for graduation.

#### V Exceptions

A student who does not satisfactorily complete all course requirements may be permitted to remediate by the SAPC. This remediation includes F(Failure), D(Unacceptable) and I(Incomplete) grades.

A student assigned a schedule which deviates from the norm (e.g., Five Year Program, repeating a year, auditing, etc.) and who earns satisfactory qualitative assessment in all courses will be deemed to be making satisfactory academic progress.

All exceptions due to mitigating circumstances will be reviewed individually by the Associate Dean for Academic Affairs and/or the Associate Dean for Student Affairs.

EXAM ACCESS AND REVIEW POLICY (Approved by Executive Council  
March 15, 2000)

##### a. **Midterm Written Examinations**

Following the administration of a midterm written examination, course directors--at their discretion--can do one of the following:

- ❖ allow the students to keep the examination and post the answer key within two working days of the examination
- ❖ post the examination and answer key in a common area (outside the lecture hall or pre-clinical laboratory, in the department area, in the student cabinet on B-level) for a reasonable period of time within two working days of the examination

If the students are not allowed to keep the examination, course directors should provide a sheet for the students to record their answers during the examination in order to facilitate review after the examination and answer key are posted. In addition, students should be allowed to review the examination and answer key upon appointment with the course director or his/her designee.

Posting of results should occur only after all students have completed the examination. This will allow for make-up examinations due to excused absence. Make-up examinations should be completed within the time frame described in the Student Handbook.

**b. Midterm Practical (Psychomotor) Examinations**

Following administration of a practical (psychomotor) examination (midterm or final), course directors, at their discretion, can do one or more of the following (does not apply to final examinations):

- ❖ return the examination following grading with the criteria sheet used to evaluate the examination within a reasonable time
- ❖ allow students to review the examination upon appointment with the course director or his/her designee

**c. Final Examinations**

Course directors will follow the above guidelines for both written and

psychomotor final examinations. The time limit for providing access to the examination and results will be within five working days after the grades for the course are due to the registrar.

d. **Communication**

Because each course director and department may indicate a different method of review, it is imperative that the procedure used be communicated to the class at the beginning of each course. Therefore, course directors will include the method of examination access and review in the course syllabus under the heading **Examination Access and Review**. Verbal reinforcement of this written procedure is recommended prior to each examination.

DEAN'S LIST (Approved by Executive Council March 27, 2001; Amended September 19, 2007; Amended July 9, 2008)

CRITERIA FOR DEAN'S LIST

1. Formal recognition on a student's transcript will be given at the end of an academic year to first, second, third and fourth year dental students when they receive a grade point average at or above 3.5 for that year.
2. If a student meets the criterion in #1, but if "D" or "F" grades are submitted for that academic year, the student is not eligible as a "Dean's List" recipient.
3. "Dean's List" recipients will be honored at the "OKU Scholarship Reception", held in conjunction with the Office of the Dean, during the fall trimester following the close of the previous academic year.
4. This award is applicable to full-time matriculated students that are taking a "full" academic load of courses, on file in the registrar's office.

NATIONAL BOARD DENTAL EXAMINATIONS (Approved by the Executive Council May 31, 2006, and effective for the Class of 2009)

The National Board Dental Examinations provide standardized methods by which states assess whether students are competent to begin the independent practice of dentistry. All students are required to take and successfully complete both Part I and Part II of the National Dental Board Examinations, administered by the Council of the National Board of Dental Examiners of the ADA *in order to successfully complete the NJDS curriculum*. . More information, including an application, is at <http://www.ada.org/prof/ed/testing/natboard/index.asp>

Eligibility for the National Boards is certified by the Office of Academic Affairs. Under the regulations of the Council of the National Board of Dental Examiners, a student must have received a passing grade in the courses that are covered on the *Board* examinations.

Part I covers anatomic sciences, biochemistry/physiology, microbiology/pathology and dental anatomy/occlusion. A student must have successfully completed all portions of Part I before being eligible to take Part II.

## **PART I POLICIES**

1. Students are required to pass the Part I examination in order to enter the fall trimester of the third academic year.
2. Students who pass all Part I required courses are eligible to take the examination at the conclusion of the fall trimester of the second academic year. They are required to challenge the examination at the scheduled time during the first week of January following the fall trimester of the second academic year.
3. Challenging the examination in January allows a student two additional opportunities to retake and pass the examination prior to the start of the fall trimester of the third year. Students who fail the examination three times will be *automatically* dismissed from the dental school.
4. Students who fail to challenge the examination during the scheduled time period in January will be suspended and required to repeat the entire second academic year, *unless the Student Academic Performance Committee determines that a student's presentation of extenuating circumstances*

*warrants approval to continue in the curriculum.*

5. Students who fail Pathology in the fall trimester of their second year must remediate the failure, if permitted by the SAPC, during the summer remediation period (July). If remediation is successful, these students must challenge the board examination by August 15 and pass the examination in order to continue in the fall trimester of the third year (results are available by September 15). Students who do not pass the examination by September of their third year will be suspended from school and be required to join the succeeding class one year later if they successfully pass the examination.

Part II covers operative dentistry, pharmacology, prosthodontics, oral and maxillofacial surgery/pain control, orthodontics/pediatric dentistry, endodontics, periodontics, oral pathology/radiology, behavioral science and public health.

## **PART II POLICIES**

1. Students are required to pass the Part II examination prior to graduation and receipt of the doctoral degree.
2. Students are eligible to take the Part II examination following the fall trimester of the fourth academic year. Students are encouraged to take the examination as soon as possible following the fall trimester. The examination is administered only as a computer version at Prometric Centers.

**A STUDENT MUST SUCCESSFULLY COMPLETE PART II AS A REQUIREMENT FOR GRADUATION.** In the event a student does not pass Part II prior to graduation, the following options are available to the student:

1. A fourth year student who fails Part II on the first attempt is eligible for tutorial assistance. Details on tutorial assistance are available from the Office of Student Affairs.
1. A fourth year student who has not successfully passed Part II prior to graduation is eligible to participate in a voluntary study program after completion of the fourth year. The student may select from

one of the following options (change to another option is not possible once the study program has begun):

OPTION 1. The student will maintain matriculation at NJDS, paying a \$50 "maintaining matriculation" fee and independently prepare for the next offering of the examination.

The student will be permitted to attend the Commencement ceremony. The diploma will be awarded upon successful completion of Part II. The student will remain in this status until official notification of passing of the examination.

OPTION 2. A program application (available from the Office of Academic Affairs) must be completed and approved by the Associate Dean for Academic Affairs.

The student will become a part-time student, pay a pro-rated tuition and be encouraged to audit any third and fourth year fall trimester didactic courses. The student is eligible for tutorial assistance and financial aid and must secure an academic advisor.

The study program will begin no earlier than the beginning of the summer session following graduation and will be indicated on the student's transcript as a "special study" course. Grading will be pass/fail based on compliance with the policies and procedures of the program and on the outcome of the next taking of Part II.

The program will end upon official notification from the Council of the National Board of Dental Examiners that the student has successfully passed Part II.

The student participating in the study program will be permitted to attend the Commencement ceremony. The diploma will be awarded upon successful completion of Part II.

The student has a maximum of one year from the date of enrollment in the program to pass the examination. If the student fails to pass

the examination within the one-year time limit, the student will be permitted to enter Option 1 listed above. Option 2 will not be available.

Further information on this program, including an application, is available from the Office of Academic Affairs.

## POLICY ON GRADUATION

**A.** Approximately one week after the end of the scheduled senior spring trimester, the SAPC will review all grades which have been submitted to the Registrar for the senior academic year. Based on these grades and the concomitant grade point averages, the SAPC will make one of the following decisions for each senior student:

1. certifies that the student may be graduated;
2. allows the student with any I/C grades to continue and complete all requirements if the SAPC reasonably expects that these courses will be remediated during the six-week grace period. This student may attend the commencement ceremony but will not receive a diploma until completion of all graduation requirements.
3. allows the student to remediate D or F grade(s) if the SAPC reasonably expects that these courses will be remediated during the six-week grace period (this student may attend the commencement ceremony but not receive a diploma);
4. mandates the student to repeat the academic year;
5. dismisses the student from the dental school.

**B.** Prior to the start of the subsequent fall trimester, the SAPC will convene to review remediation of D, F and/or I/C grades. Based on these grades, the concomitant grade point averages and the performance on Part II of the National Board Dental Examination, the SAPC will make one of the following decisions for these students:

1. certifies the student to be graduated;
2. mandates the student to continue for the entire succeeding trimester to remove all D or F grades:
  - a. The student will be responsible for attendance at all regularly scheduled clinic sessions;

b. The student will be responsible for providing comprehensive care to their family of patients, will be assigned to a group and appropriate closed clinic as deemed necessary by the Associate Deans for Academic Affairs, Clinical Affairs and Student Affairs;

c. The student will be responsible for reporting any absence to the Office of Student Affairs and to the Office of Clinical Affairs;

d. The student will be responsible for payment of all applicable tuition and fees for the trimester;

e. The student will be responsible for meeting with his/her Group Practice Administrator every two weeks;

f. The student will be responsible for a monthly meeting with the chair(s) or his/her designee of any department in which the student has an D or F grade;

g. At the end of the trimester, the student will be reevaluated by the SAPC for appropriate academic action which may include, but not be limited to, continuation into another trimester, repetition of the senior year or dismissal.

3. mandates the student to repeat the academic year; (See "Regulations for Repeating an Academic Year", page 44).

4. dismisses the student from the dental school.

***Note: Any repetition of the academic year or continuation into the succeeding trimester which will cause the student to matriculate for more than five years must be approved by the Executive Council.***

#### MECHANISM FOR STUDENT APPEAL OF DISMISSAL OR REPETITION OF AN ACADEMIC YEAR (Approved by Executive Council May 31, 2006; Amended September 19, 2007; Amended October 8, 2008)

1. When the SAPC determines that a student's overall academic performance may warrant dismissal or repetition of an academic year or placement in the Five Year Program, the student will be informed in writing at least five days in advance of the next SAPC meeting during which the student's performance will be voted upon. The Chair will invite the student to submit a written statement and to appear before the committee to answer questions and to explain any extenuating circumstances that may have contributed to the poor academic performance. The student may invite an individual other

than an attorney to accompany the student during the presentation, but not to address the committee. Following deliberation, the committee will either request more information concerning the student or vote on the matter at hand. The action of the committee will be conveyed to the student in writing by the Office of Academic Affairs.

2. An SAPC decision requiring placement into the five-year track of the curriculum may not be appealed.
3. The student may appeal an SAPC decision of repetition of an academic year or dismissal to the Dean. The appeal must be made in writing to the Dean within five working days following the SAPC decision.
4. If a student appeals the SAPC decision to repeat an academic year, the student will be permitted to continue in the curriculum until the appeal has been decided by the Dean.
5. Prior to submission of a request to the Dean appealing an SAPC decision of dismissal, the student must submit to the Office of Student Affairs a completed NJDS "sign-out" form. Both the "sign-out" form and the appeal request must be submitted within five working days following the SAPC decision.
6. A decision concerning an appeal will be made by the Dean usually within ten working days of receipt of the appeal. The decision of the Dean is final and not subject to further appeal.

## REGULATIONS FOR REPEATING AN ACADEMIC YEAR

A student who is required to repeat an academic year as a result of failing to meet the requirements for promotion will be subject to the following regulations based on the decision(s) set by the SAPC:

1. The Associate Dean for Academic Affairs, in consultation with department chairs, will establish the academic schedules for any student who is required to repeat an academic year.
2. A student who attains a course grade of B or better in a course

may be waived from repeating the course at the discretion of the department involved. When a department denies a waiver to a student who has achieved a course grade of B or better, a written explanation of why the waiver is being denied will be forwarded to the Associate Dean for Academic Affairs.

3. A student attaining C+ or lower in a course must repeat the course for credit.
4. Any remediated course in which the student attained B or above (e.g., F/C or D/A) will not be eligible for waiver.
5. A report of the student's performance in this program will be submitted at the regular mid-trimester and end-of-trimester reporting periods to the Registrar and to the Associate Dean for Academic Affairs.

## LEAVE OF ABSENCE

Students who need to interrupt their studies temporarily must complete the appropriate form below to request a leave of absence and meet with the Associate Dean for Student Affairs or designee. Registration is not required during a leave of absence nor will the period of the leave of absence be included in established time limits for the degree.

### **Form to Request Medical Leave of Absence Due to Maternity**

<http://dentalschool.umdj.edu/administration/Maternity-Leave-Requests.pdf>

### **Form to Request Medical Leave of Absence**

<http://dentalschool.umdj.edu/administration/Regular-Medical-Leave-Requests.pdf>

A leave of absence can be no longer than one academic year. In extreme circumstances and upon the student's written request, the Associate Dean for Student Affairs may extend the leave of absence for an additional academic year. Any student request for an additional extension of the leave of absence must be presented to and granted by the Executive Council. No leave of absence will be

extended beyond three consecutive academic years.

Prior to making a decision concerning the requested leave of absence, the Associate Dean Student Affairs will consult with the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs to:

1. Evaluate the impact of the leave of absence on the student's academic program.
2. Determine the student's academic status at the time the request is made. If the request is made while courses are in progress, the department chairs may be asked to provide evaluation of the student's progress to date. Regular grade reports will be used if the request is made at the end of a trimester or academic year.
3. Evaluate the leave's impact on patient care, if applicable.

If the leave of absence is for reasons of physical or mental health, the student must provide a letter from a qualified health care professional supporting the request. The student must also obtain a statement from a health care professional at the end of the leave of absence certifying that the student is able to resume the academic program. The Associate Dean for Student Affairs may require that the student be examined by the UMDNJ Student Health and Wellness Center and/or Student Mental Health Service prior to readmission to the academic program.

The decision of the Associate Dean for Student Affairs will be transmitted to the student in writing. The written communication will also delineate what special conditions, if any, the student must fulfill prior to readmission.

The Associate Dean for Student Affairs will notify the Executive Council as to the action taken on the student's request for a leave of absence. A student may appeal the decision of the Associate Dean for Student Affairs only to the Dean of the dental school.

When a student is ready to return from the leave of absence, the request for reinstatement must be in writing. The Associate Dean for Student Affairs will consider the student's request and make a decision concerning the student's

reinstatement based on:

1. the student's academic record;
2. evidence that the circumstances that initiated the leave of absence have been resolved;
3. an assessment of the student's potential to successfully complete the curriculum;
4. availability of facilities to accommodate the student.

**THERE IS NO GUARANTEE THAT THE STUDENT WILL BE REINSTATED.**

*NOTE: A STUDENT RETURNING FROM A LEAVE OF ABSENCE IS PLACED AT AN APPROPRIATE PLACE IN THE CURRICULUM. THE STUDENT IS REQUIRED TO MEET ALL GRADING AND CURRICULAR REQUIREMENTS OF THE CLASS IN WHICH THE STUDENT IS PLACED ON THEIR RETURN. NO ASSURANCE IS MADE OR IMPLIED THAT A STUDENT WILL FOLLOW THE SAME CURRICULUM AS THE CLASS IN WHICH HE BEGAN THE DENTAL PROGRAM.*

#### DOCUMENTED MEDICAL LEAVE OF ABSENCE

Whenever a student is absent from 30 percent of an academic trimester for valid reason(s) confirmed by a health care professional, the student will be granted a medical leave of absence, subject to the same conditions as above.

#### MILITARY LEAVE OF ABSENCE

Students who must suspend their enrollment in response to a call to active military duty are subject to the University's policy on "Military Leave from Academic Programs" which is on the Internet at [www.umdj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15\\_10](http://www.umdj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15_10)

#### SIGNING OUT PRIOR TO THE LEAVE OF ABSENCE

A student applying for a leave of absence must execute a sign-out form, return all loan equipment and settle all indebtedness within five (5) working days of

the date of application for the leave. In the event loan equipment and other debts are not resolved within five (5) working days of the date of application, the student will be given a five (5) day extension to settle all accounts. The leave of absence can then be granted with the effective date coinciding with the original request.

All emergency leaves of absence that result in outstanding loan equipment and/or other indebtedness must be resolved before the student is eligible to be readmitted to the dental school.

If a student requests a leave of absence, the student must complete steps 1-5 as noted below before the leave is granted. A student who fails to complete the listed steps will not be considered for reinstatement.

1. Return all loan equipment.
2. Place all leased equipment in an appropriate container and return the equipment to the Office of Clinical Affairs. A determination will be made to ascertain any lost items.
3. Provide a certified check for the replacement cost of all lost equipment.
4. Complete payments for all financial obligations on file in the Cashier's Office (Office of Administration and Finance).
5. When appropriate, provide a completed patient review approved by the Office of Clinical Affairs which includes payment for all completed treatment by student or patient as stated in the clinic manual.

A student who leaves the dental school in possession of loan or leased equipment, unpaid financial obligations and/or an incomplete patient record review, will be subject to legal action. The dental school's Office of Administration and Finance will initiate the appropriate legal action based on consultation with the University's Office of Legal Management.

The student's file will be closed to requests for release of information until all loan equipment is returned and/or financial obligations paid.

STUDENT INVOLUNTARY LEAVE OF ABSENCE AND INVOLUNTARY WITHDRAWAL

[http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-36\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-36_00.html)

## READMISSION FOLLOWING WITHDRAWAL OR DISMISSAL

If a student withdraws or is dismissed from the dental school, he/she must apply for readmission. THIS POLICY DOES NOT APPLY TO A STUDENT GRANTED A LEAVE OF ABSENCE.

Readmission is dependent on the following broad principles:

1. A student who withdraws or is dismissed must reapply as an entering student. The individual must be competitive with the total pool of applicants for the freshman class to be considered for admission. If accepted, exemptions from any courses previously completed will be at the discretion of the department chairs and in accordance with the regulations for repeating a year. *NOTE: WHEN APPLYING FOR READMISSION, A FORMER STUDENT MUST MEET ALL DEADLINES AND SUPPLY ALL DOCUMENTATION REQUIRED OF OTHERS APPLYING FOR THE SAME CLASS.*
2. In applying for readmission, the student will provide new and objective evidence which demonstrates the likelihood of success in the dental curriculum.
3. No student who withdraws or is dismissed from the dental school will be guaranteed readmission under any circumstances.
4. The former student must discharge all outstanding debts to the school prior to applying for readmission.

The Admissions Committee is responsible for evaluating credentials of all applicants. Any former student who applies for readmission must request appropriate application materials from the Office of Student Affairs. If requested, a faculty counselor will assist the former student with the procedures for readmission. The former student must submit:

1. a new AADSAS application;
2. all required transcripts, test scores, etc., as specified in the instructions provided with the application;
3. a copy of the withdrawal letter or a copy of the letter terminating the student's enrollment;
4. a written statement describing the applicant's understanding of the reason(s) for withdrawal or dismissal;
5. a description of activities since leaving the dental school;
6. new objective evidence such as:
  - a. Academic: If inadequate academic performance was the reason for withdrawal or dismissal, transcripts of course work taken elsewhere will be considered objective evidence;
  - b. Personal: If personal reasons (e.g., health, finances, etc.) were involved in the withdrawal or dismissal, objective evidence might include a physician's statement, financial information, etc.;
6. any other documentation or statement the applicant and/or faculty counselor wishes to include (e.g., a statement or reasons for a renewed or continuing interest in dentistry). These materials should be designed to strengthen and clarify the request for readmission.

Note: Submission of false information or documents will result in immediate rejection of the application, or eligibility for dismissal from the DMD program if the falsification is discovered after admission. There is no appeal of these actions.

## ATTENDANCE POLICIES

(Approved by the Executive Council 06/22/05; amended on 07/25/05)

The New Jersey Dental School considers attendance to be an integral part of the dental education process. Consistent attendance enables the student to achieve the highest level of didactic and clinical competence while providing an increased level of dependable comprehensive care to patients. The responsibility of patient care and personal education advancement requires regular student participation in all didactic and clinical assignments.

### 1: GENERAL ATTENDANCE POLICIES

- 1.1 Students are expected to be present for all aspects of the curriculum including all didactic, laboratory and clinical components. Attendance implies arriving promptly at the start of the curricular session and remaining until its conclusion.
- 1.2 It is understood that there are unavoidable situations, such as illness, accident, or personal circumstance including religious holidays that might delay or prevent a student's attendance. These allowable absences should not be excessive in number since excessive absence could lead to failure of a course which could lead to failure of the academic year. Students must make every effort to be in attendance as scheduled. When an absence is anticipated, approval must be obtained in advance by completing a "UMDNJ - New Jersey Dental School Student Request For Absence (s) Form" and obtaining the appropriate signatures. Forms are available in the Office of Academic Affairs.
- 1.3 A student who is absent from school for more than three consecutive days because of illness must be examined by the Student Health Services prior to resuming classes and clinics and provide a statement from a health care provider as well as a release from Student Health Services.

## 2: DEFINITION OF ABSENCES

- 2.1. An **anticipated absence** occurs when the student knows in advance of the absence, that he/she will not be present for a didactic or clinical session.
- 2.2 An **unanticipated absence** occurs when the student does not know in advance that he/she would not be present for a didactic or clinical session. (illness, death in family etc.)

## 3: ATTENDANCE REQUIREMENTS FOR SCHEDULED EXAMINATIONS (Section 3 amended by Executive Council November 14, 2007)

3.1. A student is required to take all examinations as scheduled. In the event of illness or circumstances that prohibit taking a scheduled examination, the following policies apply. (Quizzes are exempt from these policies and cannot be made up.)

### 3.2. **Anticipated Absence**

In rare circumstances, if a student must miss an examination, the student must submit a request in writing to the Associate Dean for Academic Affairs as soon as the student knows the circumstance for the anticipated absence. The Associate Dean will discuss the matter with the course director and inform the student of the decision in the matter. If approved, the student must take a missed examination immediately upon return to school at a time and date set by the course director.

### 3.3. Unanticipated Absence

3.3.A. The student must notify the Office of Academic Affairs by telephone by 9:00 am on the day of the examination, and the office will notify the appropriate department.

3.3.B. All absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the student's absence. The statement must be presented to the Office of Academic Affairs on the first day the student returns following an absence. The written statement and any other documentation supplied will be verified by the Office of Academic Affairs. The Office of Academic Affairs may require additional documentation or other information in order to evaluate the reason for the absence. The student and course director will be notified if the absence is approved or non-approved. **If approved, the student must be prepared to take a missed examination immediately upon return to school at a time and date set by the course director.**

3.3.C. Any absence from a scheduled examination that is not approved by the Office of Academic Affairs will result in an F grade (zero points) being recorded for the examination.

## 4: POLICY FOR NONCLINICAL (DIDACTIC AND LABORATORY) COURSES

If a student is absent from 30 percent (percentage will be rounded up to the next nearest whole number) of assigned time in a particular course (didactic or laboratory course), the student will be ineligible for tutorials, remediation or reexamination following a failure in a course. Absence due to illness or personal circumstances, unless due to an approved medical leave of absence, is included in

the 30 percent total listed above.

## 5: POLICY FOR CLINICAL COURSES

5.1 The Patient Care & Management Courses for the junior and senior academic year have attendance as a requirement. Each course allows for a specific number of absences from open clinic sessions, but does not allow for any absences from scheduled closed clinic session. Each student is allowed **20 sessions** of excused absence from the Open Clinic. All excused absences over the allotted 20 sessions will be made up, one session for each missed session prior to completing the academic year. These include absences due to **Religious Observances, Academic Deficiencies, Clinical Suspensions or any form of a Leave of Absence**. All unexcused absences regardless of the allotted 20 sessions must be made-up two sessions for one session prior to receiving a diploma. In extenuating circumstances, a dental student may petition the Associate Dean for the Office of Clinical Affairs for additional excused absences.

5.1.A. An **excused absence** is any absence that follows the steps as outlined in the definitions of Anticipated and Unanticipated absences below.

5.1.D. An **unexcused absence** is any absence that does not follow the steps as outlined in the definitions of Anticipated and Unanticipated absences below.

### 5.2. Anticipated Absence from an Open Clinic

For anticipated absences from any open clinical session, the student must complete a "UMDNJ - New Jersey Dental School Student Request For Absence Form", and submit it to the GPA prior to the absence occurring. No plans for time off should be made without prior approval by the GPA or the Director of Clinics.

5.2.A Absences for reasons such as **dental meetings, presentations, externships, interviews, continuing education and/or Selective Elective courses** must have prior approval from the GPA. These absences will not need to be made-up, but will be considered part of the student's educational experience.

### 5.3. Anticipated Absence from a Closed Clinic

- 5.3.A. For anticipated absences from any closed clinical session, the student must complete a "UMDNJ - New Jersey Dental School Student Request For Absence Form", and obtain the appropriate signatures and approval for the anticipated absences from the Director of the Closed Clinic.
- 5.3.B. Any excused absence in a Closed Clinic rotation will be made up one session for one session. Any unexcused absence in a Closed Clinic rotation will be made-up two sessions for one session.
- 5.3.C. **Closed Clinics absences made-up during open clinic time will count as an excused absence from the Open Clinic and will be considered part of the allowable absences for Patient Care and Management I or II.**
- 5.3.D. Making-up a closed Clinic session during an Open Clinic session will require the student to complete a "Student Request for Anticipated Absence" Form and to obtain a signature from the Clinic Floor Manager.

### 5.4. Unanticipated Absence from an Open Clinic

For unanticipated absences from any Open Clinical session, **the student must on a daily basis inform:**

- 5.4.A. The Group Practice Administrator
- 5.4.B. The scheduled patient(s)
- 5.4.C. **Unanticipated absence must be called in to the GPA or DCC before 9:00 AM or it will be considered an unexcused absence for that clinic session.**
- 5.4.D. If when you call a voice mail picks up you must leave the following information:
- 5.4.D.1 The date and time of call

5.4.D.2. Student name and ID number

5.4.D.3 What will be missed during your absence

5.4.D.4 The reason for the absence

5.4.D.5 Whether scheduled patients were contacted

5.4.E.6 The GPA will monitor patterns or trends in unanticipated absences.

### **5.5. Unanticipated Absence from a Closed Clinic**

For unanticipated absences from any Closed Clinical session, **the student must on a daily basis inform:**

5.5.A Their Group Practice Administrator

5.5.B. The director of the closed clinic

**5.5.C. Unanticipated absences must be called in to the GPA or DCC before 9:00 AM or it will be considered an unexcused absence for that clinic session.**

5.5.D. If when you call a voice mail picks up you must leave the following information:

5.5.D.1 The date and time of your call

5.5.D.2. Student name and ID number

5.5.D.3 What will be missed during your absence

5.5.D.4 The reason for your absence

5.5.D.5 Whether scheduled patients were contacted (if applicable)

5.5.E.6. The GPA will monitor patterns or trends in unanticipated absences

## 6: RECORDING OF ATTENDANCE

6.1 Absences are recorded by the Group Practice Administrator in conjunction with the Clinic Floor Manager and the Dental Care Coordinators.

6.2 Students must take part in a clinically relevant experience as determined by the Clinic Floor Manager (CFM) to be considered present for a session. Only clinical experiences approved by the CFM will count toward attendance in the open clinic. Clinical experiences may include: direct patient care, treating a referable/emergency patient, completing an exercise on a manikin, periodontal surgical assist and assisting in any area of the school that is in the need of assistance. (For example, Intake Center, Emergency, Radiology, etc.) Lab work could be considered at the discretion of the CFM.

6.3 If a student does not have an appointment with an assigned patient, then the student must identify activity for that session on the attendance sheet. The student must also contact the CFM or the DCC for possible assignment to an emergency or referable patient.

6.4. The student must not leave the clinic area without the permission of the CFM.

6.5 A student's attendance at group meetings and general clinic meetings is **mandatory**. Failure to be present will be recorded as a one-session absence from the open clinic.

6.6 If a student has completed all clinical assignments and the number of make-up sessions required jeopardizes a senior student's chance to start a residency program, a committee composed of the Department Chairs and the Associate Dean for Clinical Affairs will be convened. This committee will deliberate the student's attendance requirement.

## PERSONAL CONFLICT RESOLUTION PROCEDURES

Whenever conflicts or potential conflicts arise between a student and faculty, or a student and another student, the following steps should be taken:

1. Whether the conflict involves an individual or an entire class, the first level of resolution is always between the class member(s) and the faculty member(s) involved. Failing resolution at that level, it should next be brought to the department chair, unless he/she is the faculty member in question. If resolution is not accomplished, the matter is brought to the Office of Student Affairs, who will decide what further action, if any, should be taken.

2. In presenting a grievance to the Office of Student Affairs, a written statement should be prepared giving as much detail as possible. All attempts will be made to resolve the problem with a minimum of delay. In seeking resolution, the Office of Student Affairs may refer the matter to the Student/Faculty Relations Committee or another appropriate committee or resolve the matter directly.

## PROGRAM FOR MAINTAINING HEALTH, SAFETY AND PROFESSIONALISM

### INTRODUCTION

The purpose of this program is two-fold: (1) to protect students and patients from injury and/or contamination; and (2) to establish a professional atmosphere and enhance patient confidence in the competence of the student practitioner.

The regulations outlined below were established to promote the purpose of the program. Together, they help insure both protection and professionalism.

### IMMUNIZATION POLICY

All students must meet University requirements to be in compliance with the UMDNJ Health and Immunization Policy [http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html). Students who do not receive the required immunizations/physical examination prior to first matriculation or continued registration will be suspended from the dental school. All health and immunization records are maintained by the Student Health and Wellness Center.

### INFECTION CONTROL POLICY

The *Infection Control Program Manual* is distributed to all students by the Office for Environmental Safety. All students are mandated to follow its directives at all times.

## BASIC LIFE SUPPORT

All dental students are required to have current certification in Basic Life Support as defined above under "General Information for Students".

## PROFESSIONAL ATMOSPHERE

The dental school provides both professional training and health care services. To patients, each student and faculty member stands as a representative of their colleagues, present and potential. Therefore, each must show respect for the other. Errors of judgment, poor clinical performance or other shortcomings should not be discussed in front of patients, staff, other students or faculty. Common sense and common courtesy require that criticism be voiced privately and only to the individual concerned. Patient confidence in the skill of students or of the faculty supervising them will not be promoted by harsh verbal exchanges about clinical competence or signs of disrespect and hostility.

## DRESS CODE

The following rules and guidelines are intended to promote a courteous, professional atmosphere in the New Jersey Dental School and to ensure patient comfort and safety. The *Infection Control Program Manual*, prepared by the Office of Infection Control and Environmental Safety, also governs certain aspects of attire and should be consulted for additional guidance. Exceptions for individual needs may be made when specifically approved in advance by the Office of Student Affairs or the Office of Clinical Affairs.

1. **General Attire** All attire must be appropriate to the atmosphere of the dental professional team of faculty, staff and students. All members of the team are responsible for maintaining a professional appearance and demeanor with sensitivity to the reactions of other students and faculty, as well as the expectations of the patient population.

The following rules are mandatory for appropriate appearance anywhere in the dental school between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

- a. A neat and clean appearance must be maintained with attention to generally accepted standards for professional dress. All clothing must be neat, clean and generally presentable. Dungaree-type jeans are not acceptable.
- b. Ties are optional. If a shirt or blouse with a collar button is worn, the top button may be left open. Tee shirts are not acceptable except for white tee shirts when worn with scrubs as noted below under "Clinic Attire."
- c. Knee-length skirts or dresses must allow the student to sit without thigh exposure. Shorts or other casual attire intended for athletics or leisure wear are not acceptable.
- d. A University identification card must be worn at all times. If the original identification card is lost, a new one must be obtained from the Department of Public Safety, and a temporary identification card must be worn in the interim.

The following practices or attire may interfere with appropriate professional appearance and should be avoided:

- a. Ornamental jewelry in body piercings must not be worn.
- b. Colognes, scented hair sprays, etc. are discouraged since many people are sensitive to such substances.

2. **Clinic Attire** Attire in the clinic and in all patient-related areas must meet currently acceptable standards of dental professional appearance. The following rules are mandatory for appropriate appearance at all times while in all clinic areas:

- a. Surgical scrubs, sneakers, tee-shirts and laboratory coats must be clean and free of blood and/or any other

- infectious materials.
- b. Surgical scrubs, sneakers, tee-shirts and laboratory coats must be laundered regularly.
  - c. Each student will purchase from the dental school a minimum of seven (7) sets of surgical scrubs and two (2) white lab coats.
  - d. Each class will have its own unique scrub color for identification purposes.
  - b. A clinic or surgical gown with identification tag must be worn at all times during provision of patient care.
  - f. A clinic or surgical gown must not be worn outdoors as street wear or outside of patient care areas (e.g., not in the student lounge, lecture halls, laboratories, pre-clinic areas, administrative offices, etc.). The clinic gown, if clean, may be worn when the student is in transit to the student lockers or the Dental Stores on the B level.
  - g. All students must be dressed in a clinic gown, laboratory coat or other approved attire when on the C and D levels of the dental building, including in corridors, lobbies, elevators, stairways, waiting areas and all other patient-related areas.
  - h. Sandals, open-toed shoes and footwear designed for athletics are not acceptable except for sneakers when worn with scrubs.
  - i. Jewelry must not be worn on the fingers or wrists during patient treatment with the possible exception of a thin smooth wedding band. Earrings are to be small, of simple design and should not hang below the lobe of the ear.
  - j. Fingernails must be clean, short and manicured to remove sharp areas.
  - k. Hair must be arranged neatly and away from the face.
  - l. Beards and mustaches, if appropriately trimmed, are acceptable. Otherwise, men will be clean-shaven.

### 3. **Laboratory Attire**

- a. A laboratory coat must be worn in all preclinical laboratory courses. Students are required to adhere to

the regulations established by basic science faculty in all basic science laboratories.

- b. A laboratory coat must not be worn outdoors as street wear.

4. **Summary of Appropriate Attire**

	<b>LECTURE</b>	<b>LABORATORY</b>	<b>CLINIC</b>	<b>ALL OTHER AREAS</b>
<b>FIRST YEAR</b>	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT <b>OR</b> ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT <b>OR</b> ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"

<b>SECOND YEAR</b>	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"
<b>THIRD YEAR</b>	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; CLINIC GOWN	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT
<b>FOURTH YEAR</b>	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; CLINIC GOWN	ALL-WHITE TEE-SHIRT; SCRUBS; ALL-WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT

Exceptions to the wearing of surgical scrubs include days on which the student must attend a residency interview, for the taking of class photographs or

for school-sponsored social activities. These events must be documented with the Office of Student Affairs. In lieu of the surgical scrubs, the student may wear business attire (e.g., suit jacket, pants/skirt, tie [for males] and matching leather shoes). This business attire must be covered with a surgical gown during patient care.

5. **Compliance** All faculty members, staff and students are responsible for compliance with these regulations.

Any student out of compliance with mandatory rules of appearance will be denied admission to all lecture halls, laboratories, pre-clinic areas and/or clinics. The Office of Clinical Affairs has responsibility for compliance in open clinics; the department chair has responsibility for compliance in closed clinic rotations and pre-clinic areas; the course director and/or lecturer has responsibility for compliance in the lecture halls; the Office of Student Affairs has responsibility for compliance in all other areas.

6. **Grievances** All grievances concerning attire, safety procedures or compliance with these regulations will be handled as stated in the "Personal Conflict Resolution Procedures" section of this Handbook.

## PART V: ADMINISTRATIVE OFFICES AND COMMITTEES

### ADMINISTRATIVE OFFICES

#### Academic Affairs

The Office of Academic Affairs has the responsibility for administering the undergraduate dental curriculum as developed by the Curriculum Committee. Curriculum matters with affiliated dental auxiliary programs and the organization and preparation of reports relating to accreditation are the responsibility of this office. When required, the Associate Dean for Academic Affairs prepares schedules for students who have special academic needs. In addition, the Office of Academic Affairs monitors the programs of students to assure that both students and graduates are the highest quality health care personnel sensitive to and knowledgeable of their ethical, community-at-large, and professional responsibilities.

The Office of Academic Affairs is located in the dental school building, Room B-813, 973-972-4440.

#### Administration and Finance

The Office of Administration and Finance has the responsibility for budget preparation and control of fiscal matters at the dental school. It performs a wide variety of management services for the faculty and staff, including personnel processing, collection of student tuition, and coordination of security, building maintenance, and housekeeping.

The Office of Administration and Finance is located in the dental school building, Room B-827, 973-972-4624.

#### Clinical Affairs

The Office of Clinical Affairs is responsible for the daily operational activity of the clinical curriculum and clinical service program. Student-patient assignments, departmental clinical operations, and the various support areas are coordinated to facilitate the functioning of the clinical program.

Every effort is made to assign each student to a variety of patients to provide a broad experience in the biological and technical aspects of patient care. There is a continuous monitoring of patient care by students in the clinical comprehensive patient care system.

The Office of Clinical Affairs is located in the dental school building, Room D-741, 973-972-4839.

## Financial Aid

The purpose of the Student Financial Aid Office is to assist students at the Newark schools in receiving funding to cover their cost of education at UMDNJ. This assistance consists of counseling, debt management and all facets of financial aid processing from federal, state, private and/or institutional sources.

Students may apply for assistance in obtaining grants or scholarships, loans or work-study opportunities through this office.

The Student Financial Aid Office is located in the Administrative Complex, Building 12, Room 1208, 973-972-4376.

## Research

The Office of Research is responsible for the promotion and coordination of research activities within the dental school. It fosters faculty research interests, identifies external funding sources, and manages on-site research facilities. This Office aids students in obtaining information concerning research activities.

A list of summer research opportunities is available in the spring from which to choose potential research mentors. Students can also make contacts directly with the principal investigator of a research laboratory to discuss projects of mutual interests. A limited number of summer research fellowships are available each year. Stipends are set annually depending upon the availability of funds and level of student interest. In addition, work-study grants or direct funding from research grants may be available. It is the policy of NJDS to encourage all students to participate in a research experience.

The Office of Research is located in the dental school building, Room B-811, 973-972-7208.

## Student Affairs

The objective of the Office of Student Affairs is to provide necessary and appropriate services for past, present, and future students and residents. These services may be provided on an ongoing basis, on request (of students, faculty, and/or administrators), or at specific times during the year.

The overall function of the Office of Student Affairs is to assure that students at UMDNJ-New Jersey Dental School are provided with the necessary student services and counseling in an environment which produces academic excellence.

## UNIVERSITY-WIDE COMMITTEES

The following are the University-wide committees on which UMDNJ-NJDS students serve:

The University-Wide Council, Board of Concerned Citizens, University-Wide Conference Committee on Students' Rights and Responsibilities, the University-Wide Commencement Committee, the University-Wide Financial Aid Committee and the Student Assistance Campus Committee (SACC).

The following committees impact on the predoctoral program:

**The Executive Council** The Executive Council regularly receives reports and acts upon recommendations from all of the standing and ad hoc committees. A representative from the Student Government Association sits on the council.

**Student and Faculty Relations Committee** This committee is responsible for developing and carrying out programs designed to maintain and improve the quality of the student's professional life. It deals with matters concerning student conduct and discipline, considers matters pertinent to student welfare, and serves in an advisory capacity to the Student Government Association.

Student members of the committee are elected by the Student Government Association.

**Student Academic Performance Committee** This committee is responsible for recommending policy relating to the academic performance and progress of students. It meets regularly to provide oversight on student performance and decide academic actions to be taken on students.

**Student Assistance Campus Committee** The purpose of the Student Assistance Campus Committee is to be a campus resource to help medical, dental, graduate and health-related professions students. The committee recognizes the difficulties and stresses that accompany the pursuit of professional careers and the complications that arise if alcohol, drugs, emotional or physical impairment occurs. The SACC is prepared to help any student and will do so while maintaining confidentiality. As health care professionals, we have a special responsibility to understand how impairments can affect us, our families and our patients. In addition, we should appreciate the importance of early diagnosis and intervention in the prognosis for full recovery. The SACC is available to answer questions, to provide information or to suggest referral to help any student. Seeking help is the way to save a career. Contacting the SACC at 973-972-3663 is the first step.

**Curriculum Committee** This Committee regularly reviews the content and delivery of the curriculum and maintains liaison with the administration concerning interdepartmental programs. One student suggested by the Student Government Association serves on this committee.

## PART VI: STUDENT ACTIVITIES

At New Jersey Dental School, students are involved in the many social, professional, and educational activities which exist outside of the normal dental academics. All students are automatically members of the American Student Dental Association (A.S.D.A.), a national organization of dental students which is associated with the American Dental Association (A.D.A). In addition, some students elect to join other organizations such as the Student National Dental Association (S.N.D.A.), a national organization of minority dental students, the International Association of Dental Research (I.A.D.R.), or the American Dental Education Association (A.D.E.A.). There are many social and athletic activities through the year, the most notable being the annual winter dance. Students are closely involved in much of the decision making at NJDS, with voting representatives on certain faculty and administrative committees.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the main governing body of the students. The charge of this organization is to uphold the general well being of the student body, provide proper management of student affairs, and maintain the obligations and responsibilities of dental students. The structure of the S.G.A. is described in the Constitution and Bylaws section.

### FRATERNITIES AND FAUCHARD DENTAL SOCIETY OF NEW JERSEY

Three dental fraternities, Alpha Omega, Gamma Pi Delta and Xi Psi Phi, and the Fauchard Dental Society of New Jersey have large and active chapters at the New Jersey Dental School. The fraternities and society offer social as well as tutorial, clinical, and other educational services to their members.

### AMERICAN STUDENT DENTAL ASSOCIATION (ASDA)

The ASDA is an association which focuses on the needs and interests of its members and the public they will serve.

In addition, the ASDA. facilitates the process by which students become active participants in professional affairs and implementors of constructive and progressive change where necessary.

## THE STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)

The SNDA, founded as an organization of minority dental students, speaks to current issues involving recruitment/retention of minorities and future issues which will confront minorities in organized dentistry. The local chapter of the SNDA at NJDS sponsors community oriented activities as well as social, tutorial, and other educational services to its members.

## THE HISPANIC STUDENT DENTAL ASSOCIATION (HSDA)

The HSDA meets regularly to conduct business and address issues relating to all students, but particularly Hispanic students, through a peer initiative program. The HSDA celebrates November as Hispanic Heritage Month by a mid-day event with ethnic food, music and other activities.

## THE INDIAN STUDENT DENTAL ASSOCIATION (ISDA)

The ISDA is a student organization that seeks to promote health care in the under served, minority and immigrant communities through health fairs, free screenings, and community service events. It provides a forum for members to interact socially and with other organizations, while promoting cultural diversity throughout the school.

## AMERICAN ASSOCIATION OF WOMEN DENTISTS (AAWD)

AAWD dedicates itself to enhancing and promoting unique participation and leadership for women in organized dentistry. The student chapter at NJDS seeks to mentor and support women students professionally, academically and personally.

## AMERICAN ACADEMY OF GENERAL DENTISTRY (AAGD)

The purpose of the student chapter is to introduce junior and senior class students to organized dentistry, continuing dental education and instill the concept of life-long learning.

PART VII : STUDENT RIGHTS AND RESPONSIBILITIES DOCUMENT

[http://www.umdnj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-50\\_00.html](http://www.umdnj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-50_00.html)

**PART VIII: NJDS CODE OF PROFESSIONAL CONDUCT AND ETHICS**  
(Approved by Executive Council October 17, 2007 and effective January 1, 2008)  
(Amended on May 13, 2008)

**PREAMBLE**

New Jersey Dental School is an academic community dedicated to teaching and fostering the principles of moral conduct expected of future health professionals. The students, administration, faculty and staff firmly believe in the development of ethical values as an integral component of education, service and research.

Standards of professional integrity formed during dental education become the cornerstone for entrance into the profession and continued good standing as a practitioner of future honorable conduct. To this end, the New Jersey Dental School, in compliance with all applicable University of Medicine and Dentistry of New Jersey ("UMDNJ") policies, is committed to the adherence and enforcement of the American Dental Association Principles of Ethics and Code of Professional Conduct, the UMDNJ University Policy on Student Rights, Responsibilities and Disciplinary Procedures, and the New Jersey Dental School Honor Code.

This Honor Code is a "living document" and as such, it will incorporate by reference any new and/or amended policies adopted by UMDNJ or the New Jersey Dental School as these policies apply to or touch upon the principles set forth in this document.

**ARTICLE I Principles of Professional Conduct**

1. All members of the dental school community are expected to abide by the highest ethical standards.
2. All members of the dental school community will foster a professional atmosphere that dissuades unethical conduct.
3. All members of the dental school community should receive fair and equal treatment in University endeavors.

**ARTICLE II Hearing Body (Article II Amended by the Executive Council May 5, 2009)**

The Hearing Body will be an Ad Hoc Committee of the dental school and comprised as follows:

1. Students (4 voting)

- a. Will be selected from a pool of twelve students (three students from each class).
- b. The freshman class nominates interested freshman candidates (not to exceed five) approximately one month into the fall trimester. The Hearing Body members will interview the nominated candidates and select the three freshman students who will serve on the Hearing Body.
- c. Freshman members will be observers only and will not take part in Hearing Body proceedings, deliberations or votes.
- d. Each student serves a four-year term after election in freshman year. Should a student member, either voluntarily or involuntarily, become unable to complete a term, his/her class will vote a replacement.
- e. Students from the same class as the accused will not be permitted to attend the orientation, hearing or deliberations of a classmate.
- f. If the accused is a freshman, the senior class will have two voting members on the Hearing Body, and the junior and sophomore classes will each have one voting member.
- g. If the accused is a senior, junior or sophomore, the two uninvolved classes will have two voting members each.

2. Four Faculty (3 voting, 1 non-voting. All appointed by the Dean).

Voting Members

- a. Each voting faculty member will serve a four-year term, with a limit of two consecutive terms.
- b. The Dean will appoint an alternate voting faculty member in the event of a conflict of interest.
- c. A voting faculty member will be appointed by the Dean as the Hearing Body Chairperson for each hearing.

Non-Voting Member

- a. The non-voting faculty member will serve as a historian/Advisor/Educator, with no limit on term.

- b. The non-voting faculty member will be responsible for cataloguing sanctions from year to year for administrative purposes.
- c. The non-voting faculty member and the student Hearing Body members will lead an orientation session(s) introducing incoming students to the Honor Code with a presentation, Q&A period and a formal signing ceremony.
- d. Along with the Dean and student Hearing Body members, the non-voting faculty member will be responsible to provide continuous Honor Code education for the entire academic community.
- e. The non-voting faculty member may participate in all Hearing Body functions but is ineligible to vote.

3. Associate Dean for Student Affairs or designee (ex-officio)  
Present during Hearing Body actions to facilitate the Hearing Body process and to clarify and interpret policy and procedures.

### **ARTICLE III Guidelines for Violations and Suggested Sanction Levels**

The sanctions listed herein will serve as disciplinary guidelines for ethics violations as per category. The proposed sanctions will be imposed after the allegation(s) in the complaint has/have been proven by a preponderance of the evidence. The burden of proof is on the complainant. The Hearing Body, during its deliberations, is empowered to deviate from the guidelines on a case by case basis. All sanctions recommended by the Hearing Body must be accompanied by sufficient written justification to the Dean. In the event an ethics violation is not specifically listed, the Hearing Body will decide the appropriate sanction prior to its deliberations.

1. The following infractions are grounds for expulsion from the NJDS:
  - a. Obtaining, receiving, giving or using, or attempting to obtain, receive, give or use assistance during an examination, clinical exercise, assignment or academic evaluation from any source that is not authorized by the faculty. This shall include, but is not limited to copying from or allowing another student to copy from an examination, clinical exercise and/or other academic assignment,

communicating with another student in order to exchange information that is unauthorized or unreleased, and/or using unauthorized or unreleased notes or other devices, such as, but not limited to, computers, I-pods, cell phones, etc.

- b. Obtaining, receiving, giving or using, or attempting to obtain, give or use any unauthorized knowledge about examination questions, clinical exercise, assignments and/or other academic evaluations.
  - c. Falsifying or attempting to falsify any information or signatures on academic or clinical documents. This shall include, but is not limited to, changing answers on an examination after it has been returned.
  - d. Theft, willful damage, vandalism or abuse of any possession(s) of a member of the NJDS community or the property of the school or university. This shall include, but not be limited to, keeping patients' payments for clinical work done by students.
  - e. Plagiarism and/or the submission of papers, lab assignments or projects that are not exclusively the work of the student(s) being graded.
  - f. Violation of any federal or state law or regulation.
  - g. Physical, verbal or written abuse or harassment.
  - h. Active or intentional obstruction of a Hearing Body investigation.
  - i. Willfully withholding information concerning violations of the Honor Code.
2. The following infractions are grounds for suspension from the NJDS:
    - a. Unauthorized collaboration on an assignment.
    - b. Interfering, or attempting to interfere with the performance of another student on an examination, exercise or clinical procedure.
  3. The following infractions are grounds for a written or oral reprimand:
    - a. Disruptive behavior
    - b. Disregard of rules and regulations relating to personal conflict resolution.
    - c. Failure to maintain a professional environment as specified in the student handbook.
  4. The following is grounds for probation:

A student found guilty of an ethics violation by the Hearing Body who is not expelled will be placed on probation for a specified period of time. In

the event a student is suspended the probationary period will commence upon his/her return from the suspension. The term of the probationary period will be determined by the Hearing Body upon imposition of the discipline. During the probationary period the student will be under heightened scrutiny and any further infractions committed during this period will be reviewed by the Hearing Body. If the Hearing Body concludes that the student has again violated this Honor Code, University Policy or canons of Professional Conduct, this student will be subject to further discipline, up to and including expulsion.

5. Penalties for repeat violations:

Students found guilty by a Hearing Body of at least two offenses warranting either a reprimand or suspension will be subject to an additional hearing by the Hearing Body to determine whether or not additional discipline is warranted. Additional discipline may include expulsion. This rule is effective whether or not the second violation occurs during a probationary period.

6. Withholding of Degree or Certificate: Temporary or Permanent Withholding of Degree or Certificate:

A student will not receive a degree or certificate until a Hearing Body has adjudicated all ethical charges against the student. If a student is expelled from the Dental School his or her degree or certificate will be permanently withheld.

7. Degree or Certificate Revocation:

A student who has graduated from the Dental School but who is discovered to have violated any federal or state law or University or school regulation while attending the Dental School is subject to degree or certificate revocation.

#### **ARTICLE IV Procedure - Students**

Refer to University Policy on Student Rights, Responsibilities and Disciplinary Procedures (00-01-25-50:00), V. F. and V.G.

#### **ARTICLE V Procedure - Faculty**

Alleged infractions of ethical standards or violations of state or federal law by faculty member shall be referred by any member of the NJDS community to the appropriate Chairperson, and, if necessary, to the Dean for potential resolution. If resolution cannot be reached informally, the name of the faculty member and the subject matter of the violation shall be referred to the Faculty Affairs Committee as specified in the NJDS Procedural Code. In addition, the process will be governed by the guidelines listed in the following publications:

NJDS Handbook

UMDNJ policy regarding Faculty Conduct

UMDNJ policy on Scientific Misconduct and Fraud

#### **ARTICLE VI Procedure - Staff**

Alleged infractions of ethical standards shall be referred by any member of the NJDS community to the staff member's immediate supervisor who will investigate and, if necessary, take appropriate action as specified in the following:

1. General Rules and Regulations for staff employees
2. University Personnel Policy Manual
3. Ethical Standards for State Employees brochure and newsletter

#### **ARTICLE VII Distribution**

The Dean and Hearing Body will be responsible for educating all members of the NJDS academic community concerning the UMDNJ Policy on Student Rights, Responsibilities and Disciplinary Procedures as well as the NJDS Honor Code. Copies of this Honor Code shall be distributed to the NJDS community on an annual basis, with additional publication as deemed necessary by the Dean or Hearing Body. This Honor Code will also be posted on-line on the NJDS website. Additionally, a report of the violations and sanctions adjudicated during the prior academic year will be generated, with confidentiality maintained as required by FERPA and other applicable laws.

#### **ARTICLE VIII Standardized Examination Pledges**

1. **FORM FOR WRITTEN EXAMINATIONS (IN-BUILDING OR TAKE HOME):**

(This is to be read aloud at the beginning of the examination by the examiner when

applicable)

I affirm that I have neither given nor received unauthorized assistance on this examination and that I have complied with the *Code of Professional Conduct and Ethics* contained in the current UMDNJ New Jersey Dental School Student Handbook.

---

Printed Name and Student Exam Number

---

Student Signature

Date

**2. FORM FOR ELECTRONIC EXAMINATIONS:**

I agree to not discuss the questions or answers with any other student prior to the close of the examination availability period. I also agree to comply with the *Code of Professional Conduct and Ethics* contained in the current UMDNJ New Jersey Dental School Handbook. By pressing the FINISH/SUBMIT button I affirm that I have neither given nor received unauthorized assistance on the completion of this examination.

## PART IX: STUDENT FINANCIAL RESPONSIBILITY

### I. UNIVERSITY POLICY

[http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-15_00.html)

### II. DENTAL SCHOOL POLICY

**Tuition and Fees**. All tuition and fees must be paid prior to the start of each semester. Tuition and fees are deducted from any financial aid award, and the balance, if any, is refunded to the student. Refund checks are generated in approximately seven working days. Since completion of all requirements within five academic years after first enrollment in the program is a requirement for graduation, a student will be charged a maximum of five years of tuition.

Students repeating an academic year must pay full tuition. Students enrolled in the Five Year Program must pay full tuition for each of the five years. Students carrying a reduced course load (e.g., repeating a year with course waivers) must pay full tuition if credit hours exceed half the normal load or if the student's schedule contains periods of individual study or other electives. Students enrolled for up to one-half the normal load may be charged half tuition. Determinations of less than full tuition for any reason are made on a case-by-case basis by the Associate Dean for Academic Affairs or designee.

**Deferred Payment Plan**. The Office of Administration and Finance administers the deferred payment plan. The student must:

1. Pay all fees plus one-half of the tuition before or during the registration week.
2. Pay one-quarter of the tuition up to 30 days after the registration week and the balance up to 60 days after the registration week.

A \$20 fee is charged for the deferred payment plan. Any student who initiates the deferred payment plan and cannot meet the stated financial obligations must contact the Financial Aid Office immediately to discuss alternate sources of financial assistance. Failure to meet the requirements of the deferred payment plan will result in assessment of the \$50 per month late fee.

**Non-Payment**. Failure to pay tuition and fees when due will result in the following:

<i><b>ACTION TAKEN</b></i>	<i><b>ACTION TAKEN BY</b></i>
----------------------------	-------------------------------

Late Fee Assessed: \$50 per month	Administration and Finance
Suspension from all academic activities	Academic Affairs
Delayed Graduation	Academic Affairs
Disqualification from National Boards/Licensing Examination	Student Affairs
Withholding of Transcript	Registrar
Withholding of Dean's Letter of Recommendation	Student Affairs

**Graduation**. Before a diploma or certificate is awarded to a graduating student, the final check-out form must be completed and signed by all listed individuals.

A **fourth year DMD student** who has not completed all academic requirements by September 1 will be reviewed by the SAPC to determine the student's status. If the student is required to continue into the subsequent semester, he/she will be subject to payment of full tuition and fees.

A **graduating Post-graduate student** who has not completed all academic requirements by September 1 will continue as a full-time student into the subsequent semester(s) and will pay the total amount of current tuition and fees.

**Withdrawals/Dismissal/Repetition/Leave of Absence**. A student who withdraws, is dismissed, is on a leave of absence or is required to repeat an academic year which results in any period of non-attendance, must complete the required check-out form.

**Equipment, Instruments and Expendable Supplies**. All students must lease and/or purchase the prescribed instruments and expendable supplies as authorized by the dental school. **NO SUBSTITUTIONS WILL BE PERMITTED.** An appropriate annual fee is assessed for each student for use of the assigned items. It is the student's responsibility to pay the replacement cost of any lost or broken loan instrument(s).

**Gold Policy**. Beginning in the second year, each dental student is required to purchase approximately twenty (20) pennyweights of gold at the current market value. The gold will be used for all **NON-PATIENT CARE** laboratory projects in the **SECOND, THIRD AND FOURTH ACADEMIC YEARS. LABORATORY GOLD MAY NOT BE USED FOR PATIENT CARE.**

If a student uses their own gold for patient care, the gold **WILL NOT** be replaced with clinic gold under any circumstances. Students are responsible for the security of their own gold. At graduation, students will have the option of

selling their gold back to the issuing gold company (NEY).

**Refund Policy**

<i>STATUS</i>	<i>Tuition</i>	<i>Equipment Kit</i>	<i>Expendable Supplies</i>	<i>Laptop/DVD</i>	<i>UMDNJ-sponsored Health Insurance</i>	<i>All Other Fees</i>
Dismissal	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	contact carrier	no refund
Leave of Absence	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	contact carrier	no refund
Withdrawal	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	contact carrier	no refund

Note:

1. Refunds are not automatic and must be requested by the student.
2. All refunds for tuition will be determined by the Office of Student Affairs.
3. All refunds for equipment kit and/or expendable supplies will be determined by the Office of Student Affairs in consultation with the Manager of the Dental Store.
4. No refund will be granted prior to completion of the required check-out form.

PART X: UNIVERSITY POLICY ON SEXUAL HARASSMENT

[http://www.umdnj.edu/oppmweb/Policies/HTML/AA\\_EEO/00-01-35-25\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/AA_EEO/00-01-35-25_00.html)

## PART XI: UNIVERSITY POLICY ON THE AMERICANS WITH DISABILITIES ACT

[http://www.umdnj.edu/oppmweb/Policies/HTML/AcademicAff/00-01-20-91\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/AcademicAff/00-01-20-91_00.html)

### ESSENTIAL FUNCTIONS FOR ADMISSION AND MATRICULATION TO NEW JERSEY DENTAL SCHOOL

(Approved by Executive Council July 19, 2006)

The granting of the DMD degree signifies that the holder of such a degree is a dentist prepared for entry into the practice of dentistry or postgraduate training programs of diverse types. The DMD degree is, and must remain a broad based degree attesting to the mastery of general knowledge in all fields requisite for the practice of dentistry. It follows from this that graduates must possess the knowledge and skills necessary to function in a broad variety of clinical situations, and to render a wide spectrum of patient care. The UMDNJ-New Jersey Dental School (NJDS) complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and ascertains that candidates for the DMD degree must perform certain essential functions.

It is the obligation of NJDS to seek candidates who will be best able to serve the needs of society and to graduate effective and competent dentists. The following are implemented to achieve this goal:

#### **I. ESSENTIAL FUNCTIONS**

A candidate for the DMD degree must possess abilities and skills which include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many pre-clinical and clinical situations in that it means that a candidate's judgment must be mediated by someone else's power of selection and observation. The attainment of knowledge mandates that the candidate attend classes, laboratories and clinics on a regular basis as defined in the dental school's attendance policies.

#### **II. OBSERVATION**

The candidate must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and dental sciences, including but not limited to information conveyed through physiologic and pharmacological demonstrations in animals, micro biological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able:

- a. to observe a patient accurately, at a distance, and close at hand, to acquire information from written documents, and to visualize information as presented in images from paper, films, slides or video.
- b. to interpret x-ray and other graphic images, with or without the use of assistive devices.

Such observations and information acquisition necessitates the functional use of visual, auditory and somatic sensation.

### **III. COMMUNICATION**

A candidate must be able to communicate effectively, efficiently and sensitively with faculty, other health care providers, students and patients. Communication includes speech and writing.

### **IV. MOTOR**

It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, visual acuity for safe patient care, equilibrium, and functional use of the senses of touch and vision.

Candidates and students must have sufficient motor function such that they are able to execute movements reasonably required to

provide general care and treatment to patients.

## **V. INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES**

The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

## **VI. BEHAVIORAL AND SOCIAL ATTRIBUTES**

The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment consistent with the profession, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. The candidate must be able to tolerate physically-taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. The candidate must be able to safeguard the health and safety of self and others, including, but not limited to, faculty, staff, patients and students. The candidate must consistently conduct themselves in a manner that is non-disruptive to the dental school environment and, particularly, to the learning experience of other students. Compassion, integrity, concern for others, appropriate appearance and hygiene, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions process and during matriculation.

## **VII. HEALTH EVALUATIONS/TESTING**

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential

functions may be required to obtain evaluation and/or testing by a health care provider designated by the School and to provide the results to the UMDNJ Student Health and Wellness Center for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

The Admissions Committee of the UMDNJ-New Jersey Dental School will consider for admission to Dental School any applicant who demonstrates the ability to acquire the knowledge necessary for the practice of dentistry, as well as the ability to perform or to learn to perform the skills as described in this document. Students will be judged not only on their scholastic accomplishments but also on their physical and emotional capacities to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of dentistry.

According to University policy, New Jersey Dental School, will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions or, (c) such accommodations fundamentally alter the educational program or academic standards.

Enrollment of accepted students to New Jersey Dental School is conditional based on the results of a physical examination including, but not limited to, vision tests and laboratory tests for HBV, HCV and HIV in order to determine their eligibility to perform all essential functions.

The NJDS will establish a Committee that will be charged with the responsibility of:

- a. reviewing the alternative means to allow the candidate/student to perform

all essential functions

- b. recommending the necessary reasonable accommodations to enable the candidate/student to perform essential functions leading to the successful completion of the NJDS educational program
- c. evaluating whether any proposed accommodations impose undue hardship to the institution, direct threat of substantial harm to the health and safety of others or fundamentally alter the educational program or academic standards.

Each request will be assessed on an individual basis and the appropriate recommendations will be made to the Office of Academic Affairs.

\*\*\*\*\*

ADDENDUM (to be completed by all incoming DMD and Graduate Dental Education students):

**NJDS ESSENTIAL FUNCTIONS:**

I have read and understand the foregoing essential functions. If I require any accommodation in order to satisfy the functions, I agree to request accommodation promptly and understand that the School will evaluate the reasonableness of the accommodation before acting on the request.

\_\_\_\_\_  
NAME of CANDIDATE (printed)

\_\_\_\_\_  
SIGNATURE of CANDIDATE

\_\_\_\_\_  
DATE

*Candidates and students should consult with the Office of Student Affairs for further information and/or specific advice.*

\*\*\*\*\*

**ACCOMMODATIONS POLICY**  
(Approved by Executive Council May 19, 2004)

1. Students who seek accommodations from UMDNJ-New Jersey Dental School on the basis of a disability are required to submit a written request for accommodation to the Associate Dean for Academic Affairs (ADA/Section 504 Compliance Officer). Students may request accommodations at any time during enrollment should the need for accommodations develop, but must provide sufficient time for the evaluation of such requests as outlined in this policy. Such requests should be submitted by July, prior to an academic year or at such time as a disability develops. Requests will be reviewed on a case-by-case basis and eligibility will be determined based on the documentation provided.
2. The Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs, the Associate Dean for Student Affairs, the student and the treating/consulting health care provider, shall determine whether accommodations are reasonable and develop a plan for implementing these accommodations. A review by this group will encompass:
  - Whether the condition is sufficiently documented by an applicant or enrolled student.
  - Whether and what accommodations are available that would allow the otherwise qualified applicant or enrolled student with a disability to fulfill the essential functions of the program, without a threat to the health or safety of others, without fundamentally altering the dental educational program or the essential functions, and without creating undue hardship on the dental school.
3. The accommodations process is interactive and requires the cooperation of students and the dental school. Students who fail to cooperate during the interactive process jeopardize the ability of the school to provide the accommodations requested.
4. Students who are granted accommodations must meet with the Associate Dean for Academic Affairs prior to the start of the next academic year to review the program for the year and determine if accommodations are to be continued or altered.

## GENERAL DOCUMENTATION REQUIREMENTS

1. These general guidelines are provided to assure that documentation is complete and appropriate to conduct a review. The Associate Dean for Academic Affairs has the discretion to determine what types of professional documentation are necessary, and this may vary depending on the nature and extent of the disability and the accommodation requested. The Associate Dean is available to consult with diagnosticians regarding any of these guidelines at (973) 972-4440.
2. Required documentation includes an evaluation by an appropriate health care professional that relates the current impact of the condition to the request. Documentation from the health care professional should be typed, on letterhead, which includes the name, title and professional credentials of the evaluator, including information about license or certification, and is signed and dated. Documentation must include:
  - A diagnostic statement including the date of the most recent evaluation and a detailed description of the diagnostic findings.
  - The current impact of limitations imposed by the condition.
  - Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition.
  - The expected duration, stability or progression of the condition.

In addition to the basic documentation listed above, recommendations from the treating professional are welcome and will be given consideration when a request is evaluated. Recommendations should:

- Provide a clear description of the recommended accommodations.
- Connect the recommended accommodations to the impact of the condition.

- Provide possible alternatives to the recommended accommodations.
  - Include a statement of the level of need or consequences of not receiving the recommended accommodations.
  - Provide a description of any accommodation and/or auxiliary aid that has been used at the secondary or postsecondary school level, including information about the specific conditions under which the accommodation was used and whether or not it benefited the student.
  - Requests for accommodations due to learning disabilities must be accompanied by results of appropriate educational testing performed within the previous five years.
3. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the dental school has the discretion to require additional documentation. If the documentation is complete but the dental school desires a second professional opinion, the school will bear the additional cost not paid by a third-party payer. It is not acceptable for documentation to include a diagnosis or testing performed by a member of the student's family. Additionally, students requesting accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions.

All documentation is considered confidential and will be maintained in a separate file. Documentation should be submitted to:

Associate Dean for Academic Affairs  
UMDNJ-New Jersey Dental School  
110 Bergen Street, PO Box 1709, Room B812  
Newark, NJ 07101-1709  
Phone (973) 972-4440  
FAX (973) 972-5040

COMPLAINTS/APPEALS

An individual who believes he or she has been discriminated against on the basis of disability, or feels the decision by the school was not appropriate, should contact the UMDNJ Office of Workplace Diversity (973-972-4855).

Following a decision by the school, the student may submit additional information regarding his/her request for accommodations. Students are encouraged to communicate with the Associate Dean for Academic Affairs at any time to evaluate the need for accommodations and any changes that might be indicated.

## PART XII: BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

### Membership of the SGA

All dental students currently enrolled at the New Jersey Dental School will be considered members of the Student Government Associations.

### II Composition of the SGA Council

The SGA Council shall be comprised of the following:

- 1) SGA Executive board of four members: President, Vice President, Secretary, Treasurer
- 2) Officers from each of the four classes: President, Vice President, Secretary, Treasurer
- 3) Representatives from all active student organizations: President or Current Member
- 4) Any additional appointed student representatives as deemed necessary by the SGA Council.

### III Meeting Structure, Quorum, Voting

#### (A) Meeting Schedule

The SGA will hold one regular business meeting per month at which time all current concerns from the student body will be presented and discussed.

#### (B) Meeting Standards

All SGA Council meetings will be chaired by the SGA President and will follow Roberts Rules of Order.

#### (C) Meeting Format

The SGA Council meetings will follow the format described below:

- Review of minutes from previous meeting
- Changes and adoption of minutes
- SGA Officer Reports
- Class Reports
- Student Organization Reports
- Old Business
- New Business
- Announcements
- Adjourn

#### (D) Quorum

Two of the four executive committee members of the SGA Executive Board and at least 50% +1 of the additional active voting members of the SGA must be present

in order to meet quorum. In the event that quorum is not established no business can be voted on.

#### (E) Voting

The voting members of the SGA Council will consist of the following:

- SGA Executive Board - Vice President, Secretary, Treasurer
- Class Officers - President, Vice President, Secretary, Treasurer
- Student Organizations - President (or current member in the absence of the President)
- The total voting members will be 19 plus the total number of active student organizations.
- In the event of a tie, the SGA President will be given a vote.

#### IV SGA Council Officer Duties

##### (A) SGA Executive Committee

##### 1. The President shall:

- a. represent the Council and the Student Government Association in all official transactions with administration, faculty, staff, and any outside organizations or individuals;
- b. preside over all Executive Board and SGA meetings;
- c. be a member of the Executive Council and attend all Deans/Students meetings;
- d. present for Council approval the nominees as listed in section C-1 of the Constitution;

##### 2. The Vice President shall:

- a. assume the duties of the President in the latter's absence;
- b. preside over all Student Government Association elections;
- c. report, plan, act upon and review all grievances reported to Council whether from student, faculty, administration or staff;
- d. attend all Deans/Students meetings;
- e. perform other duties as directed by the President.

##### 3. The Treasurer shall:

- a. manage and review all financial affairs of the Council at the discretion of the Council;
- b. mediate budgetary transactions with staff and administration on behalf of the Council;
- c. initiate and administer fund-raising activities;
- d. perform other duties as directed by the President.

**4. The Secretary shall:**

- a. coordinate all Council meetings;
- b. serve as communication facilitator between the members of the Council;
  - 1. keep minutes of all Council meetings and all permanent council records;
  - 2. perform other duties as directed by the President.

**(B) Class Officers**

**1. The Class Presidents, Vice Presidents, Secretaries, and Treasurers will** be voting members of Council, represent the interests of their constituents at all Council meetings and participate in committees of the Council at the discretion of the SGA Executive Board.

**2. The Class Presidents shall:**

- a. communicate all pertinent information from Council back to their respective classes;
- b. coordinate, select candidates for recipient of faculty teaching awards;
- c. initiate and help coordinate class functions and fund-raisers as desired by the class.
- d. attend all Deans/Students meetings.

**3. The Class Vice Presidents shall:**

- a. be responsible to administrate the class scribe service; (shall be responsible for the update and immediate distribution of scribe contract when changes occur to contract )
- b. represent the class in the absence of the President;
- c. attend all Deans/Students meetings.

**4. The Class Secretary shall:**

- a. keep minutes of all class meetings transactions;
- b. handle all inter and intra class communications;
- c. assist with the administration of the class scribe service.

**5. The Class Treasurer shall:**

- a. keep records of all class transactions;
- b. collect, deposit, and disperse all monies needed for class functions and assume responsibility for monies;
- c. assist with fund raisers at the discretion of the Class President.

**(C) Appointed SGA Officers**

**1. The Social Chairperson(s) shall**

- a. coordinate, plan, produce all traditional school wide social functions and additional functions at personal discretion or as directed by Council.

**2. The Yearbook Editor(s) shall:**

- a. recruit a staff to assist in yearbook production;
- b. report on both needs and progress to the Council at the request of Council;

**(D) Student Organizations**

**1. AMERICAN STUDENT DENTAL ASSOCIATION - NEW JERSEY DENTAL SCHOOL CHAPTER**

Constitution

**Article I: Name**

The name of this association shall be known as the (chapter name here) American Student Dental Association, hereafter referred to as "NJDS ASDA" or "the Association."

## **Article II: Mission and Objectives**

### Section 1: Mission Statement of the American Student Dental Association

The American Student Dental Association is a national student-run organization which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

### Section 2: Objectives

The objectives of "the NJDS ASDA" shall be:

1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may participate in and communicate with the American Student Dental Association (ASDA), American Dental Association (ADA), NJ Dental Association (NJDA), and NJ Dental Alumni Association (NJDAA).
3. To act in concert with NJDS Student Government Association via the appointment of 1 "NJDS ASDA" officer to serve as a member of that body, preferably the President.

## **Article III: Membership**

Membership in ASDA is open to all predoctoral dental students enrolled in the UMDNJ - New Jersey Dental School, and those students enrolled in a graduate program of not less than one year in duration, without regard to race, creed, color,

age, gender, handicap, disability, nationality, or any other consideration as an individual. "NJDS ASDA" provides equal opportunity and access to membership programs, facilities, and benefits to all persons.

#### Article IV: Dues

1. NJDS - ASDA is an Automatically Billed Chapter. No local dues.

#### Article IV: Organization

The governing body of "NJDS ASDA" is the Executive Council. The Executive Council shall be comprised of the following positions: President, President-elect, Vice President, Secretary, Treasurer, and members at large. The Executive Council has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed.

#### Bylaws

#### Article I: Duties and Powers of the Executive Council

##### A. *President*

- 1) To serve as chairperson of the Executive Council, preside at chapter meetings, and oversee all activities of the Association.
- 2) To appoint a member of the Association to complete the term of any vacant office with the approval of a majority of the Executive Council.
- 3) To carry out the affairs of the Association in accordance with these Bylaws.
- 4) To represent the Association as ASDA first delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
- 5) To attend student council meetings as a representative of "NJDS ASDA".
- 6) To hold monthly Executive meetings and bi-monthly chapter meetings.

##### B. *President-Elect*

- 1) To assist the President in the performance of his or her duties.
- 2) To preside at chapter meetings in the absence or incapacity of the President.
- 3) To represent the Association as ASDA second delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
- 4) Succession: To automatically succeed to the office of President at the conclusion of the term of office.

### *C. Vice President*

- 1) To assist the President-Elect and preside at chapter meetings in the absence or incapacity of the President-Elect.
- 2) To represent the Association as ASDA first alternate delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
- 3) Succession: the delegate position is a three-year term, thus the vice president will automatically succeed to the office of President-Elect at the conclusion of the term of office.

### *D. Secretary*

- 1) To take minutes at Association meetings and maintain records of all pertinent Association business.
- 2) To maintain the files and facilities of the "NJDS ASDA" office.
- 3) To preside at chapter meetings in the absence of the other Executive Council members.
- 4) To represent the Association as ASDA second alternate delegate and to attend the national ASDA Annual Session and regional meetings in this capacity.

### *E. Treasurer*

To act as the official custodian of the funds and accounts of the Association, and to dispense Association funds as directed by the Executive Council.

## **Article II: Term of Office**

The Vice-President serves a one year term and succeeds automatically to the position of President-Elect for one year. The President-Elect serves a one-year term, and succeeds automatically to the position of President for a one-year term. Other members of the Executive Council serve for one year. Thus, the Vice-President will always be a 2<sup>nd</sup> year (sophomore) member and must be willing to serve a three year term.

## **Article III: Elections**

1. Elections for vacant offices will be held in 2<sup>nd</sup> week of November. Elected positions include: President-Elect, Vice President, Secretary, Treasurer, and one (1) representative from each class.

2. Candidates for office must submit a curriculum vitae and letter of intent by the date specified by the current Executive Committee prior to the Election.
3. Candidates for all offices must be students in good standing and current members of ASDA.
4. Candidates for Vice-President must be able to serve a three year term; and therefore must be in their 2<sup>nd</sup> (sophomore) year.
5. Leaders may hold no more than one elected chapter position during the term of office.
6. Elections are held by secret ballot. The candidate for each position with the most votes shall be declared the winner.
7. All positions are decided by majority vote of the Executive Council.

#### **Article IV: Unexpired Terms**

1. In the event of a vacancy, the President-Elect, Vice President, Treasurer, and Secretary, in that order, will succeed the President for the remainder of the unexpired term. The resulting Executive Council vacancy shall be appointed by the new President, with majority approval by the Executive Council.
2. All other office and committee vacancies will be filled by appointment by the President with majority approval of the Executive Council.
3. All replacement appointments will end at the conclusion of the unexpired term.

#### **Article V: Removal from Office**

1. An officer can be removed from office for:
  - A. infringement of any of these bylaws
  - B. commitment of an act discreditable to the profession of dentistry
  - C. failing to fulfill the duties and responsibilities of the position specified in the "NJDS ASDA" Constitution and Bylaws or in the official position description
2. One of the following conditions must be met to remove a delegate from office:

- A. Three instances of absences from official business meetings of the Association
  - B. Three instances of failing to submit necessary materials to the ASDA national central office
  - C. misappropriating chapter funds
  - D. neglecting duties outlined in these Constitution and Bylaws or as stated in the official position description
3. If any of the above conditions exist, the removal procedure is as follows:
- A. notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Council
  - B. in the case of an officer who also serves as first or second delegate to the ASDA House of Delegates: notifying the regional trustee and chapter faculty advisor that removal procedures are being implemented
  - C. a probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time:
  - D. the officer will receive written notification of removal from office
  - E. A two-thirds majority vote of the Executive Council is required for removal from office.

## **Article VI: Amendments**

The Constitution and Bylaws may be amended at any meeting of the Association at which a quorum is present by a two-thirds majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Council officer five days prior to the Association meeting. A quorum shall consist of no less than 10 percent of the membership at large.

## **Article VII: Meetings**

### Section 1: Local Meetings

The Association must conduct an official business meeting at bimonthly, which shall be open to all members. Special meetings of the Association may be called by the President or by petition to the President by no less than five members. The Secretary shall be responsible for distributing meeting agendas, if applicable, as well as notifying members of unscheduled meetings. The current edition of the

*Sturgis Standard Code of Parliamentary Procedure* is the parliamentary authority at all official meetings of the Association.

### Section 2: National ASDA Meetings

The President and President-Elect serve, respectively, as first delegate and second delegate to all national ASDA meetings that occur during their term of office. If either party is unable to fulfill this obligation, first the Vice President (First Alternate Delegate) and then the Treasurer (Second Alternate Delegate) will succeed, in order, to these positions.

### Section 3: Funded Leaders Regulations

If you attend a meeting funded by NJDS, NJDS ASDA, or any other organization you are required to attend ALL meetings and must be prepared to share what was discussed with other members at the first meeting after their return

### Section 4: Requirements for Consideration of Being a Funded Leader

The following conditions must be met to be a Funded Leader to a National/Regional Meeting:

- A. Attend 80% of Executive/Chapter meetings
- B. Attend all meetings at National/Regional meeting
- C. Submit a written report discussing the meeting attended within 1 (one) month following return.

The President is responsible for submitting the names of Delegates and Alternates to the central office after elections are held.

## **Article VIII: Committees**

The standing committees of NJDS ASDA shall include:

- Chapter Excellence / Ideal ASDA
- Fundraising
- Legislative Liaison
- Newsletter
- Program Coordinator (Formerly known as Social)

## **2. AMERICAN ASSOCIATION OF WOMEN DENTISTS - NEW JERSEY DENTAL SCHOOL CHAPTER**

## BYLAWS

### 1. Election of the Executive Board

#### a. Qualifications.

- i. Any member of the American Association of Women Dentists - New Jersey Dental School Chapter ("AAWD") shall be qualified for election to the Executive Board of the AAWD, provided such member (a) is in good academic and ethical standing as defined in the NJDS Student Handbook and (b) is current in her membership dues.

#### b. Limitations.

- i. The President of the Executive Board shall be a rising senior.
- ii. The Vice President of the Executive Board shall be a rising junior.

#### c. Election Procedure.

- i. Candidates for Executive Board positions shall be nominated from the general membership of the AAWD.
- ii. The Executive Board shall be elected by ballot at the final meeting of the general membership of each academic year; each member of the AAWD in good standing shall be entitled to vote in such elections.
- iii. The qualified candidate receiving the majority or plurality of votes properly cast for each office shall be elected to such office.
- iv. Candidates for Freshman Representative to the Executive Board shall write a one-page essay on a topic designated by the Executive Board. The AAWD's faculty advisor shall review the essays and appoint the Freshman Representative from such candidates.

### 2. Duties of the Executive Board

#### a. President. The President shall:

- i. represent the AAWD in all official dealings with administration,

- faculty, staff, and outside organizations or individuals;
- ii. represent the AAWD at all Executive Board, Student Government Association, and Deans' meetings;
- iii. schedule and hold at least six meetings of the general membership each academic year; and
- iv. preside at all meetings of the general membership and of the Executive Board.

b. Vice President. The Vice President shall:

- i. assume the duties of the President in the President's absence;
- ii. attend all Student Government Association meetings and elections;
- iii. coordinate membership recruiting from the upper three classes; and
- iv. perform such other duties as may be directed by the President.

c. Secretary. The Secretary shall:

- i. facilitate communication among the members of the Executive Board;
- ii. keep minutes of all meetings of the general membership and Executive Board;
- iii. maintain the AAWD's permanent records; and
- iv. perform such other duties as may be directed by the President.

d. Treasurer. The Treasurer shall:

- i. manage the financial accounts of the AAWD and provide periodic reports of such accounts to the Executive Board;
- ii. ensure that membership dues for the upcoming school year are set by the Executive Board at the final Executive Board meeting of each academic year;
- iii. manage fund-raising activities; and
- iv. perform such other duties as may be directed by the President.

e. Freshman Representative. The Freshman Representative shall:

- i. represent her class at all meetings of the Executive Board;
- ii. coordinate membership recruiting from the freshman class; and
- iii. perform such other duties as may be directed by the President.

### 3. NEW JERSEY STUDENT DENTAL ASSOCIATION

#### **NJSDS Representative shall:**

- a. serve a three-year term, being nominated by current Representatives of NJDA and approved by Council at the January meeting of Council, assuming the position in March the first year and maintaining said position until March of the fourth year when the Representative may opt either to relinquish all responsibilities and privileges associated with the position or maintain the position until graduation of his/her class.
- b. consist of four members, one representing each of the four dental classes;
- c. make a short presentation about NJDA to the entering freshmen class during orientation;
- d. communicate to Council all aspects of NJDA;
- e. serve as liaison to the Essex County Dental Society and the Council of Young Dentists of the NJDA;
- f. make nominations to Council from the entering First year class by the January meeting;
- g. Third and fourth year Representatives shall represent Council at the semiannual meetings of the NJDA House of Delegates and shall report to Council what transpired at said meeting

#### V Elections

##### A. Qualifications

All persons shall qualify as a candidate or appointee to the council if they are in good academic and ethical standing as defined in the Student Handbook and have paid their student activity fee.

##### B. Format

All SGA Executive Board and Class Officer elections will be conducted in secret ballot format.

##### C. Administration of Elections

The outgoing *SGA* Executive Board will conduct and administer the elections for prospective *SGA* Executive Board nominees and the elections for the officers of the four classes. The student organizations will be considered independent and will adhere to all local and national organization guidelines in order to elect their representatives.

#### D. Limitations

1. Only a student in January of his/her third year in the New Jersey Dental School (NJDS) who has been an elected member of the *SGA* Council, a Class President, or a Class Vice President previously may run for the office of Student Government Association (*SGA*) President. Third year student who are participating in the CODE program (and who will not be present on the Newark campus for the majority of the fourth year) are not eligible for any *SGA* positions.

A. In the event that there is not a third year student who meets the prerequisites to qualify for the *SGA* president position, a student in January of his/her second year who meets the other prerequisites above will be permitted to run for the *SGA* president position.

B. In the event that the *SGA* President should choose to resign from the position and the Vice President of Internal Affairs, the usual successor, is not in his/her third year at the NJDS, a special election will be called by the current Vice President of Internal Affairs to select a third year student to fill the president's position.

2. Only members of the various classes may vote for their respective representatives.

3. Members of the graduating classes of the election year shall not vote.

## PART XIII: CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

I. The name of this organization shall be the Student Government Association of the University of Medicine and Dentistry of New Jersey - New Jersey Dental School.

II. The purpose of this organization shall be to promote educational advancement and integrity, to facilitate communication and cooperation among students, faculty, staff and administration and to serve the interests of the student body.

III. The membership of this organization shall include all students enrolled in the New Jersey Dental School who's tuition payment is up to date and have paid the student activity fee.

### **IV. The government shall be organized as follows:**

#### A. Student Council of the Student Government Association (SGA)

- The legislative power of the members of the SGA shall be vested in its Student Council, of the SGA hereafter referred to as the Council. The powers and duties of both the Council and its officers shall be prescribed by Article V of this Constitution.

#### B. Elected Officers of Council

- The elected officers of the Council shall be the SGA President, a Vice President, a Treasurer, and Secretary and the elected officers of the fourth year, third year, second year and first year Pre doctoral classes (as defined in the Bylaws). (The President-elect and Immediate Past SGA President shall be considered elected officers of the Council without the right to vote.)

#### C. Appointed Officers of Council

- The appointed officers of Council shall be Representatives to the American Student Dental Association (ASDA), the New Jersey Dental Association (NJDA), the Student National Dental Association (SNDA), the Editor(s) to the SGA yearbook and the Social Chairperson.

#### D. Committees of Council

- The Council, at its discretion, shall establish committees to assist in any matter deemed appropriate. The chairs of these committees shall be chosen by the SGA President and approved by the Council.

## **V. The Powers and Duties shall be:**

### **A. SGA Council**

1. To initiate, draft, and enact legislation on matters concerning the welfare of the SGA.
2. To implement legislation enacted by the Council and any other duties delegated to the Council by the SGA.
3. To recognize and supervise all student organizations and activities under the jurisdiction of the Student Government.
4. To appropriate funds for student organizations and functions and to supervise and review the use of all such funds.
5. To issue policy statements on behalf of the SGA.
6. To make recommendations to the NJDS Administration, and/or Faculty on matters affecting student welfare and interests.
7. To review and approve or disapprove, by a simple majority vote, all Presidential appointments and to remove any such appointees by a two-thirds vote of the Council.
8. To recommend individuals from the SGA to fill vacancies on the various standing committees when requested to do so by said committees.

### **B. Elected Officers**

1. The President shall preside at all Council and SGA meetings. He/She shall also make other necessary appointments and fill all vacancies with the consent of the Council, may form and dissolve committees for specific purposes, shall vote only in case of a tie, and shall have any other powers granted him or her by the council in accordance with the Constitution and Bylaws. The President shall also be a member of the Executive Council and Associate Deans Council.
2. The Vice President of Internal Affairs shall assume the duties of the President in the latter's absence and shall perform other duties as directed by the President. He/she shall also preside over student body elections, be responsible for the school newspaper, and for reporting, planning, acting upon and reviewing all grievances or recommendations made by the members of the SGA. He/she will be a member of the Associate Deans Council.

3. The Vice President of Financial Affairs shall have general supervision of all SGA finances. He/she shall keep a written account of the finances and shall process all requisitions for expenditures and perform any other duties as directed by the President.

4. The Secretary shall be responsible for keeping minutes of Council meetings, keeping a written account of all SGA business, handling official correspondence and all permanent Council records, and performing any other duties as directed by the President.

5. President, Vice President of Internal Affairs, Vice President of Financial Affairs, and Secretary shall comprise the SGA Executive Board.

6. The Class Presidents and Student group representatives shall represent the interests of their respective classes or organizations to the Council.

7. Other duties of elected officers shall be specified in the Bylaws.

#### C. Appointed Officers

The powers and duties of appointed officers shall be specified in the Bylaws.

VI. Meetings will convene once per month unless additional meetings are deemed necessary by the President.

VII. A quorum will consist of 50 percent of the elected SGA officers and 50 percent plus one of the remaining voting members in attendance.

VIII. The Conditions of Office are:

#### A. Terms of Office

All elected SGA officers shall hold office for a term of one year beginning once election results are posted and ending until the following elections are held, with the following exceptions:

1. The Senior Class President shall hold office until graduation of that class.
2. The Immediate Past President of the Council shall occupy that position until the end of the spring trimester or graduation of his/her class.

## B. Elections

### 1. Closed Ballot

1) Election of Council officers and Class Officers shall be by closed ballot and simple majority under the general supervision of the Vice-President of Internal Affairs. If the Vice President is a candidate for any of the aforementioned elections, the President of SGA shall appoint a member of the council who is not a candidate to supervise the elections.

### 2. Voter Qualification

1) The voting privilege will be extended to all undergraduate students with the exception of those in the graduating classes.

### 3. Nominations

1) Nominations for Class officer positions shall be made during a class meeting to be held by each class' existing officers. Any member of the class may make nominations, and students may nominate themselves. The nominee must either accept or decline the nomination immediately after the nomination is made. The Class President must then submit a list of all the candidates to the SGA President and Vice President of Internal Affairs.

2) Nominations for SGA Council positions will be held coincident with the Class Officer nominations. The nominees for these positions must meet the election criteria specified in the SGA Bylaws.

3) Nominees are to be posted in a public location, such as the Dental Student Lounge, at least one week prior to the elections.

### 4. Campaigning

1) Candidates for SGA Officer positions will be given a chance to address the members of each of the voting classes at a designated time. Each candidate will be given five minutes to address the class and answer any questions.

2) Candidates for Class Officer positions will be given an opportunity to address their own class at a given time designated by the Class President. Each candidate will be given five minutes to address the class and answer any questions.

3) Candidates for any of the elected positions will be permitted to place campaign material in students' mailboxes. Printing of these materials shall be at the expense of the candidate.

#### 5. Time of Election

a) Election of SGA Officers and Class Officers shall be held on the first Friday of the month of **April**. In case there is no majority for any of the offices, a runoff election between the two highest candidates shall be held one week after the initial elections.

b) The election of Interim Freshman Dental Student Class officers shall be held during their class orientation. During the **third week of October**, a formal election shall be held to elect new officers or to re-elect the interim officers. The Nomination and Election process shall take place as specified above.

c) The Council shall have the power to change the date of elections if unforeseen circumstances make this action necessary. This shall be done only when there is a minimum of five working days notice.

#### 6. Election Criteria

a) Election criteria shall be set forth in the Bylaws. It shall contain requirements for eligibility and nominations of officers to the Council from the SGA.

#### C. Impeachment

1. Impeachment proceedings against an officer of the Council may be initiated on the grounds of wrongdoing, incompetence or negligence by any member of the SGA by a petition. This petition must bear the signatures of 25 percent of the students to whom that officer is responsible and/or 20 percent of the SGA officers.

2. Following initial impeachment proceedings, a hearing will be held, with one week's notice, with the constituents of the officer involved. A 75 percent concurring vote of the constituents will result in impeachment.

IX. Subsidiary Organizations are hereby given the right to exist.

A. Class Organizations

First, second, third, and fourth year Pre doctoral classes, first and second year Dental Hygiene classes, and Postdoctoral classes have the right to organize and function in accordance with the SGA's Constitution.

X. Amendment Procedures are as follows:

A. Petition(s) for Amendment

- Petition(s) for amendments to this Constitution may be presented by unanimous vote of Council or a document signed by 25 percent of the SGA. A copy of the amendment must be sent to each member of Council at least two weeks prior to the ratification balloting.

B. Ratification

1. Ratification of this Constitution requires unanimous acceptance by the Council.
2. Ratification of amendments to this Constitution shall require 80 percent acceptance by the Council.

XI. Residual Authority shall rest with the Council such that all powers and responsibilities not specified in the Constitution and Bylaws shall reside with the Council.

XII. This document shall be superseded by any and all UMDNJ and NJDS bylaws.

## PART XIV: HONORS AND AWARDS

Students in the graduating class may be eligible for one or more of the following honors and awards:

ACADEMIC OF DENTAL MATERIALS AWARD - for excellence in dental materials.

ACADEMY OF GENERAL DENTISTRY AWARD - to the most deserving in the class.

ACADEMY OF OPERATIVE DENTISTRY AWARD - for excellence in Operative Dentistry.

ALPHA OMEGA NATIONAL FRATERNITY AWARD - for the highest scholastic average for his/her four years of dental study.

ALUMNI LEADERSHIP AWARDS - The Dental Alumni Association, in recognition of their time-consuming efforts on behalf of the school and student body, annually reward the class presidents and the president of the Student Government Association for their service.

AMERICAN ACADEMY OF DENTAL PRACTICE ADMINISTRATION AWARD - for the most professional growth in managerial skills and development of outstanding performance in four-handed dentistry.

AMERICAN ACADEMY OF ESTHETIC DENTISTRY AWARD - for excellence in esthetic dentistry.

AMERICAN ACADEMY OF GOLD FOIL OPERATORS AWARD- for gold foil excellence.

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL PATHOLOGY AWARD - for the most interest, accomplishment, and promise in the field of oral pathology.

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL RADIOLOGY AWARD - for the greatest interest and accomplishment in dental radiology.

AMERICAN ACADEMY OF ORAL MEDICINE AWARD - for the most interest in the cause, prevention, and control of disease of the oral cavity and adnexa.

AMERICAN ACADEMY OF OROFACIAL PAIN AWARD - for excellence in the study of orofacial pain.

AMERICAN ACADEMY OF PEDIATRIC DENTISTRY AWARD - for excellence in pediatric dentistry.

AMERICAN ACADEMY OF PERIODONTOLOGY AWARD - for outstanding achievement in periodontics.

AMERICAN ASSOCIATION OF ENDODONTISTS AWARD - for the greatest

interest and accomplishment in endodontics.

AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS AWARD - for exemplary aptitude and achievement in the field of oral and maxillofacial surgery.

AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS IMPLANT AWARD - for excellence in implant dentistry.

AMERICAN ASSOCIATION OF ORAL BIOLOGISTS AWARD - for excellence in oral biology.

AMERICAN ASSOCIATION OF ORTHODONTISTS AWARD - for exceptional interest in the development of the orofacial complex.

AMERICAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY AWARD - for a special interest/achievement in community dentistry and dental public health.

AMERICAN ASSOCIATION OF WOMEN DENTISTS AWARD - for outstanding leadership and academic excellence.

AMERICAN COLLEGE OF DENTISTS, NEW JERSEY SECTION AWARD - for the greatest potential for becoming an outstanding dentist.

AMERICAN COLLEGE OF PROSTHODONTISTS AWARD - for high academic and clinical proficiency in prosthodontics.

AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY AWARD - for outstanding ability or interest in the field of pain control.

AMERICAN EQUILIBRATION SOCIETY AWARD - for the greatest proficiency in the science of occlusion and temporomandibular joint function.

AMERICAN STUDENT DENTAL ASSOCIATION AWARD OF EXCELLENCE - for achievement in student service.

DENTSPLY INTERNATIONAL, INC. PROSTHETIC AWARD - for distinction in complete denture prosthesis.

DENTSPLY INTERNATIONAL, INC., MERIT AWARD - for distinction in the undergraduate curriculum in fixed denture prosthodontics.

PIERRE FAUCHARD ACADEMY AWARD - for distinction in leadership.

FAUCHARD DENTAL SOCIETY OF NEW JERSEY ANNUAL STUDENT AWARD - a member of the Fauchard Dental Society who has exhibited leadership and appears to be dedicated to the advancement of dentistry through service.

FAUCHARD DENTAL SOCIETY OF NEW JERSEY DR. ANTHONY VOLPE STUDENT DISTINGUISHED SERVICE AWARD - for distinguished service to the school, community and profession.

DR. FRANK FRATES OUTSTANDING CLINICAL AWARD - for distinction in clinical patient care.

DR. ROBERT E. GILLIS MEMORIAL AWARD - for demonstration of a serious

commitment to studies in addition to financial need.

URIEL GUNTHORPE AWARD - presented by the Student National Dental Association to an outstanding, deserving student who has exhibited leadership and professionalism and appears to be dedicated to the advancement of dentistry through service.

INDIAN DENTAL ASSOCIATION OF NORTH AMERICA AWARD - for distinction in leadership and contribution to the community.

INTERNATIONAL COLLEGE OF DENTISTS AWARD - for demonstrated greatest professional growth and development.

INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS - for the greatest interest and commitment to oral implantology/implant dentistry.

CHESKY KLEINER HUMANITARIAN AWARD - for outstanding ethical standards and beliefs resulting in humanitarian practices.

NEW JERSEY ACADEMY FOR PEDIATRIC DENTISTRY AWARD - for excellence in pediatric dentistry.

NEW JERSEY ACADEMY OF GENERAL DENTISTRY AWARD - for overall clinical proficiency and is planning a career as a general practitioner.

NEW JERSEY DENTAL ASSOCIATION AWARD - for excellence in community service.

NEW JERSEY DENTAL SCHOOL STUDENT LEADERSHIP/DISTINGUISHED SERVICE AWARD - for service to the school as a student leader.

NORTHEASTERN SOCIETY OF PERIODONTICS, INC. AWARD - for outstanding work in the discipline of periodontics.

ORGANIZATION OF TEACHERS OF ORAL DIAGNOSIS AWARD - for excellence in oral diagnosis.

DR. IRWIN QUINN MEMORIAL AWARD - for excellence in clinical ability and patient service.

QUINTESSENCE AWARD FOR ACHIEVEMENT IN PERIODONTICS - for outstanding clinical achievement in periodontics.

QUINTESSENCE AWARD FOR ACHIEVEMENT IN RESTORATIVE DENTISTRY - for excellence in restorative dentistry.

QUINTESSENCE AWARD FOR RESEARCH ACHIEVEMENT - for the most interest/accomplishment in the area of dental research.

WATER PIK PROSTHODONTIC AWARD - for the greatest interest and accomplishment in prosthodontics.

DR. EDWARD WOLFSON MEMORIAL - ALPHA OMEGA AWARD - for excellence in dental auxiliary utilization.

PART XV: UNIVERSITY POLICY ON IMPAIRED STUDENTS

[http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-35\\_00.html](http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-35_00.html)