

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

Doctor of Dental Medicine Program
South Jordan, Utah Campus



**STUDENT HANDBOOK
2024 - 2025**

10894 S. River Front Parkway
South Jordan, UT 84095

NOTICES

Student Handbook and Catalog Notice

The *College of Dental Medicine Doctor of Dental Medicine Student Handbook* and *Roseman Student Catalog* are hereby presented. Both are available on the Roseman University website under the student tab.

University policies and procedures are included in the University Catalog or may be found on the University website (<http://www.roseman.edu/students/students-students/policies-1>). The policies and procedures in this *Student Handbook* are specific to the College of Dental Medicine and are supplementary to university policies. If a Roseman University policy conflicts with a policy of the College of Dental Medicine, the stricter policy will apply.

Please note that the University cannot possibly list all required student behavior in the Catalog and/or Student Handbook, so whenever in doubt, students are strongly encouraged to contact the Dean, Associate/Assistant Deans or Directors responsible for the issue in question, for clarification.

This Handbook is effective June 2024

Welcome to the Doctor of Dental Medicine Class of 2027!

Lifelong Colleagues. This commitment guides our decisions and behaviors for all the students, faculty, staff, and patients that are part of Roseman CODM (College of Dental Medicine). We believe that we all learn and depend on each other and your educational experiences in dental school are designed to not only develop your clinical skills but to open your mind to all the possibilities that the future of dentistry holds for you.

Central to everything that we do at Roseman CODM is the care for our patients. Whether those patients travel to our clinic in South Jordan or we travel to remote and underserved areas to treat them, we are grateful for the opportunity to serve others. Providing our patients with the best care possible in a timely manner challenges each of us to perform at our highest level. To achieve this, our faculty and staff are committed to your education and to your development as an oral health care professional.

As you begin this journey, keep an open mind to the new experiences that you will encounter and remember to embrace the challenges that will occur as learning and growth opportunities. I know that we will always be grateful for your decision to attend Roseman and proud of the dedication you have to your education and your future accomplishments in the profession.

The Doctor of Dental Medicine program emphasizes ethics, professionalism, and respect for others. By virtue of matriculation, each DMD student agrees to abide by the Lifelong Colleague Principle, Honor Code and White Coat Pledge.

The Lifelong Colleague Principle encourages all students, faculty, and staff to make each, and every interaction reflects a sincere desire to develop each other as lifelong colleagues.

The White Coat Pledge:

I, _____ in becoming a Doctor of Dental Medicine, commit to conform to the highest goals, ethics, and attributes of the dental profession. I will devote my time and energy to acquiring the knowledge and skills necessary to expertly serve the public to whom I will be accountable. I accept that my primary

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have received the Catalog and Student Handbook and have had the opportunity to ask questions or request clarification. The Student Handbook is also posted electronically online at www.roseman.edu.

The Student Handbook is designed to serve as a resource to address such issues as academic performance standards;

ATTENDANCE

Attendance is assessed as part of Patient and Oral Health Care Team Communication. Attendance is an essential learning, and competency-based educational model. Therefore, the

Clinic: Clinic attendance is required of all staff, faculty and students to ensure optimal clinical coverage to provide patient care. In cases of illness or emergency that would affect scheduled patient care, students, faculty and staff are expected to report their absences to their clinical supervisors and Patient Care Leaders promptly. In your Clinical Blocks, the only way for you to be assessed is to be present. The only way for students to progress in their dental education and to graduate on time is to be present and engaged in your Clinical Block sessions.

Didactic/Simulation Clinic: Attendance is required. Due to the dynamic nature of the didactic curriculum, the Block/Course directors will determine how attendance is documented and if necessary, remediated. A statement regarding attendance in these blocks/courses must be presented to students at the start of the block and in the syllabus.

Except for emergencies, all time-off requests must be submitted and approved by the appropriate PCL 30 days in advance to ensure clinic coverage and the Assistant Dean for Academic Affairs to ensure that the required assignments and assessments are completed. In case of emergencies, please contact the Office of Academic Affairs and your PCLs as soon as it is possible.

POLICY FOR EXTERNSHIPS, EXTERNAL ROTATIONS AND CLINICAL EXPERIENCES OUTSIDE OF THE CODM

Students are not allowed to practice dentistry outside of the College of Dental Medicine unless they are practicing under a licensed dentist who is affiliated with the College of Dental Medicine through both academic appointment and a memorandum of agreement. This includes but is not limited to community service projects, private practices, extramural sites, foreign dental missions, specialty and other (n)-11(se)-7(d)-11()23(d)h

CODM ASSESSMENT PHILOSOPHY

A. Overview



enable students to recall, reinforce, and self-assess information learned during the block. If the team assessment score is at least 95%, each team member will receive additional points added to their individual assessment score in the amount of 5% of the total. If the team score is less than 95%, no additional points will be credited to the students on that team.

because of the team exam will be settled by The Assessment Team, whose decision shall be final.

E. Additional Learning Opportunity (ALO)

Following each summative assessment is Another Opportunity to Learn sessions and reassessment for those students who did not successfully achieve the required performance threshold. Until students are informed of the outcome of the Assessment Appeals Process students are expected to attend the Another Opportunity to Learn session and take the reassessment. The student will receive a No Pass (NP) in the course if this expectation is not met. A review session by block faculty will be followed by the reassessment. If a student does not achieve the required threshold on the

F. Remediation

In general, for didactic instruction, the CODM has custom remediation periods. Remediation periods are generally 2-4 weeks after the original reassessment and will require students to be removed from the clinic. Students that are remediating may also have other classes during this time. Remediation is a part of the regular educational process and, as such, the College will not charge additional fees or tuition for these periods. Students' participation in remediation will be arranged through the coordinated efforts of block faculty, Patient Care Leaders (as appropriate in clinical courses), and the respective Associate/Assistant Deans of Academic Affairs and/or Clinical Education and Patient Care. Attendance at

Students must reach the standard achievement level on each reassessment during these periods to be eligible for promotion to the next academic year or graduation. Students who do not reach the standard achievement level on any reassessment during this time will have their academic status evaluated by the Student Progress Team chaired by the Associate Dean of Progress and Curriculum.

during remediation.

The Assessment Team, chaired by the Associate Dean of Student Progress and Curriculum, determines if a student is meeting or not meeting competencies.

- iii.
- iv.

The

POLICIES AND PROCEDURES PERTAINING TO
STUDENT PROFESSIONALISM

- d. Taking care of yourself by seeking treatment, if needed, for any personal medical or mental health condition, impairment, including substance abuse, which could adversely impact patients, instructors, health care providers, other students, and your performance in the program. (ADA Code Principle of Nonmaleficence)
- e. Promoting the good of every patient in a caring, compassionate, and confidential manner. (ADA Code Principle of Patient Autonomy)
- f. Protecting the confidentiality of any medical, personal, academic, financial, or business Information. (ADA Code Principle of Patient Autonomy)
- g. Maintaining honesty in all interactions with faculty, administration, and preceptors. (ADA Code Principle of Veracity)
- h. Complying with all safety protocols established by the University and CODM. This demonstrates respect for the health of others (Honor Code) as well as compliance with science-based recommendations from Public Health Officials, CDC, ADA, and other experts to protect the health of providers and those they encounter.
- i. Striving for and achieving professional competence as colleagues, not competitors.
- j. Mentoring and assisting each other to become the best we can be at what we do.
- k. Demonstrating emotional intelligence in all interactions to facilitate communication, authentic understanding, and genuine compassion.

Behavior that is inconsistent with the Lifelong Colleague and Honor Code commitments includes, but is not limited to:

- a.

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of our academic community to use their professional judgment when addressing potential violations of the standards of professional conduct. To assist in identifying potential violations, reference the behaviors consistent and inconsistent with the Honor Code and Lifelong Colleague Commitments in addition to the professionalism standards set forth in the ADA Code. Depending on the situation, the individual witnessing a potential violation may respectfully attempt to resolve it on their own; report the incident (as appropriate) to the classroom instructor, experiential rotation preceptor; or report the incident to the appropriate CODM administrator as discussed in the next paragraph. The student may also contact the

- b. If the accused student *does accept* responsibility for the allegation(s), the Investigation Team in conjunction with the Senior Associate Dean for Administration and any other assistant or associate deans as designated by the Senior Associate Dean for Administration will determine the consequences of the violation(s) and document a plan for the College Dean.
- c. If the accused student *does not accept* responsibility for the allegation(s), the Investigation Team will forward the documentation to the Senior Associate Dean for Administration.
- d. *If the alleged violation could result in College of Dental Medicine administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College, then the Senior Associate Dean for Administration will contact the Vice President of Student Affairs to initiate a USPB.*

University Student Professionalism Board (USPB)

- 1. Prior to initiating a University Student Professionalism Board (USPB), the accused student will have the opportunity to review the resCold (s S reigation Te5(t)5(h t)5(he)-10(S)-11(ee)-10(st)8(i)5(ga)-10(t)5(i)5(on Te)-12(a)-10(m

- b. The Senior Associate Dean for Administration will provide a confidential update to the Associate performance and progression within the DMD program.
- c. The Senior Associate Dean for Administration will provide updates to the Dean, the Associate Dean of Student Progress and Curriculum and Vice President as needed or when requested.
- d. If corrective actions are recommended, The Associate Dean of Student Progress and Curriculum will monitor compliance with or fulfillment of any Corrective Actions. Other administrators or faculty with specific responsibilities or expertise related to the Corrective Actions will be asked to provide information to the Associate Dean to confirm progress with and completion of these actions.
- e. When evidence suggesting that terms for all corrective actions have been met, the Associate Dean of Student Progress and Curriculum will provide an update to the Assessment Team.
- f. The Assessment Team can make a recommendation to the Senior Associate Dean to one of the following: reinstate the student to good academic and/or professional standing, continue the period take other actions based on the evidence presented in the Associate Dean of Student Progress and Curriculum
- g. The Associate Dean of Student Progress and Curriculum will prepare a written letter informing the student(s) of the action taken by the Assessment Team. This letter will be delivered either by certified mail or hand- delivered to the student. A signature from the student indicating receipt of the letter will be requested.
- h. The Associate Dean of Student Progress and Curriculum will inform the Senior Associate Dean, Dean, and the Vice President of Student Services of actions taken by the Assessment Team.
- i. Information collected during the Investigation will be digitized and maintained by the Associate Dean of Student Progress and Curriculum. Some physical records, that cannot be easily digitized, may be retained in their original form.
- j. Depending on specifics of the matter, it may be necessary to report Corrective Actions on requests to confirm disciplinary history received from rotation sites, educational institutions for post-doctoral education, licensing boards and others with a legitimate need to know this information for decisions about the student.

Protecting Due Process

The Associate or Assistant dean will inform students involved in an investigation that retaliation of any kind towards an individual who reports a potential violation and/or who participates in an investigation will not be tolerated by the College. Allegations of retaliation must be reported immediately to the Associate or Assistant dean or the Vice President of Student Services.

STUDENT GRADES

A. Grading System for Didactic Courses

right to modify the assessment system and will notify students of any changes.

1.
 - a. achieve a score of 90% on the end of block assessment (see Student Assessment Policy below). If a student does not achieve 90%, then they must remediate that portion of the curriculum at a designated time, be reassessed, and achieve a level of 90%.
 - b. Complete all formative daily work FPEs (Formative Performance Experience) and/or summative IPAs (Individual Performance Assessment) as designated in the block syllabus.
- 2.

3. Professionalism Reporting staff or faculty may submit a professionalism incidence report for a student who does not meet the professionalism standard in the classroom or clinic.

Professionalism Infraction Reporting

The Professionalism Landing Page is accessed via rosemandental.org and is provided to manage incidence reporting.

- ◁ Positive Interactions
 - Staff and faculty may submit feedback when a student exhibits exceptional professional behavior with their patients, faculty, or staff.
 - Students will receive an email indicating a Positive Interaction has been submitted and will include the reason for the submission.
 - This information can be viewed by the student (via their student dashboard), their PCL, and the Student Progress Committee.
 - Positive Interactions are viewed by the Student Progress Committee and considered when determining potential need for Remediation.
- ◁ Basic Infraction
 - Staff or faculty may submit a professionalism incidence report for a basic infraction.
 - Students will receive an email indicating a Basic Infraction has been submitted which includes the reason for the submission.
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 - determines the infraction needs to be more than a warning (pattern of behavior), they will submit a Significant Infraction via the Professionalism Landing.
- ◁ Significant Infraction
 - PCLs or CODM Administration may submit a professionalism incidence report for a significant infraction.
 - Students will receive an email indicating a Significant Infraction has been submitted which WILL NOT include the reason for the submission.

Remediating Professionalism

As indicated in the previous section, **POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM**, some violations may not be eligible for the remediation process listed below. If a student accepts responsibility for the alleged violation, the appropriate College administrators will determine the consequences for the admitted misconduct. If a student does not accept responsibility for an allegation of misconduct, the Senior Associate Dean for Administration will appoint two or more CODM assistant and/or associate deans to investigate. If the problem cannot be resolved or the student does not accept responsibility for the findings in the investigation, , and the alleged violation could result in the College of Dental Medicine administration imposing a sanction that would result in 1) a delay in a delay

referred to the University Student Professionalism Board (USPB).

Professionalism Remediation at the CODM is patterned after Utah state board remediation procedures for breaches in dental professional conduct.

Students requiring Professional Remediation will be notified by conversation and email at the end of each academic year of their requirement to remediate. Each student will be required to appear before an ad hoc CODM Professionalism Board (described below), provide a ten (10) minute presentation (described below), and answer questions as appropriate.

- ◁ Student will be notified at the end of the academic year and notified of the time and location of their remediation presentation. Failure to appear may result in probation, suspension and/or dismissal from the CODM.

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1. Required regular meetings with faculty member, block director, Patient Care Leader, administrator, and/or faculty advisor.
2. Academic support services.
3. Assignment of scheduled supplemental activities.
- 4.

-admission

unless it is a part of the final written decision and/or agreement signed by the student designee(s). Unless circumstances determined by the Dean are warranted, students who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks pre

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to the Associate Dean of Student Progress and Curriculum at least three (3) months prior to the requested date of return. It address and contact information while on a leave of absence.

If the student has not paid 100% of the tuition and/or fees during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Students on an approved leave of absence will be considered withdrawn for Federal Student Aid and enrollment reporting purposes.

The procedure for obtaining a leave of absence is as follows:

- a. The student makes a written request to the Associate Dean of Student Progress and Curriculum for a leave of absence. If the leave is for medical issues, the letter from a licensed medical practitioner must be provided with the request.
- b. ~~6/1/2024~~ Associate Dean of Student Progress and Curriculum will convene a meeting with Associate Dean of Student Progress and Curriculum, Associate Dean for Academic Affairs, Associate Dean for Admissions and Student Affairs, the Assistant Dean 0(D)-4(e)12(a)-10

STUDENT DIDACTIC ASSESSMENT/REASSESSMENT:
POLICIES AND PROCEDURES

STUDENT APPEAL PROCESS

STUDENT APPEAL PROCESS

A. Appeal of Assessments/Reassessments

If, after a student has participated in a class assessment, review, and reassessment, the student feels that the assessment/reassessment has been evaluated unfairly or in error, they should submit the appeals form, provided by the Office of Academic Affairs, stating their reasons for the dispute. This form must be submitted before 5 P.M of the fifth (5) business day following the reassessment.

The Office of the Academic Affairs shall forward all appeals to the Student Assessment Appeals Committee. Normally, the committee convenes as needed during the academic year. There may be meeting time exceptions based on need. The committee is composed of a minimum of five faculty members appointed by the Dean or designee. The appointed faculty members can elect the chair of the Committee. Only members of the Committee who are not personally involved with the appeal at hand will be involved in Committee deliberations concerning an appeal.

The following policies will be in effect for all assessment/reassessment appeals submissions. Failure to follow the appeals policies will result in the submission being deleted from the system without review thus resulting in the denial of the appeal.

The policies for appeals submissions are:

1. Appeals may not be submitted for any assessment until the reassessment has been completed and grades have been released. Consequently, no appeals will be accepted until the day after the reassessment or if the student wishing to appeal has a pass on the assessment or reassessment.
2. Appeals must be submitted to the Office of Academic Affairs by the deadline of 5 business days following the reassessment.

Committee will decide and will communicate that decision to the student within 15 business days following the submission of the appeal. The decision of the Student Assessment Appeals Committee is final. If the appeal process (acceptance, deliberations, and decision) is not completed within the 15-day time limit stated above, the appeal will be considered resolved in favor of the student.

Students may not contact members of the committee during the appeals process.

B. Appeal of Withdrawal Decisions

If a student feels they have been treated unfairly in a matter involving Withdrawal, they may appeal that decision to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification. The Dean shall consider the appeal and render their decision which shall be final and effective immediately. The Dean shall communicate this decision in writing to the student and the College Associate/Assistant Deans. A copy of the decision will be provided to the Vice President of Student Services.

The requirement to withdraw and any stipulations or conditions regarding based on a joint recommendation of the Associate/Assistant Deans for Academic Affairs and the Assistant Dean for Integrated Education & Assessment of the Dean. The decision of the Dean is final.

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

FINANCIAL RESPONSIBILITIES Students have financial responsibilities to the College to remain enrolled in the program. Students who have not satisfied the appropriate financial aid requirements and/or who have not paid their tuition and fees will not be allowed to continue to progress through the curriculum. Students who are late paying BT/F2 12 Tf1 0 0 1 154

