

UNLV | SCHOOL OF DENTAL MEDICINE



2023-2024 Student Handbook

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Student Handbook 2023-2024

Responsible Administrators: President, UNLV and Dean, UNLV School of Dental Medicine

Responsible Offices: Office of the President and Dean, School of Dental Medicine

Approved by:



9/14/2023

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Dentist's Pledge

As a student of dentistry and as a dentist, I will conduct myself with competence and integrity, with candor and compassion, and with personal commitment to the best interests of my patients.

I shall care for my patients, as I would be cared for. The health and well-being of my patients will be my first consideration. I shall obtain consultation when it is appropriate. I shall include my patients in all-important decisions about their care.

I shall accept all patients in a non-judgmental manner, and use my skills to serve those in need. I shall respect the full human dignity of each individual regardless of his or her race, economic status or religion. I will provide absolute discretion and confidentiality for those who entrust me with their care.

The high regard of my profession is born of society's trust in its practitioners. I will strive to merit that trust. I shall at all times and in all places conduct myself with honor and integrity.

I will strive to advance my profession by seeking new knowledge and by re-examining the ideas and practices of the past. I will attend to my own physical, mental, spiritual, intellectual and professional development in the best interest of serving others.

I pledge myself to the service of humanity, my patients, my community and my profession.

I promise to observe the code of ethics for the profession of dentistry from this day forward.

Note: Based on the Hippocratic Oath, the Prayer of Maimonides and the 1947 Declaration of Geneva.

Handbook Acronyms

Acronym	Defined
AAID	American Academy of Implant Dentistry
AAO	American Association of Orthodontists
AAPD	American Academy of Pediatric Dentistry
ABO	American Board of Orthodontics
ABPD	American Board of Pediatric Dentistry
ACLS	Advanced Cardiac Life Support
ADA	American Dental Association
AEC	Advanced Education Committee
BLS	Basic Life Support
CAPS	Counseling and Psychological Services
CBCT	Cone Beam Computed Tomography
CE	Continuing Education
COA	Cost of Attendance
CODA	Commission on Dental Accreditation
COPD	Chronic Obstructive Pulmonary Disease
COVID-19	Coronavirus disease (COVID-19)
DDS	Doctor of Dental Surgery
DEA	Drug Enforcement Administration
DMD	Doctor of Dental Medicine
DRC	UNLV Disability Resource Center
DS#	Dental Student and year
EFC	Estimated Family Contribution
EM	Emergency Medicine
FERPA	Federal Educational Rights and Privacy Act of 1974
GKAS	Give Kids a Smile
GPR	General Practice Residency
H&P	Health and Physical
HER	Electronic Health Record
HIPAA	Health Insurance Portability and Accountability Act
IADR	International Association for Dental Research
INBDE	Integrated National Board Dental Examination
MPH	Master of Public Health
NBDE	National Board Dental Examination
NPO	Not By Mouth
NSBDE	Nevada State Board of Dental Examiners
NSHE	Nevada System of Higher Education
OR	Operating Room
ORTHO	Orthodontics

Handbook Acronyms (Cont.)

Acronym	Defined
OSHA	Occupational Safety and Health Administration
OTC	Over the Counter
PALS	Pediatric Advanced Life Support
PEDO	Pediatrics
PGS	Postgraduate Student
PGY#	Postgraduate and Year Number
PhD	Doctor of Philosophy
PLOS	Public Library of Science
PPE	Personal Protective Equipment
SLO	Student Learning Outcomes
SPC	Student Progress Committee
TB	Tuberculosis
UMC	University Medical Center

I. UNLV Dental Medicine Vision, Mission, Values, Goals, and Objectives

The UNLV School of Dental Medicine is committed to a humanistic culture and learning environment that supports student learning. UNLV Dental Medicine respects and promotes the values of their diverse student body and supports unique voices among students, residents, faculty, and staff. UNLV Dental Medicine welcomes dialogue that builds a culture of mutual respect based on cooperation, collaboration and communication. These pillars of the educational philosophy at the UNLV School of Dental Medicine are cultivated through adherence to standards of professionalism and ethical behavior among administration, faculty, staff and students.

A. Vision Statement

UNLV Dental Medicine provides oral health care education, fulfills the dental needs of Nevada residents, and advances the dental profession through research and innovation.

B. Mission Statement

UNLV Dental Medicine develops dentists and dental specialists, enhancing the health of Nevadans through teaching, clinical care, research, and service.

C. Diversity Statement

As both an academic institution and a healthcare facility, UNLV Dental Medicine is committed to maintaining an environment that values diversity, equity, and inclusion.

D. Goals

1: Patient Care and Service

- Provide excellence in clinical care and patient education
- Foster a humanistic environment in which individual differences, cultural awareness, and communication are valued

2: Education

- Provide an evidence-based, technology enhanced curriculum
- Integrate biomedical, behavioral, and clinical sciences
- Graduate dentists and dental specialists with knowledge and skills

3: Scholarly Activity

- Foster an environment for intellectual advancement, scholarship and research opportunities for faculty, staff, and students

4: Professional Development

- Create opportunities for growth in teaching and learning, service, and clinical excellence
- Provide resources and support to assist faculty and staff in achieving professional goals

5: Community Engagement

- Collaborate with local, state, regional, and international partners
- Enhance our educational, clinical, and research efforts through community outreach

E. Values

1. Compassion:

- Encouraging an environment of empathy, tolerance, collegiality, respect and inclusion for our UNLV Dental Medicine family, patients, and the community

2. Excellence:

Fostering excellence in:

- Teaching
- Patient care
- Service
- Research

3. Integrity:

- Exhibiting ethics and professionalism in all interactions

4. Leadership:

- Developing dentists who are prepared to lead in their community and professional environments

5. Collaboration:

- Aligning with the academic communities in Nevada
- Implementing an inter-professional approach to patient care
- Responding to the needs of the community

F. UNLV Dental Medicine Competency Statements

Graduates must be competent to:

- 1.** Demonstrate principles of ethical reasoning and professional responsibility as they pertain to the academic environment, patient care, practice management, and research.
- 2.** Demonstrate self-assessment, critical thinking, and problem-solving skills related to the comprehensive care of patients.
- 3.** Assess risk for oral diseases and select appropriate, evidence-based preventive interventions and strategies to promote health and control oral diseases at the individual and population level.
- 4.** Assess, diagnose, design a treatment plan, and treat with informed consent, individual patients across the life span.
- 5.** Treat or manage periodontal and peri-implant tissues.
- 6.** Restore defective teeth to form, function, and acceptable esthetics.

7. Replace missing teeth to form, function, and acceptable esthetics, and manage dental laboratory procedures in support of patient care.
8. Treat or manage pulpal and periradicular disorders.
9. Treat or manage oral mucosal, bone, and temporomandibular disorders.
10. Perform uncomplicated oral hard and soft tissue surgical procedures.
11. Diagnose and manage malocclusion and occlusal disorders.
12. Treat or manage orofacial pain and anxiety, to include the impact of prescribing practices and substance abuse disorders.
13. Recognize, prevent, diagnose and treat or manage dental and medical emergencies encountered in dental practice.

G. Student Responsibility. The UNLV Dental Medicine Student Handbook (hereinafter referred to as the “Handbook”) is a reference guide for predoctoral students. The term student, as used throughout this Handbook, includes individuals enrolled at UNLV Dental Medicine for academic credit in the DDS or DMD curriculum. Information within this Handbook includes information and/or links to various administrative policies, rules, regulations, and procedures of UNLV Dental Medicine. In addition, this Handbook contains information and/or links to procedural guidelines such as academic and professional standards, progress and promotion, financial aid, student health insurance and academic and personal counseling. It is the responsibility of all students and residents to read, understand, and comply with all policies, rules, regulations and/or procedures relating to their specific program, UNLV Dental Medicine, the Graduate College, and University of Nevada, Las Vegas (hereinafter referred to as the “University.”) All students are responsible for familiarizing themselves with the information contained in the Handbook. Failure to read the information is NOT an acceptable justification for non-compliance with any academic or administrative policy, rule, regulation, and/or procedure.

It is the student’s responsibility to initiate timely action to clarify any doubt concerning such policy, rule, regulation, and/or procedure. All students must review the Handbook, and subsequently read and complete the electronic “*Acknowledgement*” section found in the Training Course in WebCampus. The student can download the most current copy of the Handbook, and upon completion of the review, attest to the following:

- ✓ Receipt of the 2023-2024 Student Handbook that contains information for all the UNLV Dental Medicine programs.
- ✓ Receipt of the Student Code of Professional Responsibility (referred to as the "Honor Code") reprinted in the Student Handbook.
- ✓ Understands they are responsible for all the contents held within the most current version (2023-2024) Student Handbook, the UNLV Student Code of Professional Conduct, the UNLV Academic Misconduct Code, and the Clinic Manual/Protocols provided within each respective department.
- ✓ Receipt of the Dentist’s Pledge reprinted in the Student Handbook.
- ✓ Certification that each student has received, read, and understands the Minimum

- Technical Standards for Admissions & Matriculation as outlined in the Student Handbook.
- ✓ Know the location of the Student Handbook (WebCampus and Google Drive).

The review and completion of the electronic verification must be completed upon matriculation and annually thereafter. Nothing in this Handbook constitutes a contract or creates a contractual obligation on the part of the University and/or UNLV Dental Medicine. The University and UNLV Dental Medicine reserve the right to interpret and apply its policies, rules, regulations, and/or procedures, and to deviate from these guidelines, as circumstances require, in accordance with the mission and goals of the University and UNLV Dental Medicine.

The University and UNLV Dental Medicine reserve the right to change policies, rules, regulations, and/or procedures, or revise the curricula (didactic, clinical simulation, and/or clinical) and competency assessment requirements, as necessary.

Students are to address any questions regarding any policy, rule, regulation, and/or procedure, and their interpretation to the Office of Admissions and Student Affairs, or the respective Department Chair.

II. Academic Provisions

A. Introduction. UNLV Dental Medicine offers two predoctoral programs, one 4-year degree program (DMD) and an advanced standing program for graduates of non-U.S. accredited dental schools (DDS). Additionally, UNLV Dental Medicine offers postgraduate degree and certificate programs designed for licensed dentists who wish to pursue advanced education. These programs include an M.S. and Ph.D. in Oral Biology in conjunction with a certificate in Orthodontics and Dentofacial Orthopedics; a certificate in Pediatric Dentistry, a certificate in General Practice Residency (GPR), and a certificate in Dental Public Health. In addition, UNLV Dental Medicine offers two dual degree options in collaboration with other schools at the University. These include a Master of Business Administration (MBA)/DMD degree and Master of Public Health (MPH)/DMD degree. Students must meet all eligibility requirements of the University Graduate College for admission for advanced degree programs except for Residents accepted into the GPR program and fellows accepted within the Ortho program. These requirements are located on the [UNLV Graduate College website](#).

UNLV Dental Medicine does not, expressly or implicitly, guarantee a license to practice dentistry upon admission to or graduation from UNLV Dental Medicine. Licensure is the exclusive right and responsibility of the State Boards of Dentistry in each state. Students must satisfy the requirements of each state's regulatory body independent of any college or school requirements for graduation. Professional licensure disclosure are accessible via [Professional Licensure Disclosures | Academics | University of Nevada, Las Vegas \(unlv.edu\)](#) as well as through the [Interactive licensure map | American Dental Association \(ada.org\)](#)

B. General Information. The Handbook is designed to provide all faculty, staff, and students with a readily available source of information about the UNLV Dental Medicine programs, available services, academic policies and procedures, and other items of interest.

The educational goal of UNLV Dental Medicine is to maintain a progressive, evidence-based curriculum integrating biomedical, behavioral, and clinical sciences to support student academic success to ensure the graduation of oral health literate, competent, contemporary oral health care professionals. In this regard, UNLV Dental Medicine provides an environment that fosters student learning of the knowledge and skills through teaching, mentoring, advising, small group interaction, clinic simulation, direct patient care, and making meaningful contributions to the profession.

Graduation from a U.S. accredited dental program implies that the student has acquired the knowledge and skills necessary to assume the responsibility for the protection of human life and health. Therefore, UNLV Dental Medicine is responsible for defining the specific competencies required of its students. To this end, the faculty of UNLV Dental Medicine, as representatives of the dental profession and the dental school community, have defined

Academic Performance Standards for dental students and created standards for the academic promotion of students from one academic year to the next.

- 1. Accreditation.** The Commission on Dental Accreditation (CODA) accredits all UNLV Dental Medicine programs including predoctoral and advanced dental education programs.
- 2. Changes to University Resources or Educational Plans.** The UNLV Dental Medicine handbook describes anticipated programs, courses and requirements, but these are subject to modification at any time to accommodate changes in university resources or educational plans. The UNLV Dental Medicine handbook does not constitute a contractual commitment that the university will offer all the courses or programs described. The university reserves the right, for financial, curricular, programmatic, health, or other reasons as it deems necessary and appropriate in its discretion, to: (1) eliminate, cancel, reduce, modify, or phase out courses, programs and requirements; (2) change the mode of instruction; (3) limit enrollments in specific programs and courses; (4) change fees during the student’s period of study; and/or (5) dismiss or require a student to withdraw from a course, program, or the institution for cause.
- 3. Complaint Policy.** CODA categorizes complaints into two categories.
 - a. Complaints that Relate to Standards for Accreditation.** CODA reviews complaints relating to a program’s compliance with the accreditation standards. CODA is interested in sustained quality and continued improvement of dental and dental-related education programs, but does not intervene on behalf of individuals or act as a court of appeals for treatment received by patients or matters of admission, appointment, promotion, or dismissal of faculty, staff, or students/residents. Complaints based in the Standards for Accreditation, are addressed as per the CODA policy for reporting. A copy of the appropriate accreditation standards and/or CODA’s policy and procedure for submission of complaints may be obtained by contacting CODA at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099, extension 4653, or on the [CODA website](#).
 - b. Complaints Unrelated to the Standards for Accreditation.**
 - i. Student Complaints.** Predoctoral (DMD/DDS) student complaints should be first reported to the course director and/or team leader where appropriate. If the complaint is not remedied at that level, the student should report the complaint to the respective department chairs. If a student has concerns about reporting their complaint to their course director/team leader and/or respective department chair, then they may report their complaint directly to the Office for Academic Affairs. In addition, the UNLV Dental Medicine Student Council may bring student complaints to the UNLV Dental Medicine administration for review and resolution as appropriate. For scheduled leadership meetings, meeting minutes will be maintained by the Office of Admissions & Student Affairs. All other

records regarding predoctoral student complaints will be maintained in the Office of Academic Affairs, including the date of complaint, student name, description of student complaint, how the complaint was received, date of response to the complaint, status of the complaint, and resolution.

- ii. **Staff Complaints.** Staff complaints should be reported to the Director of Operations. This office will maintain a record of these complaints including the date of complaint, staff name, description of complaint, how the complaint was received, date of response to the complaint, status of the complaint, and resolution.
 - iii. **Patient Complaints.** Patient complaints should be reported to the UNLV Dental Medicine Patient Advocate. It will be the responsibility of the Patient Advocate to maintain a record of these including the date of complaint, student name, description of student complaint, how the complaint was received, date of response to the complaint, status of the complaint, and resolution.
 - iv. **Harassment/Hostile Environment Complaints.** Complaints dealing with harassment and/or a hostile environment should be reported to the Chief Compliance Officer. The log of these complaints will be maintained by the Chief Compliance Officer including the date of complaint, student name, description of student complaint, how the complaint was received, date of response to the complaint, status of the complaint, and resolution.
4. **Chief Compliance Officer.** The UNLV Dental Medicine Chief Compliance Officer provides direction, education, and oversight to ensure institutional compliance with applicable legal and regulatory requirements. Successful compliance depends on the individual commitment of every UNLV Dental Medicine community member. If a member of the UNLV Dental Medicine community believes there is a compliance issue, they are required to report a compliance issue. Any faculty, staff, student or resident can report a compliance issue. The process is outlined below:
- a. **Identify the Concern.** If you have observed potentially illegal or unethical behavior, you may first wish to review related policies for guidance.
 - i. **Discuss Concern with Course Director/Department Chair.** Contact your course director or the appropriate department chair (hereafter referred to as a “supervisor”) for guidance about your concern. If you are uncomfortable with this approach, see section ‘iv.’ below.
 - ii. **Discuss Concern with Respective Committee or Responsible Party.** Contact the respective committee chairpersons or responsible party identified during your initial discussion for guidance about your concern (e.g., Health and Safety Committee, Quality Assurance, Clinical Services Director, etc.). If you are

uncomfortable with this approach, see section 'iv.' below. The list of UNLV Dental Medicine standing committees is located on the [Google Drive](#).

iii. **File a Report with the Office of Compliance.** If you feel it rises to the level of filing a formal report, complete an "incident report" located in the Compliance section of the Google Drive and submit to the Office of Compliance. If you wish to remain anonymous, or have not received an adequate response, see section 'iv.' below.

iv. **Submit a Report to the UNLV Anonymous Hotline.** If you wish to report the concern and remain anonymous, UNLV has partnered with *EthicsPoint* to manage the reporting system. If for any reason you do not wish to submit a formal complaint, please use the [NAVEX EthicsPoint](#) reporting system online or call the hotline toll-free at 1-844-665-2938.

C. **Policies, Rules, Regulations, Procedures, and/or Requirements.** All policies, procedures, rules, and regulations referenced in the Handbook are subject to change and the most recently approved policies, rules, regulations and/or procedures will be followed. The UNLV Dental Medicine Policy and Procedure Manual can be found in the Compliance section on the [Google Drive](#). The University policies can be located on the Policies & Forms website within the [Office of the Executive Vice President and Provost](#).

1. **Attendance.** In accordance with the Nevada System of Higher Education (NSHE) Board of Regents' Handbook, Title 4 Chapter 20, Section 3.1, **there shall be no official absences from any University class.** **All students/residents at UNLV Dental Medicine are expected to attend all scheduled programs, seminars, meetings, classes, and clinical sessions regardless of date or time throughout the academic year, unless formally excused.** **The UNLV Dental Medicine class attendance policy will be detailed in each course syllabus.** It is the personal responsibility of the student to consult with all appropriate parties regarding any absence(s).

In addition to their course directors, students must notify the UNLV Dental Medicine Office of Admissions and Student Affairs in accordance with the specific program policies listed below:

Leave Policy for Predoctoral Students (DMD/DDS).

a. **Planned Leave:** For predoctoral students, a planned leave of absence (LOA) form ([Google Drive](#)) must be signed by all affected course directors and submitted to the Office of Admissions and Student Affairs prior to the absence. *For students assigned to clinic rotations, the clinic coordinator AND clinic scheduler for that rotation must also be notified. Planned absences are considered excused only for medical visits (or planned medical procedures) of the student or immediate family member, religious observance, jury duty, and participation in approved activities (see below examples), contingent upon

student's satisfactory academic progress. Please note that missing examinations without prior approval will need to follow the policy noted below. There are no excused absences for family reunions, days off for recreation, travel, social events (e.g., birthdays, weddings, and anniversaries), etc., even if approved by faculty. **Any unreported absence (planned or unplanned) will count as unexcused. Predoctoral students with more than four unexcused (4) absences overall within an academic year without prior notification will be dismissed, with the right to appeal such dismissal.** Course Directors and/or Clinic Team Coordinators shall document and report all absences without prior notification to the Office of Admissions and Student Affairs.

b. Unplanned events: In the event of an unplanned emergency, including unplanned medical issues of a student or a family member, the student will fill out and submit the Unplanned Leave form available on the Google Drive and include information for all affected course directors. The form will be submitted directly to The Office of Admissions and Student Affairs (unlvdentsch@unlv.edu), a member of which will inform the appropriate course director(s) and/or Team Coordinators. The student is responsible for working with course directors or team leaders to make up missed content from an unplanned, excused absence. Absence due to illness extending beyond three (3) days will require a physician's letter, a copy of which must be sent to the Office of Admissions and Student Affairs. [Welcome to the... \(google.com\)](#)

c. Excused: UNLV Dental Medicine students are allotted no more than ten (10) days of excused absence within an academic year (please note that this does not supersede individual course policies). Excused absences include, but are not limited to: employment interviews, interviews for an advanced education program, approved externships, approved travel representing UNLV Dental Medicine, and/or approved external continuing dental education programs (e.g., American Academy of Implant Dentistry [AAID] MaxiCourse®, etc.). Approval for absences relative to any of the above are contingent upon satisfactory academic progress. DS3/DS4 students may use (2) days of their allotted 10 days to take the INBDE national board examination. Leave due to illness without a physician's letter will also be included in the ten (10) days of absence. Students are responsible for making up any assignments, clinic responsibilities, and curriculum time missed due to these absences. Missing examinations or quizzes is outlined in sections below (Examination Administration-Emergency Situations). Excused absences do not relieve the student from any responsibilities related to the curriculum, but may negatively affect the student's grade.

d. Medical Leave: Absence due to illness extending beyond three (3) days will be considered by the Office of Admissions and Student Affairs on a case-by-case basis. A physician's letter will be required.

- 2. Extended Leave/Leave of Absence.** Leave that is required for an extended period (e.g., maternity leave, leave for personal health, or family-related emergencies) will be handled on an individual basis and may lead to extended time in the program. Such decisions will be made by the Dean (or designee), in consultation with the student requesting leave, the Associate Dean of Admissions and Student Affairs and/or the Associate Dean for Academic Affairs.

In addition to this section, please review the UNLV's [Voluntary Health Withdrawal Policy](#). When in doubt about who to contact regarding an emergency, contact the Office of Admissions and Student Affairs at 702-774-2520.

- 3. Religious Observance.** It is the policy of the NSHE to be sensitive to the religious obligations of its students. DMD/DDS students and postgraduate students/residents must submit their written notification requesting absence due to religious observance to the Office of Admissions and Student Affairs or respective Program Director. Any student missing class quizzes, examinations, or any other class/lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course (excepting modular courses) of his or her intention to participate in religious holidays, which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably have been avoided by student compliance with this policy.
- 4. Educational Opportunities Outside the Continental U.S.** Predoctoral students who wish to participate in dental educational opportunities (internships/externships) and/or conferences/meetings outside the continental U.S. must be in good academic standing, which constitutes an overall GPA ≥ 3.0 , and with no imposed sanctions. Additionally, they must receive approval from course directors, the UNLV Dental Medicine Associate Dean for Academic Affairs and Associate Dean for Admissions and Student Affairs, and the UNLV Office of International Programs. An educational affiliation agreement must be current with the host facility prior to solidifying any plans and starting any external educational experience. Depending on the experience, the time will not be counted toward allotted 10 days outlined in 'Attendance Above.' The UNLV Dental Medicine approval must be received before making any plans or travel arrangements. Review the UNLV Dental Medicine Extramural Educational Experience/ Underserved Patient Care Trip Request Procedure located in [Google Drive](#) and review requirements outlined in the [Education Abroad Handbook](#) located on the [Office of International Programs website](#).

NOTE: Please be advised that this process could take up to six or more months to complete. Students are responsible for any additional tuition and fees that might be associated with any extra credits should this move a student from part-time (under 20 credits) to full-time (over 20 credits) during the semester the travel is completed.

- 5. Educational Opportunities Within the Continental U.S.** Predoctoral students who wish to participate in extramural educational opportunities (internships/externships) and/or conferences/meetings at other dental schools, hospitals, public health facilities, private dental offices, etc. within the continental U.S. must be in good academic standing, which constitutes an overall GPA ≥ 3.0 , and with no imposed sanctions. Additionally, they must receive approval from course directors, the UNLV Dental Medicine Associate Dean for Academic Affairs, and the UNLV Dental Medicine Associate Dean for Admissions and Student Affairs. If the experience is scheduled during an active semester, an educational affiliation agreement must be current with the host facility prior to solidifying any plans and starting any external educational experience and the time may be counted toward allotted 10 days outlined in 'Attendance Above.' Experiences scheduled during semester break will not require formal agreements. Before applying, you are encouraged to review the UNLV Dental Medicine Extramural Educational Experience/Underserved Patient Care Trip Request Procedure located in [Google Drive](#). NOTE: Please be advised that this process could take up to six or more months to complete.
- 6. Institutional-Industry Interactions.** UNLV Dental Medicine is committed to developing and sustaining an environment that fosters personal, academic, and industry integrity and professionalism within the predoctoral and advanced education programs. Since its inception, UNLV Dental Medicine has maintained and reaffirmed the value of student and industry interactions. This includes opportunities for enhanced research and financial support. Industry values access to faculty, staff, and students/residents, as well as product evaluation and feedback. However, it is important that UNLV Dental Medicine follow institutional, state, and federal regulations that define interactions with industry. All interactions must be transparent to constituents in order to ensure adherence to the highest level of ethical behavior.
- 7. Syllabus.** All courses are subject to the course policies as outlined in this Handbook. The syllabus for each course will be required to individually list the UNLV course policies which apply to all UNLV Dental Medicine courses as outlined in the [Minimum Criteria for Syllabi](#) published by the Office of Executive Vice President and Provost. All syllabi must follow the template provided by UNLV Dental Medicine and will be approved by the Office of Academic Affairs. Each course director is responsible for sending an updated copy of their course syllabus in response to notifications from the Office of Academic Affairs to be posted on the Google Drive. Additionally, course directors are responsible for publishing the course syllabus at least 1 week prior to the start of the course on Web Canvas. If there are any changes during the semester, the course director is responsible for making the changes to the syllabus, notification of the changes to the affected students, and reposting/redistributing.
- 8. Disability Resource Center (DRC) Request for Accommodation.** The [University Disability Resource Center \(DRC\)](#) on the UNLV Maryland Parkway Campus provides resources for students with disabilities. The University complies with the provisions set forth in Section

504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. Students who feel that they have a documented disability must initiate the process by making an appointment with a Disabilities Specialist at the DRC to discuss what options may be available. The DRC will provide an eligible student with an official Academic Accommodation Plan (AAP) to the Office of Admissions and Student Affairs. The Office of Admissions and Student Affairs will provide the appropriate course directors and Department Chairs with the AAP. Please note that faculty cannot provide a student with academic accommodations unless they are in receipt of this plan received directly from the DRC. Students registered with the DRC must submit a request to the DRC for accommodations each semester. Disability information is not shared with faculty unless the student expressly indicates to disclose that information. What is provided to the faculty is an AAP that outlines the accommodations and services needed but does not identify the disability. Students with disabilities attending UNLV are required to disclose the nature of their condition to the DRC only if they are interested in receiving accommodations and services related to their disability. Disability information does not become part of their academic records and is not part of the regular student records process. The information is only known to the DRC and cannot be released to outside entities without the student's written consent. The [DRC](#) is located on the main campus at the Campus Resource Center (CRC), Room 136, and the contact numbers are: VOICE (702) 895-0866, TTY (702) 895-0652, FAX (702) 895-0651; drc@unlv.edu.

Note: Some accommodations (e.g., extended time for exams) do not apply to the clinical simulation lab portion and/or clinical courses in accordance with UNLV Dental Medicine minimum technical standards for patient care (Appendix A).

9. Essential Functions and Minimum Technical Standards for DMD/DDS Admissions and Matriculation. All accepted candidates must certify that they have read and understand their responsibility of meeting the essential functions and minimum technical standards as outlined in the UNLV Dental Medicine Minimum Technical Standards for Admission and Matriculation” (referred to as “Essential Functions” or “Technical Standards”). All candidates must sign the electronic version of Appendix A within WebCampus prior to the end of orientation week and every year thereafter. By attesting to the Essential Functions and Minimum Technical Standards for DMD/DDS Admissions and Matriculation, all students certify they have read and understand their responsibility of meeting the essential functions and minimum technical standards for admissions and matriculation.

10. Examination Administration. Examinations for students will be administered on the dates listed in each syllabus. Course directors have the discretion to make changes to examination dates. Course directors should provide as much notice as possible and take into consideration other examinations already scheduled for that day/week. Any

rescheduling by the course director of an examination date will be posted in WebCampus and announced in class by the course director.

- a. **Examination Date Change Requests Initiated by Students.** A request for proposed changes to posted examination dates must be submitted by class leadership writing to the course director for consideration. Requests MUST be submitted within the first two weeks of the beginning of the course. The course director may approve or deny the proposed change. If approved, any changes must be reflected in the academic syllabus and submitted to unlvdentsch@unlv.edu to be updated on the semester exam calendar.

If examination date change requests are made after the first 2 weeks of the semester, they must be first tentatively approved by the course director, but will require a 100% vote of the class with >80% voting in favor. To verify the 100% vote and >80% percent agreement, each course director will administer a “0” point quiz through WebCampus stating the current scheduled date and proposed date change. No changes will be considered if they cannot be announced to the class at least 5 business days before the proposed change. If the vote supports moving the exam, changes must be reflected in the academic syllabus and submitted to unlvdentsch@unlv.edu to be updated on the semester exam calendar.

- b. **Emergency Situations.** In the event that an emergency prevents a student from taking an examination, the Office of Admissions and Student Affairs (unlvdentsch@unlv.edu) and the course director must be notified by email or by telephone **BEFORE** the examination is given to the extent reasonably possible. Students should try to make every effort to take exams as scheduled in their course syllabus; there will be no make-up examinations given without a documented, valid reason of the extreme, unforeseen circumstance (e.g., doctor’s note, police report, etc.). Please note that any misrepresentation by which a student gains or attempts to gain an unfair advantage from the university, faculty, students or staff is a violation of the Professional Code of Conduct. If students wish to request an alternate examination for other reasons (e.g., professional activities, jury duty, etc.) a request must be submitted in writing to the course director at least two (2) weeks in advance with details of the documented, valid reason.

11. Written Examination Protocol (In-Person). Any examinations not categorized as an open-book take-home examinations must be administered with an anti-cheating software. Exams will be given either through ExamSoft™, in which students must follow instructions for downloading the exam prior to the start of the exam, or directly in WebCampus.

- a. **Testing Environment.** Students may not bring anything into the testing area except bottled water and required examination materials (e.g., laptop if an exam is given with ExamSoft™), with the exception for courses that state otherwise in their syllabus. Please note that there is NO food or drink permitted in the simulation clinic. Please

note that when using laptops in the classrooms during testing, a privacy screen must be used. Everything else, including hats, all other electronic devices (e.g., cell phones, PDAs, iPads, Smart Watches, etc.) must be left in their locker or a designated location within the classroom.

- b. Once Examination Begins.** Once the examination begins and for the duration of the examination, there will be ***NO communication, whether verbal or electronic, allowed between students***. All students are held to the policies outlined in the UNLV Student Academic Misconduct policy.
- c. Examination Proctor.** The examination environment will be proctored by a designated faculty member.
- d. No Questions during Examination.** No questions will be answered during the examination. Should students have questions about the exam, they should be directed to the course director after the examination has been completed.
- e. Seating.** Seating may be assigned, and as much as possible, be random and spaced apart from adjacent students.
- f. Restroom Breaks.** Only one person at a time will be allowed to use the restroom during an examination. If a student leaves the room during the exam, they are to close their laptop and give to the examination proctor. If the exam is completed paper/pencil, they will bring the exam to the examination proctor prior to leaving the room.
- g. Completion of Examination.** Upon completion of the examination, students must turn in their test booklets and answer sheets (if applicable) and immediately leave the room. Proctoring faculty will collect all materials where applicable. In the case of electronic testing, the student must completely exit the program and show the green successful “exam answer upload screen” to the proctoring faculty prior to leaving the room.
- h. Time Limits.** Beginning and ending times of the examination are defined and strictly enforced. Students with an Academic Accommodations Plan (AAP) on file will be granted approved accommodations for written examinations. This may require the student to take the examination at a different time and location. This will be arranged by the Office of Admissions and Student Affairs. ALL CHANGES to examination dates after the initial publishing of the syllabus must be reported to the Office of Admissions and Student Affairs (unlvdentsch@unlv.edu)

- i. **Make-up Examinations.** Only students with pre-approved absences (or cases of extreme unforeseen emergencies that were approved by the course director after the fact) will be allowed to make up missed exams.

12. Written Examination Protocol (Remote Examination)

Any examinations not categorized as an open-book take-home examinations must be administered with anti-cheating software. This feature allows for the administration of exams remotely through WebCampus, which might be needed to accommodate specific circumstances, such as an off campus rotation or a DRC accommodation.

ALL policies related to **testing integrity** (see section 13) and in compliance with **UNLV Dental Medicine Computer Policy** (see Section III) apply during remote examinations.

- a. **Secure Login and Password.** To access the exams remotely, students are required to use their UNLV credentials to ensure the use of secure login and password. The student verification process is designed to protect student privacy and ensure the student's information is not compromised.
- b. **Attestation.** Students will be required to answer an item attesting they will not compromise the integrity of the exam
- c. **Identification Verification.** All students must have their identity verified by the proctor

13. Preclinical (Clinical Simulation) Lab Examinations

- a. **Clinic Simulation:** It should be noted that the preclinical laboratory is designed to provide a clinic simulation experience. As such, all practical examinations, similar to clinical competency assessments, are exempt from any approved Academic Accommodation Plan (AAP) accommodation as outlined in the **Minimal Technical Standards for Admissions and Matriculation**.
- b. **Academic Integrity.** The same level of academic integrity as expected with written examinations is required in all preclinical simulation lab examinations. Additionally, any attempts to gain an advantage before, during or after practical examinations is a violation of professional student conduct as outlined in the Dental Medicine Code of Honor and Professional Responsibility (see Section VII).
- c. **Proctors.** Examinations will be proctored by designated faculty member or trained professional staff (e.g., dental hygienist).

- d. **Faculty Will Not Provide Assistance during Examination.** No assistance or advice is provided during the preclinical examination.

14. Predoctoral Clinical Competency Assessment (CCA) Protocol

- a. **Scheduling.** CCA must be clearly annotated on the clinical faculty schedule by the scheduler. In most cases, this requires a minimum of a 24-hour notice to the scheduler by the student (exceptions include diagnosis/ treatment planning first visit, and emergency care). Students may refer to the clinical course syllabi (DEN 7240, 7340, 7440, etc.), *axiUm*, and/or the UNLV Dental Medicine Competency Assessment Guide posted in Google Drive for more information regarding minimum expectations and rubrics.
- b. **Location.** Per faculty, and where possible, multiple competency exams are scheduled in adjacent cubicles.
- c. **Administration and Evaluation.** The approved clinical sciences protocol for administration and evaluation of student competency assessments is located in Google Drive and made available to all faculty, students and staff. This protocol must be followed for all CCA within the UNLV Dental Medicine curriculum.
- d. **No Assistance or Advice during CCA.** No assistance or advice is provided during a competency assessment, other than to alleviate an emergency or correct a significant patient treatment error. Unauthorized assistance or advice will be grounds for immediate failure.
- e. **Forms.** Students must complete approved CCA forms found in *axiUm*, regardless of the outcome of the attempt
- f. **Use of Dental Assistants during CCA.** Dental assistants may be used during competency assessments, when available. However, unauthorized use of the assistant (e.g., coaching) will be grounds for immediate failure.
- g. **Faculty Assignment.** Students must only work with the faculty assigned for the specified competency assessment. Consultation with faculty not assigned to the competency assessment will result in immediate failure.
- h. **Time Limits.** The time limit for each CCA is noted on the assessment form. It should be noted that preclinical simulation examinations and clinical competency assessments are exempt from any approved Academic Accommodation Plan (AAP) accommodation as outlined in the **Minimal Technical Standards for Admissions and Matriculation.**

- i. **Critical Errors and Retakes.** If a student receives a critical error on any step and/or does not achieve overall passing on the competency assessment (CCA or CBE), regardless of their performance otherwise, then the student must fill out an unsuccessful challenge attempt and schedule a retake. Students must successfully complete remediation by the covering faculty member and/or team leader prior to retaking the competency assessment (CCA or CBE).

Note: Specific directions for all other competency assessments are provided within the respective course syllabus.

15. Grading Policy. The course director is responsible for clearly stating within their course syllabus the criteria and policies used for testing and determination of grades. The course director is also responsible for making grades available to each student on any examination or graded work assignment within ten (10) working days of the examination or project. However, due to lengthy grading procedures, exceptions to this policy will be stated clearly in the course syllabus. In addition, the course director is responsible for reporting the final course grade for each student in [MyUNLV](#) per UNLV guidelines. For predoctoral students, any final course grade of an “I” or “F” must be accompanied by a recommendation from the course director to the Student Progress Committee (SPC) of how the “I” grade may be resolved and whether the F grade is remediable. The SPC subsequently makes the final recommendations to the Associate Dean for Academic Affairs for final disposition and distribution of academic decisions to the students.

The following grading system used for **final course grades** complies with NSHE campus grading policy and will be used in all the UNLV Dental Medicine courses for **final course grades** not specifically designated with other approved NSHE grading symbols.

UNLV Dental Medicine Grade System

90-100:	A (superior)	4.0 (grade point value)
80-89.9	B (above average)	3.0 (grade point value)
70-79.9:	C (average)	2.0 (grade point value)
<70:	F (fail)	0.0 (grade point value)

Other approved NSHE Grading Symbols:

S	Satisfactory (“C” or better)
U	Unsatisfactory (“F”)
I	Incomplete
X	In-Progress (projects/courses extending beyond one semester)
AD	Audit
W	Withdrawal
NR	Not Reported - Assigned by registrar

Faculty may use various terms within a specific course to define academic progress (e.g., meets expectations, exceeds expectations, average, needs improvement, clinically acceptable, deficient performance, etc.). However, should these be used, faculty must clearly define the terms used in relation to the grade structure listed above.

Each student must pass all dental school courses with a “C” or better using the above mentioned grade system, or an “S” grade using the S/U grading method. NOTE: In a Certificate program, each student must pass all dental school courses with a “C” or better grade and maintain at least a 3.0 overall GPA, or an “S” grade in courses using the S/U grading method. For graduate programs (e.g., Master and/or Ph.D.), a “B” or better is required for all courses.

Course grades can be affected by student’s professionalism. A passing grade cannot be earned by a student whose professionalism is unacceptable. Professional standards are further elaborated in the Section (VII) of this manual, Student Code of Honor and Professional Responsibility.

It is the responsibility of the student to always remain cognizant of his/her academic standing with regard to grades and academic progress. Students concerned with their academic or professional progress in any given course are strongly encouraged to contact their course director(s), their mentor, or the Office of Admissions and Student Affairs (or Program Director for postgraduate students) for guidance. Early identification and targeted intervention will greatly enhance efforts for students to achieve a successful course outcome.

16. Selective and Elective Courses

Honors Selective Courses. Predoctoral students who wish to participate in honors selective courses within UNLV Dental Medicine must be in good academic standing and hold an overall GPA ≥ 3.0 , and with no imposed sanctions. Additionally, they must receive approval from the course director and department chair, and for clinical courses, the Asst/Assoc Dean of Clinical Services indicating that they are excelling in their clinical care and compliant with clinical policies and procedures such that they are eligible for participation in an honors selective course.

Elective Courses. Predoctoral students who wish to participate in elective courses within UNLV Dental Medicine must be in good academic standing and hold an overall ≥ 2.5 with no imposed sanctions. These courses include all the elective courses except for honors selective courses. To enroll in an elective for an upcoming semester, students must notify the course director for each elective in writing prior to the due date. Course directors and department chairs must determine that each student meets the criteria to enroll in elective courses (i.e. in good standing in their academic program, clinical care, and compliant with clinical policies and procedures such that they are eligible for participation in an elective course) at least one month prior to the start of the next Academic semester in order for students to be enrolled accordingly.

17. Privacy Policies

- a. **The Federal Educational Rights and Privacy Act of 1974 (FERPA).** FERPA is a federal law that protects the privacy of student educational records of both current and former students. Educational records are defined as those records that are: 1) directly related to a student; and 2) maintained by an educational agency or institution, or by a party acting for the agency or institution. FERPA applies much more broadly to all records directly related to a student that are maintained by the institution, including non-academic disciplinary records, financial aid records, documents related to NCAA investigations, general correspondence from students, and even a student's employment file at the university so long as the employment is the result of the individual's status as a student (e.g., student workers). Information from a student's educational record may not be released without their written permission unless one of the exceptions under FERPA applies. Exceptions include information being requested by a school official with a legitimate educational interest (e.g., SPC for purpose of evaluating academic performance, department chairs, team leaders and team faculty, etc.); accrediting agencies for purposes of oversight (e.g., CODA, NWCCU); and to comply with judicial or lawfully issued subpoenas. All exceptions and more information about the UNLV's Institutional FERPA policy are located on the [UNLV Office of the Registrar Website](#).

- b. The Health Insurance Portability and Accountability Act (HIPAA).** UNLV Dental Medicine is deemed a hybrid covered entity under HIPAA. HIPAA requires UNLV Dental Medicine to adopt standards to safeguard and protect the confidentiality, integrity, and availability of electronic health information and to have written privacy and security procedures for the UNLV Dental Medicine community to follow. UNLV Dental Medicine has prepared the required policies and procedures as outlined in the [UNLV SDM HIPAA Privacy Rule Protocol](#) and the [UNLV Dental Medicine Clinical Operating Manual](#) located on the [UNLV Dental Medicine Google Drive](#). Privacy Compliance Protocol, as well as all UNLV Dental Medicine clinical policies and procedures are reviewed annually and updated when applicable. Students may also read more information on the [U.S. Department of Health and Human Services \(HHS\) website](#). All students are required to complete HIPAA training. The training, which addresses the School's specific privacy policies and procedures, is held annually.

Predoctoral students, postgraduate students and residents must ensure patient confidentiality at all times, including in the clinic.

18. Review of Academic Performance. At the end of each academic term, or more frequently as needed, the academic performance of each student will be reviewed by the applicable UNLV Dental Medicine Student Progress Committee. Academic performance should be closely monitored by all course directors throughout the semester to determine if early intervention is warranted. Regarding predoctoral students, the applicable committee is UNLV Dental Medicine Student Progress Committee (SPC), along with the Associate Dean for Academic Affairs (or designee) who review and make recommendations regarding student performance. The SPC make recommendations to the Associate Dean for Academic Affairs and/or Dean regarding student status and progress.

- a. Satisfactory Progress.** The SPC and Associate Dean for Academic Affairs (or designee) determines the academic standing of all students each semester. All students must be in good academic standing to be eligible for promotion from each academic year. For predoctoral students, "good academic standing" is defined as receiving passing grades (C or better) in all required courses, with no imposed sanctions. To hold class office, student body office, or represent UNLV Dental Medicine at regional and national meetings, predoctoral and postgraduate students must be in good academic standing, with an overall GPA ≥ 3.00 , and with no imposed sanctions.
- b. Unsatisfactory Progress.** Unsatisfactory progress is defined as failure to achieve a 2.00 grade point average for the semester, receiving grades of "I" or "F" in a semester, or being assigned an involuntary academic status modification (section II D). The grade of "I" — incomplete — can be granted when a student has satisfactorily completed at least three-fourths of the semester but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an "I" is responsible for completing all outstanding work

required by that course before the end of the following semester. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the “I” grade. If the student satisfactorily completes the requirements for that course, a Grade change must originate from the course director or respective faculty member and approved by the Department Chair. If course requirements are not completed within the time indicated by the instructor, a grade of “F” will be recorded and the student’s GPA will be adjusted accordingly. The SPC will make recommendations to the Associate Dean for Academic Affairs regarding resolution of “I” and “F” grades. To achieve good academic standing, all “I” grades must be completed with a passing or satisfactory grade. Students may appeal the failure of course as outlined below Section 23(E).

- c. **Other Specific Criteria.** Other specific criteria for promotion and graduation, as applicable, including National Board Dental Examination scores, are discussed in the Section 20(ii) below. Successful completion of advanced education certificate and graduate degree programs are outlined in the individual program supplement.

19. Promotion. Recommendations for promotion will be determined by the SPC and Associate Dean for Academic Affairs, subject to approval by the Dean.

a. Predoctoral Students.

- i. **Satisfactory Progress.** All students must be in good academic standing, make satisfactory progress, and receive recommendation from the SPC to be eligible for promotion from each academic year.
- ii. **National Board Examination.** The Integrated National Board Dental Examination (INBDE) became available for administration beginning on August 1, 2020. It is recommended that students begin taking the INDBE in the summer semester of their DS3 year.

20. Graduation Requirements.

- a. **Predoctoral Students.** A student **must** pass all required courses each year with a GPA of 2.0 or greater and no unresolved incompletes or failures on their transcript, achieve all minimum clinical experiences, pass all clinical competency assessments, complete all clinical responsibilities (e.g., chart audits, etc.), pass the national board examination, be in good academic standing, and receive affirmation of the UNLV Dental Medicine faculty assembly to be eligible to graduate from UNLV Dental Medicine.

b. DS4 Students. DS4 students are expected to be in attendance to complete all curriculum requirements and responsibilities, and complete their graduation checklist regardless of end date of the spring semester. This includes appointments for patient completion in the clinic up through and beyond day of graduation if applicable. Students who have not completed all academic and graduation checklist items by commencement must meet with Team Leaders and/or, depending on the deficiency, applicable administrative faculty to determine an appropriate plan of action.

i. National Board Examination. The Dean's Office receives official notification of the results of the national board examination. Upon receipt of the official notification, the Dean (or designee) will inform the following individuals regarding students who fail to pass the exam: Chair of the SPC, Associate Dean for Academic Affairs (or designee), and the Associate Dean for Admissions and Student Affairs (or designee).

- *Students who fail the INBDE are requested to turn in a physical copy of their results to the Office of Admissions & Student Affairs.*

ii. Requirements for Graduation: At UNLV Dental Medicine, graduation means that a student is deemed competent to enter independent practice. In order to graduate and thus be considered competent the student must:

- (1) Complete the predoctoral curriculum.
- (2) Pass all required coursework (didactic, simulation, and clinical).
- (3) Successfully complete all clinical experiences.
- (4) Successfully complete all competency assessments.
- (5) Be in good standing as defined by UNLV Dental Medicine.
- (6) Receive an affirmation recommendation by the faculty of UNLV Dental Medicine.
- (7) Pass the Integrated National Board Dental exam (INBDE).
- (8) Successfully complete or satisfy all components of the Graduation Checkout List.

21. Awards and Distinctions. For students demonstrating high academic performance, additional honors shall be recognized at graduation, as calculated from the grade point average (GPA) for each class.

22. Course Remediation. In-course remediation and post-course remediation is available in didactic, preclinical, and simulation courses. Clinical courses only offer in-course remediation on a case-by-case basis.

- a. **In-course Remediation.** In-course remediation is at the discretion of the course director. Information about in-course remediation will be outlined in the course syllabus. A student receiving a grade of F on any examination or practical evaluation exercise, excluding the final, may be permitted to remediate that specific examination or practical evaluation exercise at the course director's discretion and must be outlined clearly in the course syllabus. If the course director permits in-course remediation, it is the responsibility of the course director to contact the student to schedule the remediation activity. There shall be no limit to the number of courses in which a student may complete in-course remediation or the number of in-course remediations within one course, other than what is indicated in the individual course syllabus.

If a course director elects to change an assignment or examination grade as part of the successful completion of the in-course remediation process for predoctoral students, that grade cannot be higher than a grade of 70.

- b. **In-course Clinical Remediation.** Students enrolled in a clinical course may need additional instruction or improvement related to knowledge, technical skills, critical thinking skills, interpersonal skills, patient management, professional behavior, or adherence to policies and procedures. This additional experience may be needed for a multitude of reasons, including actual clinical patient experiences or interactions with mentors or other faculty/staff members outside of clinic if related to clinical care. Clinical Courses are **not** eligible for post-course remediation.

Please note that if a student is unsuccessful in the challenge of a competency assessment, they will need to meet with their overseeing faculty for remediation specific to the components of the competency. That is different from the processes outlined in this section.

The three levels of In Clinic Remediation, from least to most serious, are: Clinical Retraining, Clinical Reassignment, and Suspension of Clinic Privileges. The process is initiated by any faculty or staff member who identifies a need for improvement and specific learning outcomes and expectations will be outlined that the student must successfully complete. A record of clinical retrainings, reassignments, and suspension of clinic privileges is maintained and may impact final course grades or student promotion. ***There is no appeal for clinical remediation.***

Depending on the factors related to the clinic remediation, the faculty initiating each exercise can recommend to the appropriate Team Leader limiting or suspending the student's clinic privileges in specific clinic areas until completed. This will be reviewed and final authority will rest with the Asst/Assoc Dean of Clinical Services in consultation with the Department Chair of Clinical Sciences.

Failing to successfully complete the clinic retraining, reassignment, or suspension of clinic privileges, as determined by the overseeing faculty, can result in failure of the clinical course in the semester in which the clinical retraining was issued. Failing a clinical course is outlined in Section 23 (b) i.

In-course Clinical Remediation

- i. **Clinical Retraining.** Clinical retraining is designed to assist students in the remediation of mild clinical performance deficiencies with no immediate risk to patient safety. Students may be removed from clinical care while undergoing clinical retraining, depending on the circumstances necessitating the remediation assignment. The staff or faculty member who identifies a deficiency must issue a "clinical retraining" document within five (5) working days of the incident or event. Specific deficiencies, learning outcomes, assignments that match the intended learning outcomes, and the monitoring faculty must be included. After notifying the Department Chair of Clinical Sciences, the issuing faculty or staff member must send the document by encrypted email to the student, copying the following individuals: Associate Dean for Academic Affairs, Department Chair of Clinical Sciences, Director of Comprehensive Care, Asst/Assoc Dean of Clinical Services, Associate Dean for Admissions and Student Affairs, and the student's Team Leader. The student reviews the retraining document, then has the opportunity to add his/her perspective, sign the document, and return by email to the distribution list within 5 working days. The student is required to complete the retraining even if they do not agree with the retraining. Because the retraining involves patient care, there is no appeal process. Clinical retraining begins once the student returns the completed document to the faculty member. It is the student's responsibility to assure that the retraining is successfully completed by the stated deadline. The final assessment of the retraining is completed by the monitoring faculty and sent by email again to the above distribution list. In the event of an unsuccessful outcome, further sanctions may be required as determined by the SPC and Associate Dean for Academic Affairs in consultation with the Director of Comprehensive Care, the Team Leader, Department Chair for Clinical Sciences, and Asst/Assoc Dean of Clinical Services.

- ii. **Clinical Reassignment.** Clinical reassignment is designed to assist students in the remediation of moderate or repeated mild clinical performance deficiencies with no immediate risk to patient safety. There is generally not a need to remove students from clinical care for retraining or reassignment; however, some situations may require removal from clinic for the student to appropriately complete the objectives of the remediation. The staff or faculty member who identifies a deficiency must prepare a "clinical reassignment" document within three (3) working days of the incident or event. Specific deficiencies, learning outcomes, assignments that match the intended learning outcomes, and the monitoring faculty must be included in the clinical reassignment document. The issuing faculty or staff member must send the document by encrypted email to the Team Leader and Clinical Sciences Department Chair for review. *The Team Leader and Clinical Sciences Department Chair have three (3) working days to review and determine if the reassignment is to be issued to the student.* If it is agreed that incident has risen to the level of the reassignment, the faculty member notifies the student by encrypted email, as well as the Chair of SPC, Associate Dean for Academic Affairs, Department Chair of Clinical Sciences, Asst/Assoc Dean of Clinical Services, Associate Dean for Admissions and Student Affairs, and the Director of Comprehensive Care. Once the student reviews the reassignment document, they have an opportunity to add his/her perspective, sign the document, and return to the distribution list within three (3) working days. The student is required to complete the reassignment even if they do not agree with the reassignment. Because the reassignment involves patient care there is no appeal process. Clinical reassignment then begins under the supervision of the monitoring faculty. It is the student's responsibility to assure that the reassignment is successfully completed by the stated deadline. The outcomes assessment is then completed by the monitoring faculty and sent again to the above distribution list. In the event of an unsuccessful outcome, further sanctions may be required as determined by the SPC and Associate Dean for Academic Affairs in consultation with the Director of Comprehensive Care, the Team Leader, Department Chair for Clinical Sciences, and Asst/Assoc Dean of Clinical Services.
- iii. **Suspension of Clinic Privileges.** Suspension of Clinic Privileges is designed to ensure patient safety and assist students in the remediation of clinical deficiencies that could impact patient safety. The staff or faculty member who identifies a deficiency is encouraged to respectfully take over care of patients who are in the way of harm. The staff or faculty member must report to the Team Leader AND Asst/Assoc Dean of Clinical Services who will review each incident with the Department Chair of Clinical Sciences. They will also prepare a "Suspension of Clinic Privileges" document within 24 hours of the incident or event (excluding weekends and holidays/recess) and send by encrypted email to the SPC, Associate Dean for Academic Affairs, Department Chair of

Clinical Sciences, Director of Comprehensive Care, Asst/Assoc Dean of Clinical Services, Associate Dean for Admissions and Student Affairs, and the student's Team Leader. The Asst/Assoc Dean of Clinical Services will review the proposed suspension of clinical privileges and report to the Associate Dean for Academic Affairs within 24 hours (excluding weekends and holidays/recess) to determine if a student should be removed from clinical care as well as the appropriate remediation. The Asst/Assoc Dean of Clinical Services and the Associate Dean for Academic Affairs will meet with the student to discuss the recommendations for removal from clinic or appropriate remediation within 24 hours (excluding weekends and holidays/recess). The Office of Academic Affairs will also notify the SPC. A letter outlining the decision will be placed in the student's academic record. The Asst/Assoc Dean of Clinical Services will work with the Team Leader and administrative staff to review the students' clinical schedule and reschedule or re-assign patients to other providers, as appropriate, for the period during which the student is planned to be restricted from clinical care. The Asst/Assoc Dean of Clinical Services (or designee), with input from the student's Team Leader, is the monitoring faculty for suspension of clinic privileges and makes the final determination for readiness to re-enter clinical care. Clinical reassignment includes a designation of the academic status modification of Academic Probation.

Failing to satisfy the components of clinical retrainings, reassignments, and a suspension of clinic privileges event can result in failing the clinic course. In course clinic remediation may also affect the clinic grade, depending on the nature of the issue. Having multiple retrainings issued during clinic training, or having the identified clinical deficiency determined to be of more significant concern or inappropriate for the student's level of training, can result in failure of the clinical course.

Post-course Remediation

- c. Post-course Remediation:** Pre-doctoral students are ineligible for degree conferral if they have not passed all courses as outlined in the UNLV Dental Medicine curriculum. Post-course remediation may be permitted, but only with approval from the SPC and Associate Dean for Academic Affairs (or designee). ***If approved, the structure of post-course remediation is at the discretion of the course director.*** At the end of every semester, the student will be informed of courses for which they are eligible to arrange post-course remediation. The student is responsible for contacting the course director and **MUST** arrange the post-course remediation by the deadline designated by SPC.

When a student receives a final grade of F in any course, post-course remediation may be permitted in accordance with (I) and (II) below.

- d. Limit on Post-Course Remediation.** Post-course remediation shall be limited to two (2) courses per academic year and a total of three (3) courses during a student's dental school career. More than two (2) course failures per academic year will result in Academic Expulsion (dismissal). More than three (3) course failures during a student's school career will result in Academic Expulsion (dismissal). The post-course remediation limits apply to all required UNLV Dental Medicine courses. Elective courses are exempt from these limitations.
- i. **Post-Course Remediation of Clinical Courses.** Patient safety is the cornerstone of high-quality health care. UNLV Dental Medicine is committed to the safety and quality care of all patients. **Post-course remediation is not available for any clinical course.** Students who do not pass a clinical course must repeat and pass the entire semester, thus extending their graduation date accordingly. While students are not able to remediate a clinic course, failure of a clinic course contributes to the overall number of failures, which can lead to academic status modifications (see section II D). Failing two sequential clinical courses can result in automatic dismissal.
 - ii. **Severe Deficiencies in Completion of Course or Grades:** If the course director determines that the student failed the coursework to such an extent that post-course remediation activities would be inadequate to attain an acceptable level of academic achievement, the course director may recommend to the SPC and Associate Dean for Academic Affairs that the student repeat the entire course as the remedial activity. Decisions on whether the student will be permitted to continue the program will be made by the Dean. This may result in the student repeating the course, the entire academic year, or may warrant Academic Expulsion (dismissal).
 - iii. **Failure of Post-Course Remediation.** If a student fails to successfully complete a post-course remediation, the original F grade will stand as the final grade for the course. The student will have to repeat the course which may result in the student having a revised academic schedule and can lead to academic status modification (see section 3 iii).
 - iv. **Timing of Post-Course Remediation.** Post-course remediation should not be offered until the course director receives written notification from the SPC and Associate Dean of Academic Affairs (or designee). The student must contact the course director to schedule the post-course remediation activity before the deadline outlined by the SPC and Associate Dean for Academic Affairs (or designee). If post-course remediation is delayed, the course director must give permission for a student to request an extension and approval from the Office of Academic Affairs.

- v. **Successful Post-Course Remediation.** Successful post-course remediation, as defined by the course director, will result in a maximum grade of C. To report the course grade, the instructor will submit a grade change request to the Department Chair for their submission to the UNLV Dental Medicine Registrar. The student's transcript will read "C Remediated."

- vi. **Resolution of Recorded Course Failures.** A student must satisfactorily complete post-course remediation or successfully repeat a course in which they have received a grade of F in order to be promoted or graduate. Faculty are available to assist students preparing for post-course remediation, but the responsibility for learning the material resides solely with the student. The time and place of the post-course remediation will be arranged individually. The course director will report the outcome of the post-course remediation to the SPC and Office for Academic Affairs who will take appropriate action.

Students who repeat either an entire course or an academic year will be placed on Academic Probation (see section 2. a.) and given an Academic Remediation Plan. Students will remain on Academic Probation until the failed course(s) is successfully passed and all additional conditions in the student's Academic Remediation Plan are successfully met. The SPC will recommend to the Associate Dean for Academic Affairs when to remove the student from Academic Probation status. The student repeating the entire academic year will have nothing carry over from the previous academic year, and will be required to satisfactorily repeat and pass all courses, practical examinations, competency requirements, and/or competency assessments unless otherwise noted on their Academic Remediation Plan. When a course is repeated, both grades will be shown on the student transcript, and the two grades averaged for GPA calculation.

23. Professionalism. The professional development of dental students is an essential part of dental education. The Honor Code (Section VII) outlines the required and expected behavior of all students attending UNLV Dental Medicine. As certain aspects of professional behavior are also under the purview of Academic Performance Standards, the following outlines how unprofessional behavior can affect the Academic Record. Students are expected to meet the UNLV Dental Medicine standards of professional behavior in all aspects of didactic, pre-clinic, and clinical care.

- a. **Grades.** Course grades, clinical course evaluations, and daily clinical grades may be affected by unprofessional behavior. Additionally, any Student with a grade that is affected by unprofessional behavior may be subject to action by the SPC/AEC. The Associate Dean for Admissions and Student Affairs in consultation with the Associate

Dean for Academic Affairs will determine if student unprofessional behavior will be reviewed by the SPC/AEC or the Honor Council.

b. Unprofessional Behavior. Unprofessional behavior includes, but is not limited to, the following. The Student:

- i. violates the UNLV Dental Medicine Honor Code;
- ii. approaches patient care in an unethical manner;
- iii. displays unprofessional behavior toward patients, students, staff, faculty, or other individuals;
- iv. is unprepared to provide clinical care and/or disregards instructions;
- v. willfully or repeatedly violates infection control standards or other clinical policies, procedures, and/or protocols;
- vi. renders or attempts to render dental treatment without proper authorization or supervision;
- vii. neglects or abandons the care of patients;
- viii. does not comply with UNLV Dental Medicine Honor Code section regarding appearance and/or demeanor;
- ix. does not comply with UNLV Dental Medicine clinical protocols;
- x. is unprepared for clinical care and clinic sessions; and
- xi. is unwilling to accept and incorporate feedback.

c. Reporting Student Unprofessional Behavior. Students and patients may report while faculty and staff must report witnessed unprofessional student behavior to the SPC or the Honor Council. Within clinical courses, unprofessional behavior may be addressed by clinical retraining or reassignment; repeated and/or egregious professional misconduct may be subject to review by the Honor Council.

D. Involuntary Academic Status Modifications

- 1. Academic Warning.** Academic Warning is a formal notice to the student whose progress shows a trend toward unsatisfactory performance. Academic warning does not appear on the student's transcript or permanent record. Notice and conditions of Academic Warning shall be recommended to the department heads and Associate Dean for

Academic Affairs (or designee) by the SPC/AEC. The Associate Dean for Academic Affairs (or designee) shall provide the student with written notification of the Academic Warning, outline all relevant related conditions, and specify any mandatory remedial procedures. The warning notice may state that continued or repeated violation of the policy, continued unsatisfactory performance, or failure to comply with remedial requirements may result in further sanctions or change in academic status, including but not limited to academic probation, mandatory repeat of a course, academic year, or academic expulsion (dismissal). Students are encouraged to meet with the Course Director, as well as the Associate Dean for Academic Affairs and/or the Associate Dean for Admissions and Student Affairs to develop a plan for successful completion of the course.

2. Academic Probation. Academic Probation is a formal notice to the student by the Associate Dean for Academic Affairs (or designee) that his/her academic progress is deemed unsatisfactory. Grounds for Academic Probation include, but are not limited to, failing to satisfy the conditions of Academic Warning; receiving a final course grade of F; or failure to meet the stated program requirements. The Associate Dean for Academic Affairs (or designee) shall provide the student with written notification of Academic Probation, indicating all related conditions and specifying any mandatory remedial procedures. In some cases, an Academic Remediation Plan (ARP) may be developed for the student by the Associate Dean for Academic Affairs, in consultation with the course director(s), Department Chairs/Program Directors, and Associate Dean for Admissions and Student Affairs. Any student placed on Academic Probation shall meet with the Associate Dean for Academic Affairs and the Associate Dean for Admissions and Student Affairs to discuss their status and accompanying conditions. Failure to meet the specific conditions of Academic Probation may result in action, which includes, but is not limited to a recommendation of repeating the year or academic expulsion (see provision b. below).

a. Terms for Removal from Academic Probation. Students will remain on Academic Probation until the failed course or post-course remediation (if offered) is successfully passed and all additional conditions in the student's Academic Remediation Plan are successfully met. The course director(s)/Program Director responsible for supervising the student during the probationary period will provide the SPC/AEC and Associate Dean of Academic Affairs (or designee) with written notification of satisfactory completion of the conditions established for the specific academic probation. Upon receipt of this notification the SPC/AEC and Associate Dean for Academic Affairs (or designee) will notify the Dean (or designee) of a student's successful completion of the conditions of Academic Probation. The Dean (or designee) will inform the student of his/her removal from probationary status in writing. The student remains on Academic Probation until this notice is received.

b. Mandated Repeat of Course or Academic Year. A recommendation for repeat of a course or academic year may be made to the Associate Dean for Academic

Affairs by the SPC/AEC when a student fails to meet the conditions of Academic Warning or Academic Probation, or fails post-course remediation. The Associate Dean for Academic Affairs (or designee) shall provide the student with written notification indicating all conditions of the action. The student repeating the entire academic year will have nothing carry over from the previous academic year, and will be required to satisfactorily repeat and pass all courses, practical examinations, competency requirements, and/or competency assessments unless otherwise noted on their Academic Remediation Plan. When a course is repeated, both grades will be shown on the student transcript, and the two grades averaged for GPA calculation. Any student recommended for Repeating the Year shall meet with Associate Dean for Academic Affairs (or designee) and Associate Dean for Admissions and Student Affairs to discuss the action. Reasons for repeating a course or the academic year include, but not limited to:

- i. failure to satisfactorily pass all required courses (for post-doctorate students, failure to satisfactorily pass all required courses with an acceptable GPA);
- ii. failure to meet the conditions of Academic Probation or Academic Warning; or failure to satisfy stated program requirements.

3. Disciplinary Suspension. A student found in violation of the [UNLV Student Conduct Code](#) or the UNLV Dental Medicine policies, rules, regulations, and/or procedures may lead to the termination of the student's status for a specified academic term or terms with possible reinstatement thereafter. The student will be notified, in writing, of any such suspension. Recommendations for suspension may be initiated by, but not limited to, academic faculty of UNLV Dental Medicine to the Dean for disciplinary reasons. The official transcript of the student shall be marked "Disciplinary Suspension Effective, Date-to-Date." After the suspension period has elapsed, the student will be placed on disciplinary probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the successful probationary interval, the student will be classified as being in "good standing" provided that no further UNLV Conduct Code violations or violation of the UNLV Dental Medicine policies, rules, regulations, and/or procedures have occurred.

4. Academic Suspension. Academic Suspension is the result of unsatisfactory performance as deemed by SPC/AEC and Associate Dean for Academic Affairs (or designee) and approved by the Dean. It entails involuntary removal from UNLV Dental Medicine or from the regular curriculum for a specified period of time, and continues until stipulated conditions are met. Any consideration for reinstatement requires that any imposed conditions be met and that the student request reinstatement in writing to the Dean not less than forty-five (45) calendar days preceding the start of the academic year or as previously specified in writing in the student's terms and conditions of suspension. The

SPC/AEC and Associate Dean for Academic Affairs (or designee) shall determine the recommendation for Academic Suspension and the conditions of Academic Suspension and submit to the Dean for review and action.

The Associate Dean for Academic Affairs (or designee) shall meet with the student to discuss the recommendations for Academic Suspension, conditions for reinstatement, including duration of Academic Suspension, status of student if duration period is exceeded, remedial procedures, if any, and re-entering level into the program; and provide the student with written notification of the Academic Suspension and set forth specific conditions.

Grounds for Academic Suspension include, but are not limited to:

- a. failure to satisfactorily pass all required courses;
- b. failure to meet the conditions of Academic Probation or Academic Warning;
- c. failure to meet the conditions related to an authorized leave of absence; and
- d. failure to satisfy stated program requirements.

Note: Failure to satisfactorily complete the requirements of “*Academic Suspension*” may result in a recommendation for “*Academic Expulsion*.”

5. Academic Expulsion (Dismissal). Title 2, Chapter 11 of the NSHE Code provides that “system institutions, professional schools and individual programs may establish written policies, procedures and sanctions for program dismissals that may be used in lieu of the procedures of Title 2, Chapter 11 of the NSHE Code, subject to prior review by Office of General Counsel and approval by the President of UNLV.” In accordance with the authorization granted in the Code, UNLV Dental Medicine has adopted written policies, procedures and sanctions for program dismissal of students in their dental programs, which are outlined below, and in the Academic Appeals Process, section D. This policy does not replace or supplant any section of the BOR Handbook other than BOR Handbook Title 2, Chapter 11. Regarding Academic Expulsion from UNLV Dental Medicine for an indefinite period, any consideration for reinstatement requires that any imposed conditions be successfully completed and that the student reapply for admission to UNLV Dental Medicine in accordance with the rules and regulations pertaining to the normal admissions process of the school.

- a. **Recommendation.** A recommendation for Academic Expulsion shall be submitted by the SPC/AEC to the Associate Dean for Academic Affairs (or designee) for review and action. If the Associate Dean for Academic Affairs concurs with the SPC/AEC, the student will be provided written notification of the academic expulsion which includes information about due process afforded the student. The Associate Dean for

Academic Affairs and Associate Dean for Admissions and Student Affairs (or designees) shall meet with the student to deliver and discuss the written notification regarding recommendation for academic expulsion.

b. Grounds for Academic Expulsion include, but are not limited to:

- i. failure to satisfactorily pass all required course
- ii. exceeding the maximum number of courses that may be remediated;
- iii. failure to satisfactorily complete the requirements of a school year within two (2) consecutive academic years;
- iv. failure to complete the DMD Program Degree requirements within six (6) academic years of initial matriculation;
- v. failure to satisfactorily complete the first two (2) years of the DMD Program within three (3) academic years;
- vi. failure to satisfactorily complete the last two (2) years of the DMD Program within three (3) academic years;
- vii. failure to meet the conditions of Academic Probation or Academic Warning;
- viii. failure to meet the conditions of Special Program Status;
- ix. failure to successfully Repeat the Year;
- x. unauthorized withdrawal from a course or the program; and
- xi. failure to meet conditions of Academic Suspension.

6. Emergency Removal Clause. In accordance with University policy, a student may be involuntarily withdrawn from the program if it is determined to be in the best interest of the student and/or the University community. For more information, please visit <https://www.unlv.edu/about/policies/current-policies> to review the Health Withdrawal Policy (Student).

7. Unauthorized Withdrawal. If a student chooses to withdraw but does not comply with the policy on withdrawal, either by failure to submit a letter to the Associate Dean for Admissions and Student Affairs (or designee) or Program Director (for postgraduate students) stating the reasons for the decision to withdraw from UNLV Dental Medicine or by withdrawal after the tenth week of classes in any given semester, the student might be ineligible for reinstatement. Furthermore, there will be no refunds of tuition or fees if

withdrawal occurs after the sixth week of classes. See UNLV's Cashiering & Student Accounts Refund and Withdrawal Policy at <https://www.unlv.edu/cashiering/refunds>.

- 8. Administrative Drops.** If a student does not comply with the UNLV Dental Medicine policies, rules, regulations, and/or course requirements, or obstructs the functioning of the class, the instructor may initiate an administrative drop as outlined in the UNLV Catalog, Administrative Drop Procedures. Additional information can be found on the [UNLV Academic Policies](#) webpage.
- E. **Academic Appeals Process.** All students have the right to appeal a grade or academic decision made by a faculty member, Department Chair/Program Director.
- 1. Academic Appeals Committee (AAC).** AAC is responsible for hearing appeals relating to academic decisions made by the SPC, Associate Dean for Academic Affairs and/or AEC. The AAC shall consist of three (3) faculty members appointed by the Dean (or designee). The Dean (or designee) will designate the chair of the AAC from among the members and may select an alternate should there be any reported conflicts by appeal members.
 - 2. Appeal of Final Course Grade.** Predoctoral/postgraduate students may elect to appeal a final course grade rendered by a course director they believe is not representative of their performance. They may also appeal a final course grade if they believe academic policies were violated. The following process should be followed for an appeal of a final course grade. **Please note a proposed timeframe is defined as workdays, excluding weekends, semester breaks and/or holidays.**
 - a. Initial Appeal by Predoctoral/Postgraduate Student.** The predoctoral/ postgraduate student must submit an appeal in writing to the course director no later than five (5) working days after final course grades are posted by the UNLV Registrar in MyUNLV.
 - b. Course Director Response to Student/Postgraduate Student Appeal.** The course director must review the appeal and render a decision to accept or deny the appeal in writing to the predoctoral/postgraduate student within five (5) working days after receipt of initial appeal.
 - c. Appeal of Course Director's Decision to Department Chair/Program Director.** If the course director determines that the original grade (or academic decision) is correct and denies the appeal, the predoctoral/postgraduate student can appeal in writing to the presiding Department Chair/Program Director (as applicable) within five (5) working days after receipt of the course director's decision. The Department Chair/Program Director (as applicable) must review and render a decision to accept or deny the appeal in writing within five (5) working days.
 - d. Appeal of Department Chair/Program Director's Decision.** If the Department Chair/Program Director determines that the original grade (or academic decision) is correct and denies the appeal, the predoctoral/postgraduate student may then

appeal in writing to Academic Appeal Committee within five (5) working days after receiving the Department Chair/Program Director's decision.

- e. **Academic Appeal Hearing.** The Associate Dean for Academic Affairs will notify the Dean that the AAC will be assembled to hear the appeal. In each case, the Dean appoints a chair from among current members of the AAC. During any academic appeal hearing, the student may have one advisor/advocate present (e.g. an attorney, family member, fellow student, or faculty member). The student has the right to be assisted by any advisor they choose, at their own expense. The student is responsible for presenting his/her own information. An advisor is NOT permitted to speak on behalf of the student and not allowed to be both advisor and witness on their behalf. If a student requests an advisor, the student will be required to complete a FERPA Privacy Waiver and the advisor may be required to sign a confidentiality agreement. If the student decides to have legal counsel present, the student must notify the Chair of the AAC in advance in order to have UNLV Office of General Counsel attorney present during the hearing on behalf of UNLV Dental Medicine.

The AAC will complete their investigation of the appeal, which includes meeting with the predoctoral/postdoctoral student, and prepare a written recommendation to accept or deny the appeal. The AAC can call upon the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs for information, however they do not attend the AAC. The written decision will be forwarded to the Dean within ten (10) working days after receiving the predoctoral/ postdoctoral student's appeal.

- f. **Final Appeal Decision.** The Dean will review the recommendation, and make a final decision regarding the student's appeal. The Dean will meet with the student within five (5) working days after receiving the recommendation from the AAC. The final decision will be provided to the student through written notification within five (5) working days after meeting with the Dean.

If the decision of the Dean is to amend, modify, or reject the recommendation of the AAC, the Dean will meet with the predoctoral/postgraduate student to discuss the decision and any associate conditions. The affected course directors, Department Chairs/Program Directors, and members of the AAC will also be notified by the Dean of the final decision.

The decision of the Dean in all review matters shall be final.

- 3. **Appeal of Mandated Repeat Academic Year, Academic Suspension, or Academic Expulsion (Dismissal).** Predoctoral/ postgraduate students may elect to appeal a decision for mandatory repeat of course/academic year, academic suspension, or academic expulsion (dismissal) they believe is not representative of their performance. They may also appeal the decision if they believe academic policies were violated. The following

process should be followed for the appeal. **Please note a proposed timeframe is defined as workdays, excluding weekends, semester breaks, and/or holidays.**

- a. **Initial Appeal by Predoctoral Student.** The predoctoral student may appeal the decision of the SPC and Associate Dean for Academic Affairs (or designee). Predoctoral /postgraduate students must submit their appeal to the Dean within five (5) working days of receiving the written decision. **During the appeal process, the student will be removed from all classes and clinic participation.**
- b. **Academic Appeal Hearing.** The Associate Dean for Academic Affairs will notify the Dean that the AAC will be assembled to hear the appeal. In each case, the Dean appoints a chair from among current members of the AAC.

During any academic appeal hearing, the student may have one advisor present (e.g. an attorney, family member, fellow student, or faculty member). Should the student bring legal counsel, UNLV Office of General Counsel attorney must be present during the hearing. The student has the right to be assisted by any advisor they choose, at their own expense. The student is responsible for presenting his/her own information. An advisor is NOT permitted to speak on behalf of the student and not allowed to be both advisor and witness on their behalf. If a student requests an advisor, the student will be required to complete a FERPA Privacy Waiver and the advisor may be required to sign a confidentiality agreement. The AAC can call upon the Associate Dean for Academic Affairs and the Associate Dean for Admissions and Student Affairs for information, however they do not attend the AAC. If the student decides to have legal counsel present, the student must notify the Chair of the AAC in advance in order to have UNLV Office of General Counsel attorney present during the hearing on behalf of UNLV Dental Medicine.

The AAC will complete their investigation of the appeal, which includes meeting with the predoctoral/postdoctoral student, and prepare a written recommendation to accept or deny the appeal. The written decision will be forwarded to the Dean within ten (10) working days after receiving the predoctoral/ postdoctoral student's appeal.

- c. **Final Appeal Decision.** The Dean will review the recommendation, and make a final decision regarding the student's appeal. The Dean will meet with the student within five (5) working days after receiving the recommendation from the AAC. The final decision will be provided to the student through written notification within five (5) working days after meeting with the Dean.

If the decision of the Dean is to amend, modify, or reject the recommendation of the AAC, the Dean, will meet with the predoctoral student to discuss the decision and any associated conditions. The affected course directors, Department Chairs, and members of the AAC will also be notified by the Dean of the final decision.

The decision of the Dean in all review matters shall be final.

4. **Extension of Time Limits.** It is intended that the all-academic appeals be addressed quickly, and where reasonably possible the listed time frames in this process should be met. However, there may be circumstances where more time is required to conduct a thorough review, accordingly, the AAC conducting the review or the appealing student may request an extension of the time limits. Any student requests for extensions must be in writing and signed by the student and the Associate Dean for Admissions and Student Affairs (or designee).

F. Voluntary Academic Status Modifications

1. **Program Withdrawal.** Students who seek to voluntarily withdraw from UNLV Dental Medicine must submit a written letter to the Dean stating the reasons for the decision to withdraw. This should be accomplished before the 10th week of classes has been completed to be eligible for reinstatement. Students who withdraw will receive a refund based on the tuition refund schedule in UNLV's Bulletin and Registration materials. UNLV and Student Activity fees are not refundable. Failure to comply with the voluntary program withdrawal policy will result in an involuntary program withdrawal (see section II, D. 2).
2. **UNLV Health Withdrawal Policy (Voluntary).** A student may apply for a Voluntary Health Withdrawal (a separation of the student from the university) if they experience medical or psychological conditions that significantly impair their ability to function successfully and safely in their role as a student. Visit the [Voluntary Health Withdrawal](#) webpage for more information.
3. **Voluntary Leave of Absence**
 - a. **Student Request.** A student who seeks to voluntarily leave the program for a specified period shall make such request in writing to the Dean of UNLV Dental Medicine and include reasons supporting the request; provide specific information as to the desired date of effect and duration; and accompanied by evidence that all obligations to UNLV Dental Medicine and UNLV have been satisfied.

b. Conditions of Approval. After reviewing the above documentation, the Dean has the discretion to grant or deny the petition. A voluntary leave of absence approved by the Dean shall be accompanied by a letter stating the duration of approved leave of absence; specific conditions for reinstatement and re-entering level into the program (following consultation with the SPC/AEC [as applicable]); status of the student if the approved voluntary leave of absence duration is exceeded; and all missed time and required work of postgraduate students must be reconciled with the Program Director.

4. Reinstatement after Withdrawal or Absence. UNLV Dental Medicine may reinstate any matriculated student with an authorized withdrawal after petition for reinstatement within the period of withdrawal. A written petition, stating the reason(s) for requested reinstatement, shall be submitted to the Dean. The Dean may request a recommendation from the SPC/AEC and Associate Dean for Academic Affairs (or designee). A condition of reinstatement may include the student repeating the entire academic year. If permission is granted to repeat all courses, previous grades will not be removed from the transcript. New grades will be noted on the transcript as repeat work. Notification of reinstatement shall include conditions and class rank. All missed time and required course work must be made up in accordance with program requirements.

III. UNLV Dental Medicine Computer Policy.

Working within the guidelines as outlined on the [UNLV Office of Information Technology \(OIT\)](#) policies and procedures, the [NSHE System Computing Services Policy](#), and the [UNLV Dental Medicine IT Policies](#) for using networked resources under the guidance of the UNLV are as follows:

A. Purpose. The UNLV Dental Medicine information technology (IT) infrastructure supports mission-critical and business-critical services for patient care, education, public service, research, and administration. Staff, researchers, clinicians, students, and faculty depend on the UNLV Dental Medicine IT infrastructure for the electronic classroom, telemedicine, healthcare, clinical and administrative database applications, high-speed data and image exchange, and collaborative initiatives with both internal and external entities. The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and continuity of vital services that rely on the UNLV Dental Medicine IT infrastructure through good citizenship and legal and ethical use.

B. Applicability. This policy applies to any person or any device that connects to the IT infrastructure and is meant to augment, but not replace, any existing policy, laws, or regulations that currently refer to computing and networking services to which the UNLV Dental Medicine connects. All IT infrastructure strategic decisions shall be in concert with the appropriate leadership in the affected areas. UNLV OIT provides management and

operation of most of the IT network infrastructure in partnership and cooperation with the major divisions UNLV, one of which is the UNLV Dental Medicine. All the UNLV Dental Medicine IT infrastructure designs will be coordinated with UNLV OIT. The owner of the UNLV Dental Medicine user ID shall be held accountable for any violations associated with that ID, regardless of the ownership or the location of the equipment where the violation may have occurred.

C. Policy Statement. Use of the UNLV Dental Medicine IT infrastructure is a revocable privilege granted to those with an official affiliation with the UNLV Dental Medicine. Access to specific services on the IT infrastructure is based on a business or academic need. Access to the IT infrastructure, and any components on the infrastructure, requires authorization. The UNLV Dental Medicine IT infrastructure must be used in a manner consistent with protecting patient information and the critical business and academic functions of the organization. No one should perform any activity on the IT infrastructure that undermines the public's confidence in the UNLV Dental Medicine to fulfill its mission.

D. Online Privacy Statement. Interconnected computer networks can, and do, provide the means to effectively and efficiently enable collaboration and exchange all types of information among the users of the network. All the UNLV Dental Medicine users will respect the privacy of other users and not inspect the contents of files or communication unless clearly necessary to protect system and/or network operations, or there is reasonable evidence of the violation of appropriate use of policies and procedures. While personal privacy is always respected, all users are advised that with regard to sending and receiving information via the internet that they should have no expectation whatsoever of privacy as to any transmission/ communication or image generated, received by, sent by, or stored in a computer. The UNLV Dental Medicine IT cannot guarantee the privacy or security of transmission over the network and encourages the use of legal and appropriate means (such as encryption) to protect the privacy of transmissions. On occasion, it may be necessary for authorized the UNLV Dental Medicine IT staff to access any device connected to the UNLV Dental Medicine Network such as a computer, its hard drives and component parts, and to monitor traffic to resolve any functional/operational problems that may be reported or that arise. The UNLV Dental Medicine information technology (IT) infrastructure supports mission-critical and business-critical services for patient care, education, public service, research, and administration. Staff, researchers, clinicians, students, and faculty depend on the UNLV Dental Medicine IT infrastructure for the electronic classroom, telemedicine, healthcare, clinical and administrative database applications, high-speed data and image exchange, and collaborative initiatives with both internal and external entities. The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and continuity of vital services that rely on the UNLV Dental Medicine IT infrastructure through good citizenship and legal and ethical use.

E. Acceptable Use Statement

All users of the IT infrastructure are expected to exhibit responsible behavior and shall:

1. Comply with all federal and state laws, NSHE, UNLV and the UNLV Dental Medicine policies, rules, and/or regulations, terms of computing contracts, and software licensing terms.
2. Obtain authorization to use UNLV and the UNLV Dental Medicine computing resources.
3. Be held responsible for the use of their assigned user ID. Sharing of user IDs and passwords is prohibited. See [UNLV OIT Policies and Standards](#).
4. Obtain proper authorization prior to accessing or sharing UNLV or the UNLV Dental Medicine data.
5. Actively participating and cooperate with IT in the protection of the IT infrastructure against threats. For example, not opening E-mail from an unknown source, safeguarding passwords, reporting any violations of the acceptable use statement, and cooperating with the local support staff to keep security patches up to date on applications and computers.
6. Take reasonable precaution to avoid introducing computer viruses into the network. For example, files downloaded from the Internet, received from E-mail or brought in from outside must be scanned with approved virus-scanning software. Anyone suspecting they may have a computer virus should contact IT support staff immediately.

F. IT infrastructure.

1. Engage in any activity that jeopardizes the availability, performance, integrity, or security of the IT infrastructure. **All users shall NOT:**
 - a. install personal FTP servers or web servers without consultation with IT staff;
 - b. use peer-to-peer (P2P) applications that take up bandwidth for the downloading of music, games, and video;
 - c. release computer viruses or worms;
 - d. install software or devices that would allow external access into the UNLV Dental Medicine network such as wireless access points; and
 - e. deliberately or recklessly overload access links or switch equipment through the use of streaming media such as web radio and other mechanisms
2. Alter, change, reconfigure user account settings including, but not limited to security rights and user accounts.

- 3.** Modify PC or laptop host names or domain/work group membership.
- 4.** Uninstall, modify or install software, which conflicts with the existing corporate anti-virus software.
- 5.** Modify, alter or re-locate any the UNLV Dental Medicine IT equipment including but not limited to staff and operatory PCs, printers, and computer peripherals such as mice, desktop switches, and network patch cables.
- 6.** Use computing resources in a wasteful manner that creates a direct cost to UNLV and/or the UNLV Dental Medicine. Some examples of waste are unnecessary backgrounds on E-mail taking up valuable storage space, spending time on the Internet for personal use, playing computer games, engaging in non-business related online chat groups, or printing multiple copies of documents.
- 7.** Use of IT resources for personal monetary gain or commercial purposes not directly related to UNLV and/or the UNLV Dental Medicine business or for functions that are not related to one's job.
- 8.** Install, copy, or use any software in violation of licensing agreements, copyrights, or contracts.
- 9.** Send copies of documents or include the work of others that are in violation of copyright law in electronic communications.
- 10.** Obtain or attempt to access the files or electronic mail of others unless authorized by the owner or as required for legitimate business need, security issues, or investigative purposes. Disclosure of any information obtained must abide of existing policy, laws, and regulations.
- 11.** Harass, intimidate, or threaten others through electronic messages.
- 12.** Construct a false communication that appears to be from someone else.
- 13.** Send or forward unsolicited E-mail to official UNLV distribution email groups or lists of people you do not know. It places considerable strain on the E-mail system. Bulk mailing of information can be selectively used for business-related communication but must be approved at a level appropriate to scope and content of information.
- 14.** Send, forward, or reply to E-mail chain letters.
- 15.** "Reply to all" mass E-mail mailings.
- 16.** Retransmit virus hoaxes.

17. Create or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images.

G. **Email USAGE.** Any information regarding your ACE Account or Rebelmail can be found at [UNLV Office of Information Technology](#).

H. **Enforcement of Policy.** Non-compliance with any UNLV IT policies may result in disciplinary action up to and including termination of employment, dismissal from an academic program, and civil or criminal liability.

I. **Non-UNLV Dental Medicine Equipment.** Non-UNLV equipment may be used by a visiting presenter or when the UNLV Dental Medicine does not have equipment available to meet a specific business requirement. Any non-UNLV Dental Medicine computer cannot be connected to the network no matter what the antivirus or patch level installed on that computer.

J. **Copyright and Fair Use Statement.** The University requires all members of the University Community to become familiar with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies. To familiarize yourself with copyright and fair use policies, the University encourages you to visit the UNLV Copyright website. The NBDE are administered and copyrighted by the Joint Commission on National Dental Examinations (JCNDE) of the American Dental Association (ADA). Individuals, who obtain, share, solicit, sell and/or purchase unreleased test questions violate the copyright of the JCNDE. "Unreleased" examination items represent confidential material obtained without authorization of the JCNDE through methods such as memorization, recording, copying, etc. Use of sharing of confidential examination materials violates examination regulations.

IV. UNLV Dental Medicine Professional Dress Code.

A professional, neat, and clean physical appearance is essential for all predoctoral dental students, postgraduate students and residents. This facilitates the creation of a necessary level of confidence and trust between the patient and their student health care provider. Additionally, students must communicate through their appearance that they assume their professional responsibilities in a serious manner. The following dress code guidelines have been designed for students enrolled in the UNLV School of Dental Medicine. The intent is to encourage an environment of professionalism as well as promote health safety for students, patients, and staff. It is essential that students be in compliance with these guidelines at all times.

- A. Personal Grooming.** Good personal and oral hygiene is expected. Appropriate hand hygiene guidelines shall be followed as outlined by the [Centers for Disease Control and Prevention \(CDC\) Hand Hygiene in Healthcare Settings](#). This includes not wearing artificial fingernails or extenders during preclinical or clinical activities so that glove integrity may be protected; keeping natural nails tips less than 1/4-inch long; and ensuring that nail polish is neat and not chipped. Hair, including facial hair, must be clean, neat, and well-groomed or covered. All hair must be secured in a way that does not interfere with the dental operating field or touch a patient during clinical or laboratory procedures. This is necessary for enforcement of mandatory infection control guidelines. **All clothing must be clean and wrinkle-free.** Only non-dangling earrings are acceptable in preclinical laboratories and patient care (clinic) environments. Rings and watches that could penetrate latex or nitrile gloves, should not be worn. Facial, nasal, and tongue piercings with accompanying jewelry are not acceptable.
- B. Attire for Preclinical and Clinical Patient Care Settings.** A standardized uniform policy has been established for scrubs. Each class will be assigned a scrub color. Clean, non-wrinkled, matching, well-fitting scrub tops and scrub pants will be worn in all preclinical laboratory and clinical patient care environments. Skull caps may be worn and must be a complimentary color and logo free. Non-scrub professional business attire in clinic for DS3 and DS4 students will be allowed periodically at the discretion of the Chair of Clinical Sciences (e.g., cancer awareness month colors, fun scrub color Friday, etc.). T-shirts may be worn under scrub tops if they are white or a complimentary color and are logo free. Appropriate personal protective equipment (PPE) (e.g., knee-length disposable gowns, masks, skull caps, etc.) in accordance with UNLV Dental Medicine clinical protocols will be worn over scrub outfits during all patient care activities. All PPE will be properly disposed of when leaving the operatory as outlined in UNLV Dental Medicine clinical protocols. Clean and conservative closed-toe shoes must be worn in simulation clinics and clinical patient care settings. This includes athletic shoes but does not include hiking style boots. Socks must be adequate length to cover skin in the sitting position.
- C. Attire for Off-Campus Educational Experiences.** Official white coats must be worn to all extramural experiences unless otherwise instructed. White coats must be worn over clean, matching scrub sets. Clean and conservative shoes, including athletic shoes, are considered

appropriate footwear for these experiences. In cases where patient screening and/or patient care, all students must wear approved PPE as outlined in UNLV Dental Medicine protocols.

- D. Attire for all other Settings within the Academic Environment.** Clean, unwrinkled matching scrub tops and scrub pant. Clean and conservative shoes, including athletic shoes. Business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Tank tops, bare midriff tops/shirts, and flip-flops are not appropriate. The wearing of UNLV and the UNLV Dental Medicine logo apparel is permitted; all other logo shirts are not permitted. Students must demonstrate good judgment and professional taste. All students should consider the professional image presented to patients in assessing business attire that is appropriate.
- E. Non-Compliance of Professional Dress Code.** Students should be aware that professional behavior, including appropriate dress, is always expected and continuing non-professional behavior may result in a referral pursuant to the Honor Code and/or UNLV Student Conduct Code (see below).

V. Access to Campus Buildings.

Permitting access to and use of the UNLV Dental Medicine facilities to visitors, former students, friends, family, and minor children after normal working hours without prior permission is prohibited. Students are issued an electronic access card (Proximity Card) for after-hours access to only permit registered cardholders.

A Building

M-F 6:00 am–11pm

Sat-Sun 8 am–7 pm

B Building

M-Sat 6am-11:59pm

Sun 9am-10pm

D Building

M-Sun 7am-6:30pm

**Times might change during exam weeks or recess/holidays and upon approval by the Dean.*

VI. University Policies and Resources.

The UNLV Dental Medicine complies with the policies outlined by the Office of Student Conduct relative to the [UNLV Student Conduct Code](#) and [UNLV Student Academic Misconduct](#), and other student policy enforcement as published and revised by the University. The [UNLV Sexual Harassment Policy](#) can be found on the UNLV website.

- A. Financial Aid.** [UNLV School of Dental Medicine Office of Student Financial Aid & Scholarships](#) supports higher education access and persistence by providing financial assistance to eligible students. Eligible dental students are offered financial assistance up to the full cost of attendance (COA) regardless of a student’s estimated family contribution

(EFC). However, outside resources, specifically for tuition and other school expenses through scholarships or grants, may reduce the amount of aid in which a student is eligible.

Tuition information is located at the following website: <https://www.unlv.edu/dental/tuition>.

Please reference for any specific information regarding financial aid. Any specific assistance is located through the self-service help center: [UNLV Self-Service](#) Students may also call the UNLV Call Center at 1-833-318-1228.

- 1. Complete the FAFSA.** Complete the Free Application for Federal Student Aid ([FAFSA](#)) available online at <https://studentaid.gov/>. UNLV's school code to complete your FAFSA is 002569. Complete and sign your [FAFSA](#) with your [FSA ID](#). For more information about the FSA ID, please visit their [website](#). Online FAFSA forms must be submitted by 11:59 p.m. Central time (CT), June 30, 2024. Any corrections or updates must be submitted by 11:59 p.m. CT, September 11, 2024.
- 2. Enroll in Direct Deposit.** If your financial aid funds exceed your semester tuition and fee costs, you will receive a financial aid refund for the difference to help pay your other educational costs. You are highly encouraged to enroll in the free direct deposit program so the UNLV Cashiering and Student Accounts Office can post funds directly to your bank account. You may sign up via [MyUNLV](#). Click on Finances and enroll in Direct Deposit.
- 3. Award Notification.** Fall 2023, spring 2024, and summer 2024 Applicants: Students who complete the 2023-2024 FAFSA will be notified of their financial aid award using the UNLV issued Google E-mail account. There are software and programming changes each year within financial aid based upon mandatory U.S. Department of Education updates. These updates dictate the timing of UNLV's awarding schedule.
- 4. Other Important Information.** Although the Admissions Office does not require a social security number on your application for admission, you will need to provide your social security number (SSN) if you plan to complete the Free Application for Federal Student Aid (FAFSA). If you have already applied for admission and have not reported your SSN on your admission application, you may update your information with the [Office of the Registrar](#) located in the Student Services Complex, Building C. You must be a U.S. citizen or eligible non-citizen to complete the FAFSA. If you are a continuing student, you must be making satisfactory academic progress. You must be enrolled in a degree seeking or qualified certificate program. If you are a male and 18 years of age or older, you must have registered with the Selective Service. Determine if you are considered a "dependent" or "independent" applicant by the U.S. Department of Education. If you have previously attended another institution during the same academic year, and received financial aid at that institution, it is your responsibility to inform the UNLV's Office of Financial Aid & Scholarships at UNLV. Receiving aid at another institution during the same academic year may impact your awards at UNLV, and may even result in you having to repay financial aid funds to UNLV. **Students are required to complete a FAFSA application every year.** If you have questions about completing the FAFSA or need further assistance, please contact the UNLV Dental Medicine Office of Student Affairs. You may also contact the main [UNLV Office of Financial Aid & Scholarships](#) for assistance at (702)

895-3443. Federal Direct Loan Programs can be found on the [UNLV Office of Financial Aid and Scholarships](#).

- 5. Scholarships.** The school is pleased to have the ability, based upon donor funding, to award annual scholarships to predoctoral students pursuing a degree at the UNLV Dental Medicine. Scholarships are awarded based upon factors as established by the private donor and UNLV. These factors for scholarship awarding can include GPA, financial need, ethnicity, class rank, and/or gender. Additional scholarship opportunities can be found by visiting UNLV Dental Medicine [Scholarship Overview](#). In addition, other non-university scholarship opportunities are posted below throughout the year. Students will be sent an email out annually to all students to invite them to apply for scholarships that are awarded by the institution.
 - 6. Financial Aid Advice.** Develop a spending plan to accommodate daily, weekly, monthly, quarterly, and annual expenses. Evaluate spending plan for items that can be reduced or eliminated. Keep expenses to the bare minimum while in school. Eliminate or reduce consumer debt as much as possible. Do not take on any new consumer debt that requires payment while in school. Understand terms and conditions of your loans and expected repayment amounts. Borrow as little as possible. Review student loan borrowing history online through the [National Student Loan Data System](#) at least two times a year. Obtain and review free credit reports from each of the three major credit bureaus each year through [Annual Credit Report.com](#).
- B. Health Services.** The [UNLV Student Recreation and Wellness Center \(SRWC\)](#) provides ambulatory health care, health education, immunizations, pharmacy, laboratory, testing, and fitness testing.
- C. Health Insurance.** The Student Health Insurance Plan was developed specifically for the UNLV Dental Medicine students. Student participation in this plan is mandatory as approved by the Board of Regents, unless the student shows proof of equivalent insurance coverage. Students are automatically enrolled in the program prior to the fall semester. The annual premiums are billed with your fall tuition. Please refer to the [Student Health Insurance FAQs page](#) for current semester insurance rates for international students, graduate students, law students, and nursing graduate students, and current annual rates for dental students. Professional students will be automatically charged the semester insurance rates unless a health insurance fee waiver is requested and proof of alternate insurance coverage is provided. International, graduate, and professional students must submit the [UNLV online health insurance waiver](#) form and proof of alternate coverage by the semester deadline to qualify for a waiver.
- D. Immunizations and Tuberculosis (TB) Test Requirements.** Immunizations and Tuberculosis (TB) Test Requirements. Healthcare professionals, including students-in-training, are at a higher risk than the general population for acquiring communicable diseases such as measles, mumps, rubella, varicella (chicken pox), Hepatitis B, and tuberculosis. In order to protect

yourself, colleagues and patients, prior to enrollment, students are required to provide evidence of immunization or immunity against these diseases. The UNLV Dental Medicine complies with the Nevada Administrative Code (NAC) in relation to the State of Nevada vaccination requirements for university students.

- 1. Coronavirus disease (COVID-19).** Since March 2020, UNLV Dental Medicine has been under strict COVID-19 protocols. Students are required to strictly follow all protocols as outlined by UNLV Dental Medicine while on campus (both in and outside clinic). These may include mask requirements and other PPE requirements, screening requirements, exposure reporting, etc. The current guidelines are posted in the UNLV Dental Medicine Google Drive for COVID-19 and within the Policy & Protocol Manual which is located both on Google Drive and in the Training and Important Information course in WebCampus.
- E. Psychological Services.** All currently enrolled students at UNLV are eligible for counseling services via [UNLV Student Counseling and Psychological Services \(CAPS\)](#). Services are provided free of charge, except for psychological testing. Confidential services offered to assist students manage the adjustment demands and personal challenge of college. For list of services and counseling appointment times/hours, please visit the Student Recreation and Wellness Center webpage or call 702-895-3627.
- F. UNLV Library.** The [UNLV Libraries](#) provide special services and resources for the students, faculty, and staff at the Shadow Lane Campus. These services include on-line access to more than 800 journals of dental, medical and biomedical sciences interest; assistance with literature searches; direct contact with a librarian dedicated to the Shadow Lane campus; electronic document delivery, and physical delivery of hard copy items. These services can be accessed through the [Shadow Lane Library for Dental Medicine](#).
- G. Parking and Transportation Services.** Permits are required for parking on campus from 7 a.m. to 7 p.m. Monday – Thursday and from 7 a.m. to 1 p.m. Fridays. Students are required to purchase parking permits before school begins (including orientation week). Students are encouraged to purchase their parking permit at the [Parking Portal](#). Starting in Fall of 2023, students MUST enter current license plate information as this will serve as their parking permit. **Note:** if a student drives a different car which has not been registered with parking services then that car is treated as not having a parking permit. Students are required to park in the appropriate designated student parking spaces. However, after 5 p.m., students may park in faculty/staff spaces. Students are prohibited from parking in patient designated spaces. New parking permits must be purchased each year; annual fees are set by category of user and subject to increase. For parking permit fees, visit the [UNLV Parking & Transportation Services website](#).

- H. **After Hours Safety Information.** If you would like an escort to your vehicle after dark, you may contact UNLV Police Dispatch at call (702) 895-3668 and a police officer will walk you to your vehicle for assistance. Please visit the [Police Services website](#) for more information about staying safe on campus after dark. It is recommended that all students update your contact information in [RebelSAFE Alert System](#) and download the application on your phone. This can be used at any time to contact UNLV Police Services.
- I. **Campus Recreational Services.** The [UNLV Campus Recreational Service](#) provides services from personal training, group exercise, intramural sports, swim lessons, and open recreational opportunities. These services are available to UNLV students who are registered for at least 4 or more credit hours during the current semester.
- J. **Identification Badges.** The [RebelCard](#) is the official identification card for all members of the UNLV campus community. The RebelCard can be used to check books out in the Library. Each enrolled student's first RebelCard is free with photo identification, such as a driver's license or passport. Replacement cards cost \$20.00. Cards can be obtained at Student Union, Room 160, (702) 895-2351, or on the [Rebel Card Website](#). In addition, all students, faculty, and staff are issued the UNLV Dental Medicine ID badge. This badge **MUST** be worn at all times on campus and **MUST** be visible.
- K. **Student Organizations.** There are many opportunities for students to become involved in student activities. A list of student organizations at the UNLV Dental Medicine are located on the [UNLV Dental Medicine website](#).
- L. **International Programs.** The Office of International Programs (International Programs) is a centralized academic support unit, which assists UNLV in the planning and development of cooperative agreements, programs abroad, faculty exchange, field study projects, and other initiatives, which foster internationalization. UNLV faculty, staff, and student activities with an international component, which include must contact the UNLV Office of International Programs during the initial planning stages for information regarding NSHE and UNLV policies, rules, regulations, and procedures for foreign study, research, or travel. International Programs is located in CBC B 325 or can be reached at (702) 895-3896.
- M. **UNLV Office of Diversity Initiatives.** The UNLV Office of Diversity Initiatives provides leadership and support for UNLV's diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. It is imperative that the UNLV Dental Medicine reflects the community that we serve. Diversity makes our university vibrant and more responsive to the needs of our students and community. UNLV and the UNLV Dental Medicine are committed to providing an inclusive and humane environment where all individuals feel valued, respected, and affirmed. The Title IX Deputy Coordinator for UNLV Dental Medicine is Mr. Ron Blaze, Esq. (ron.blaze@unlv.edu). UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally

protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the [online reporting form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at [4505 S. Maryland Parkway](#), Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 553.

VII. UNLV Dental Medicine Student Code of Honor and Professional Responsibility.

A. Introduction and General Information: The UNLV Dental Medicine Student Code of Honor and Professional Responsibility is herein referred to as the *Honor Code*. The professional development of predoctoral (DMD/DDS) and advanced education program postgraduate students/residents is an essential part of dental education and the dental profession. Students are, at all times, expected to meet the Honor Code Standards of Professional Behavior during their professional development. UNLV Dental Medicine works closely with the UNLV Office of Student Conduct to ensure compliance with the *Honor Code*. The UNLV Office of Student Conduct assists students, faculty, and staff with the student conduct code and policy enforcement, conflict resolution, and managing disruptive behavior. The goal of the UNLV Office of Student Conduct is to foster an environment where students are accountable for their behavior to foster all students' education in a supportive atmosphere. In this regard, UNLV Dental Medicine utilizes this office's services in the area of academic misconduct and professional misconduct.

UNLV Dental Medicine complies with policies outlined by the [UNLV Office of Student Conduct](#) relative to the [UNLV Student Conduct Code](#), [UNLV Student Academic Misconduct Policy](#), and other student policy enforcement as published and revised by the University. The *Honor Code* applies to all students (predoctoral and postgraduate, or any individual enrolled at UNLV Dental Medicine for academic credit (certificate programs). UNLV Dental Medicine demands a high level of scholarly behavior, academic honesty, and professional integrity on the part of students, faculty, staff, and administrators. All students are expected to impart and promote the qualities and characteristics contained within the Dentist's Pledge (in the preface of this Handbook), which each student makes upon matriculation to dental school, again at the White Coat Ceremony, and lastly upon graduation.

No form of academic dishonesty is acceptable. While preservation of an atmosphere of academic integrity is the responsibility of all, the faculty is principally responsible for enforcement of these standards. Academic dishonesty includes any act that violates the academic processes of the University. Examples include, but are not limited to: cheating on an examination; stealing examination questions; substituting one person for another at an examination; falsifying data; using another person's password to access data, destroying;

tampering with, or stealing a computer program or file; and plagiarizing (using as one's own the ideas or writings of another).

As future dental professionals, students assume new obligations and responsibilities upon their enrollment into the programs at the UNLV Dental Medicine. Stringent professional constraints are required of students, faculty, and staff in the dental school setting and in the community. Students at UNLV Dental Medicine must comply with the *Honor Code* in addition to the [UNLV Student Conduct Code](#), [UNLV Student Academic Misconduct Policy](#).

- B. Professional Conduct Philosophy:** Acceptance into UNLV Dental Medicine represents much more than just admission to the study of an intellectual and scientific discipline. It represents the first step toward full participation in a profession entrusted with the health and welfare of the public. The privilege of admission to the predoctoral programs (DMD/DDS) or advanced education/postgraduate programs comes with a unique set of responsibilities not only to fellow students, but also to UNLV Dental Medicine, to the dental profession, and to the public. The dental profession demands the highest degree of trustworthiness, honesty, and integrity.

All students of UNLV Dental Medicine must observe principles that reflect the same high standards that govern the practice of dentistry. Students must abide by long-established principles of honor and integrity of the profession. This *Honor Code* establishes standards for student professional responsibility and sets forth conduct that is unacceptable and prohibited. The standards of conduct in this *Honor Code* are in addition to standards set forth in the [UNLV Student Conduct Code](#), [UNLV Student Academic Misconduct Policy](#). Violations of the *Honor Code* will be subject to the procedures and sanctions outlined in this handbook and the UNLV Office of Student Conduct.

UNLV Dental Medicine promotes an environment that fosters respect, tolerance, understanding, and concern for others by mentoring and developing interpersonal skills necessary for learning, patient care, and making meaningful contributions to the profession. To that end, the spirit of the *Honor Code* is to foster an atmosphere of professionalism, trust, mutual respect, and accountability. Upon matriculating to UNLV Dental Medicine, students accept the responsibilities set forth by this *Honor Code*, including the responsibility to participate in its implementation. Failure to uphold these responsibilities may result in disciplinary action. Depending on the alleged conduct, action, or occurrence, a referral may be made to the UNLV Dental Medicine Honor Council for alleged *Honor Code* violation(s) and/or to the UNLV Office of Student Conduct for alleged violations of the [UNLV Student Conduct Code](#) or the [UNLV Student Academic Misconduct](#) policies.

The entire *Honor Code* process is based upon integrity at all stages of the process. This includes fair and impartial judgments, confidentiality and avoidance of any real or perceived conflicts of interest. Unless otherwise indicated, all Honor Council meetings and materials, information obtained, patient health information, and all discussions related to the incident shall remain confidential.

- C. UNLV Dental Medicine Honor Council.** The Honor Council is a committee of faculty and student representatives charged with reviewing incidents submitted by faculty, staff, and/or students alleging academic or professional misconduct. The Honor Council has the authority to review information and process referrals to the UNLV Office of Student Conduct.
- 1. Composition of the Honor Council.** The Honor Council is chaired by the Chief Compliance Officer who oversees all proceedings. Four (4) faculty members: three (3) faculty members from the predoctoral programs and one (1) faculty member representing the advanced education/ postgraduate/certificate programs shall be appointed by the Dean. The Honor Council chair and faculty composition remains unchanged regardless of whether the allegations relate to a predoctoral or postgraduate student; however, student composition changes as outlined below:
 - a. Predoctoral Programs (DMD/DDS).** Eight (8) predoctoral students (2 elected from each class) will serve as primary/alternate members. Primary members will attend Honor Council meetings; alternates will attend in the absence of and or conflict of a primary member. Student members are elected during their first year (DS1) and remain on the Honor Council until they graduate or voluntarily resign their position.
 - b. Advanced Education/Postgraduate Education Programs.** Membership shall consist of one (1) representative from each of the postgraduate/certificate programs [with no less than a total of four (4) postgraduate students] and shall be appointed by the Dean (or designee) in consultation with the Program Directors.
 - c. Substitution of Honor Council Members.** When circumstances warrant, the Dean (or designee) may replace an Honor Council faculty member by appointing a substitute member of the UNLV Dental Medicine faculty. Should a situation arise during the period following graduation until the new predoctoral class begins or a new advanced education/postgraduate class begins, the Dean (or designee) will appoint predoctoral student members to serve as replacements for recent graduates. These students may be selected from either the previous graduating class or the upcoming DS4 class. Representation from the advanced education/postgraduate programs will be appointed by the Dean (or designee) in consultation with the respective Program Directors.
 - 2. Honor Council Chair.** The Honor Council Chair is responsible for organizing, scheduling, presiding, and providing oversight over all Honor Council meetings. The Honor Council Chair is responsible for sending notifications in accordance with *Honor Code* procedures, notification to the UNLV Office of Student Conduct, and serves as liaison to the Office of Student Conduct on all academic and professional misconduct cases that may arise at UNLV Dental Medicine.

3. **Advisor(s):** The Associate Dean for Academic Affairs (or designee) and Associate Dean for Admissions and Student Affairs (or designee) shall serve as advisors to the Honor Council as non-voting members. In the event an allegation involves a post-doctoral student/resident from an Advanced Education program, the respective Program Director (or designee) shall serve as an advisor to the Honor Council as a non-voting member.
4. **Voting Rights:** Each of the four (4) faculty members and the four (4) predoctoral regular student members (or alternate replacing a primary member) are voting members with one (1) vote each. In the case of postgraduate programs, each postgraduate student is a voting member with one (1) vote. The Honor Council Chair and advisors are non-voting members.

D. **Types of Misconduct.** There are two types of misconduct the Honor Council will review:

1. **Academic Misconduct & Integrity.** UNLV is first and foremost an academic community, with its fundamental purpose the pursuit of learning and student development. UNLV believes that any instance of academic misconduct hurts the entire community, and that the values of honesty, trust, respect, fairness, responsibility and professionalism are paramount. Therefore, to uphold and support standards of personal honesty and integrity for all members of the campus community consistent with the goals of a community of scholars and students seeking knowledge, it will be the policy of UNLV to enforce these standards through fair and objective procedures governing instances of alleged student academic misconduct. Integrity is a concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the Student Academic Misconduct Policy and are expected to always engage in ethical decision-making. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.
 - a. **Honesty.** Honesty is the foundation of teaching, learning, research and service; and the prerequisite for full realization of trust, fairness, respect and responsibility. Students and faculty alike must be honest with themselves and others.
 - b. **Trust.** The UNLV community fosters a climate of mutual trust and encourages the free exchange of ideas. Only with trust can the public believe in the social value and meaning of an institution's scholarship and degrees.
 - c. **Fairness.** We strive to establish clear standards, practices, and procedures and expect fairness in the interactions of students, faculty and administrators. Important components of fairness are predictability, clear expectations, a predictable and transparent process, as well as consistent and just responses.

- d. **Respect.** As an academic community of integrity, we recognize the participatory nature of the learning process and honor and respect a wide range of opinions and ideas. Students and faculty must respect themselves and each other as individuals. All must show respect for the contribution of others by acknowledging their intellectual debts.
- e. **Responsibility.** Every member of an academic community – each student, faculty member and administrator – is responsible for upholding the integrity of scholarship and research. Individuals must take responsibility for their own academic honesty and must not tolerate or ignore academic dishonesty on the part of others.
- f. **Professionalism.** Because students are aspiring professionals, our community expects them to exercise professional conduct during their career as students and uphold the core value of integrity.

2. **Professional Student Conduct.** The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others within the University of Nevada, Las Vegas (“University” or “UNLV”) community are necessary for the fulfillment of such goals. The UNLV Student Conduct Code (“Code”) is designed to promote this environment and sets forth standards of conduct expected of students/student organizations who choose to join the university community. When students choose to accept admission to the University, they accept the rights and responsibilities of membership in the University’s academic and social community. Students/student organizations that are found to violate these standards will be subject to conduct sanctions in order to promote their own personal development, to protect the University community, and to maintain order and stability on campus. The behavior of all students/student organizations, as members of the University Community, is covered by the Code.

E. **Conduct Prohibited.** The [UNLV Student Conduct Code](#) and [UNLV Student Academic Misconduct](#) policies set forth prohibited conduct, which may result in disciplinary action, including dismissal. Examples of conduct prohibited include, but not limited to the following, and may result in disciplinary action, including expulsion, from the UNLV Dental Medicine.

1. **Academic Misconduct.** Includes but not limited to:

- a. **Plagiarism.** Plagiarism is copying the words or ideas of another and representing them to be one’s own. Plagiarism can occur even though the student did not intend to plagiarize the words of another.

- b. Cheating.** Cheating is an act of fraud or deception by which a student gains or attempts to gain a benefit or an advantage, or attempts to provide a benefit or advantage to another student.

This includes but is not limited to receiving unauthorized external assistance during an examination or exercise that counts towards a grade, falsifying information or providing incorrect student identification for any academic evaluation or assignment, falsifying or misrepresenting attendance, hours or activities related to any academic or clinical experience, or attempting to influence or change any academic evaluation assignment or academic record for reasons having no relevance to academic achievement.

Examples of unauthorized external assistance includes, but is not limited to:

- Providing or receiving aid in connection with any academic assignment;
- Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
- Communication in any manner with another student;
- Working with others on graded coursework, including in-class, on-line and take-home examinations; or
- Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.

- 2. Professional Student Conduct.** Includes, but is not limited to:

a. Misrepresentation.

- i. Furnishing material information in the UNLV Dental Medicine application process that the student knows to be false;
- ii. Falsely representing one's qualifications on a resume, in an interview, or in an application for employment or subsequent academic studies;
- iii. Altering patient records, transcripts, or other university documents;
- iv. Falsely signing a faculty member's name or another student's name;
- v. Falsely authorizing an entry in the patient's record through use of a faculty's name or authorization code;

- vi. Knowingly making a false accusation that a student committed acts that may be in violation of the *Honor Code*; or
 - vii. Any misrepresentation by which the student gains or attempts to gain an unfair advantage from the university, faculty, students, or staff.
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- b. **Wrongful Use or Procurement of Goods, Services, or Information.** Includes, but is not limited to stealing, destroying, or damaging university property and/or the property of other students, including laboratory projects, clinical instruments, or supplies; or unauthorized use of on-line resources.
 - c. **Mistreatment of Patients.** This can include, but is not limited to, knowingly and deliberately missing an assigned clinic session, treating patients outside of regularly scheduled clinic times, knowingly and deliberately delaying a patient's treatment without reasonable cause, or patient abandonment.
 - d. **Unlawful Conduct.** This includes, but is not limited to, the commission of any felony, gross misdemeanor, or misdemeanor criminal offense (except for misdemeanor traffic violations) as defined by federal, state, or local law. Such conduct may result in disciplinary action. All students have an obligation to disclose to the Office of the Associate Dean for Admissions and Student Affairs any conviction resulting from the commission of a felony, gross misdemeanor, or misdemeanor criminal offense, as defined by federal, state, or local law.
 - e. **Failure to Report Violations of the *Honor Code*.** Each member of the University and the UNLV Dental Medicine community, including students, have the responsibility to report incidents they reasonably believe violate this *Honor Code* including, but not limited to, witnessing or hearing about misconduct of another student.
 - f. **Unprofessional Behavior.** This includes, but is not limited to, behavior inconsistent with the professional conduct standards of the dental profession. Any behavior that brings discredit upon UNLV Dental Medicine, the University, or the dental profession shall constitute unprofessional behavior.
 - g. **Unlawful Practice of Dentistry.** Unlawful practice of dentistry as defined by the Nevada State Board of Dental Examiners regulations and Nevada Revised Statutes Chapter 631, as well as failure to comply with UNLV Dental Medicine clinical policies, procedures, or safety/compliance protocols.
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- F. Reporting Incidents of Potential *Honor Code* Violations.** Any person (including students, faculty, staff, and/or patients of the UNLV Dental Medicine) with knowledge of an incident that may constitute a violation of the *Honor Code*, the [UNLV Student Conduct Code](#) and/or [UNLV Student Academic Misconduct](#) policies, must report the incident to one of the following: Chief Compliance Officer (Honor Council Chair), a member of the Honor Council,

or any faculty member. **Reports must be made in writing, dated, and signed by the person observing the potential Honor Code violation.** The report should provide, to the extent possible, the date, time, place, name of person(s) involved, and the circumstances surrounding the potential violation(s). In addition, the report should include the name(s) of any person(s) who may have witnessed the prohibited conduct. Once the report is submitted in writing, the person filing the report shall be cautioned from speaking about the incident to students, faculty, staff, and/or patients without authorization from the Honor Council Chair.

G. Investigation and Notification of a Reported Incident. The Honor Council Chair, upon receipt of an incident report of a potential violation of the *Honor Code*, will schedule an initial meeting of the Honor Council in accordance with timelines set by the *Honor Code*. All documentation provided by the Honor Council Chair (or designee) to the Honor Council during any and all meetings shall remain confidential. Members are required to protect confidentiality of all documents and information regarding each reported incident. The Honor Council Chair is charged with maintaining the official file of the reported incident including all documentation relating to the reported incident until the final resolution of the matter.

1. Initial Meeting of Honor Council. Upon receipt of a written report, the Chair (or designee) will convene a meeting of the Honor Council to review the report. **Please note calculations of time frames are made using working days, which excludes weekends, recesses, and/or holidays.** Absent extenuating circumstances, the initial meeting will be convened within five (5) working days of receipt of the report. The Honor Council will review the report and determine if a formal investigation is warranted. If Council determines no formal investigation is warranted, the Honor Council Chair will notify the Dean in writing of the Honor Council's determination. The incident shall then be closed and filed with the Chair. If a future incident involving the same student is reported, then a review of prior reports will be conducted to determine if the prior incident is relevant. If the Honor Council determines an investigation is warranted, then the allegations are referred to the UNLV Office of Student Conduct for review and action. The Honor Council will have ten (10) working days from the date of the initial meeting to reach their determination.

2. No Communications outside Honor Council Meetings and/or Hearings. Members of the Honor Council shall not have any communication, oral or written, with anyone outside the Honor Council meetings and/or hearings regarding any Honor Council matter including any decision makers (e.g. Dean, UNLV Vice-President of Student Affairs, UNLV Appeal Panel members). This mandate is to ensure confidentiality of all matters and to preclude any actual and/or perceived attempts to influence, directly or indirectly, the outcome of any Honor Council matter. However, this does not include requests for information that are procedural in nature.

3. Final Decision. Final adjudication and determination will be made by the UNLV Office of Student Conduct.

- H. Appeal Rights.** The Appeals rights and procedures afforded in the [UNLV Student Conduct Code](#) shall apply. A charged student found responsible for a violation of the *Honor Code* or the [UNLV Student Conduct Code](#), and/or [UNLV Student Academic Misconduct](#) policies shall have the right to appeal that decision and any sanctions imposed to the UNLV Vice President for Student Affairs (or designee). A request for appeal must be filed within five (5) working days from the charged student's receipt of findings. The right of appeal is the right to seek review of a formal hearing decision or other action by a higher University authority; it is not a right to a new hearing. To prepare an appeal request, the charged student has the right to review the student's Honor Council or judicial hearing file, including any recording(s) of the hearing; and any sanction imposed as a result of a hearing shall not become effective until after the five (5) working days during which an appeal may be filed have elapsed, or until after any such appeal has been decided, except that the Vice President for Student Affairs (or designee) has the authority, in his/her absolute discretion to determine that extenuating circumstances exist, and to immediately impose the sanction.
- I. Extension of Time Limits.** All reports of *Honor Code* violations shall be investigated and resolved as expeditiously as possible, and within the time limits set forth herein. However, there may be circumstances where additional time is necessary to conduct a thorough investigation, including but not limited to: the absence or inability to contact a reporting individual, applicant, student, or a necessary witness. Accordingly, the Honor Council conducting the investigation or the charged student may request an extension of the time limits if this does not unduly interfere with the ability of the student to respond to the allegations. Any extensions must be in writing and signed by the student and the Associate Dean of Academic Affairs (or designee).
- J. Sanctions.** Depending upon the severity of the violation, and whether repeat or multiple violations are involved, additional sanctions for *Honor Code* violations may be imposed by the Dean (or designee). In addition to the sanctions identified below, and in the University's sole discretion, a student may be required to perform restitution service, to complete counseling or other specialized treatment or support services, and/or be required to participate in an activity or program whose purpose is to redirect behavior. Any violation of the *Honor Code* or the [UNLV Student Conduct Code](#), and/or [UNLV Student Academic Misconduct](#) policies motivated by bias against race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, or veteran status may subject the student to the imposition of a more severe sanction than would be imposed in the absence of such motivation. Failure to comply with any such additional sanctions or requirements shall constitute an additional violation of the *Honor Code* or [UNLV Student Conduct Code](#), and may result in additional and increased sanctions in accordance with the procedures set forth in the *Honor Code* or [UNLV Student Conduct Code](#). The sanctions for an *Honor Code* violation which may be imposed in any order or combination include but are not limited to:
- 1. Warning.** Notice, oral or written, that continued or repeated violations of the UNLV Dental Medicine or UNLV policies and/or regulations may be cause for further conduct

action. These actions would normally be in the form of censure, loss of privileges, exclusion from activities, probation, suspension, or expulsion

2. **Restrictions, Loss of Privileges, and Exclusion from UNLV Dental Medicine and UNLV Activities:** Exclusion/restriction from participation in privileges and extracurricular activities or holding office. Loss of use privileges for designated University facilities, denial of the use of a vehicle on campus, and/or other restrictions consistent with the violation committed.
3. **Restitution of Payment or Service:** The requirement to provide restoration/restitution for a loss due to violations including, but not limited to: defacement, damage, fraud, theft, and/or misappropriation of property. Restitution may be imposed either exclusively or in combination with other sanctions. Restitution may take the form of monetary payment or appropriate services to repair or otherwise compensate for damages.
4. **Conduct Probation:** The terms of probation will be determined at the time the probation is imposed. Probation may include exclusion from participation in privileges or extracurricular activities. The student placed on probation shall be notified in writing that the commission of prohibited acts will lead to additional and/or increased conduct sanctions.
5. **Disciplinary Conduct Suspension:** This is the temporary separation of the student from UNLV Dental Medicine or UNLV for a specified period of time and/or until specific conditions, if imposed, have been met. A disciplinarily suspended student shall not participate in any University-sponsored activity and shall be barred from all University campuses and properties. The student will be notified in writing of the suspension. The official transcript of the student shall be marked "Conduct Suspension Effective (date) to (date)." The parent(s) or legal guardian(s) of minor students shall be notified of the action. After the suspension period has elapsed, the student will be placed on disciplinary probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the probationary period and written notification by the Dean, the student will be classified as being in "good standing" provided that no further *Honor Code* or [UNLV Student Conduct Code](#) violations have occurred.
6. **Expulsion or Termination:** Expulsion or termination is a permanent separation of a student from University. The expelled student shall not participate in any University-sponsored activity and shall be barred from all NSHE campuses and properties. The official transcript of the student shall be marked "Conduct Expulsion Effective (date)." The parent(s) or legal guardian(s) of a minor student shall be notified of the action.
7. **Required Educational/Restitution Activities:** Student(s) may be required to participate in educational activities or programs of community restitution service on campus or in the community, as approved.

8. **Administrative Hold:** A status documented in the Registrar's official file that precludes the student from registering for classes and/or accessing official transcripts until clearance from the Associate Dean of Academic Affairs (or designee).
9. **Intake/Assessment/Treatment Referrals:** A student may be referred to UNLV Student Counseling and Psychological Services (CAPS) to complete an intake and assessment involving alcohol, controlled substance, or other identified issues arising from a violation. At the University's discretion, proof of participation or completion of treatment may be required. When appropriate, CAPS may refer the student to an off-campus provider for such services at the student's expense.
10. **Academic/Misconduct Sanctions:** Potential sanctions for academic/misconduct include, but are not limited to, the following, either singularly or in any combination:
 - a. **Academic Sanctions:** Resubmitting an assignment, reduction of points/letter grade for the assignment, dropping a class, reduction of points/letter grade for class, failing grade for assignment, and/or failing grade for class.
 - b. **Conduct Sanctions:** Transcript notation; academic integrity seminar; reflection letter of understanding; disciplinary warning or probation; removal from program, school, or college; suspension; expulsion; withdrawal of credit for previously accepted course or requirement.

These sanctions apply to a student in his or her capacity as a student of UNLV Dental Medicine. Any violation of the *Honor Code* can be referred for further and/or additional action under the [UNLV Student Conduct Code](#).

- K. **Adoption and Amendment of Honor Code:** The *Honor Code* and any amendments thereto become effective upon the approval of the Dean (or designee) subject to prior review by UNLV's legal counsel and to the approval of the UNLV President. Any person may petition to amend the *Honor Code*. The petition shall be submitted to the Honor Council for consideration and recommendation to the students and faculty.
- L. **Professional Conduct:** This section specifies professional behavior expected of students at UNLV Dental Medicine. The list below provides examples of, but not limited to, expected professional behavior:
 1. Behavior reflecting the dignity, responsibility, and service of dental professionals shall be practiced by all individuals.
 2. Students shall interact with patients, their families, visitors, faculty, staff, and peers in a courteous, considerate manner that displays respect and appropriate professional courtesy. Adult patients shall be addressed by title and surname unless permission is granted by the patient to use a more informal form of address.

3. Students have an obligation to be respectful of the cultural, religious, ethnic, racial, and life-style diversity of individuals in the dental school.
4. Students have an obligation to be respectful of the community and the community in which the school exists.
5. Abusive, obscene, derogatory, profane language, or profane gestures shall not be tolerated.
6. Privacy of the patient and the confidentiality of every patient record shall be maintained.
7. Dental students shall NOT perform clinical treatment without direct supervision from appropriate faculty.
8. Dental students shall NOT perform clinical treatment that in any way compromises the safety of the patient.
9. Dental students shall NOT deliberately neglect a patient nor specific aspects of the patient's care in order to deliver only selected treatment.
10. Dental students shall NOT intentionally subject a patient to unnecessary treatment, stress or anxiety.
11. Dental students should refrain from sharing personal problems, frustrations, or negative comments about colleagues, faculty, or the institution with patients or patients' families.
12. Dental students shall NOT make any misstatement or act of intentional commission or omission in official records for purposes of misrepresentation.
13. Dental students shall NOT engage in any argument or altercation in the presence of or with patients, family, visitors, staff, or faculty.
14. Privacy of the professional activities of any extramural site visited shall be maintained.
15. Dental students shall maintain neat and clean personal grooming and shall dress appropriately in clinic and clinic simulation environments, following the guidelines published in the Student Handbook.
16. Dental students observing or knowing of incompetent, unethical, or illegal conduct that endangers a patient's health or general welfare shall report this abuse to the Asst/Assoc Dean of Clinical Services.

- M. Health and Safety:** Dental students shall maintain compliance with all Health and Safety regulations, including all required immunizations and annual testing for tuberculosis. Dental students shall be familiar with and in compliance with UNLV and the UNLV Dental Medicine safety policies including radiation safety, infection control, biohazard exposure control, and latex allergies. Dental students shall attend all required training sessions, including annual updates when applicable, in the areas of the UNLV and the UNLV Dental Medicine safety policies listed above.
- N. Implementation and Enforcement of *Honor Code*:** Implementation of the *Honor Code* and reporting violations are the responsibility of the Asst/Assoc Dean of Clinical Services. Enforcement actions shall be consistent with protocols established in the *Honor Code* and [UNLV Student Conduct Code](#). The Asst/Assoc Dean of Clinical Services and/or the Chair of Clinical Sciences may remove any dental student from the patient care setting to protect patient safety. Reinstatement of a student from the patient care clinics shall be determined by the Asst/Assoc Dean of Clinical Services upon recommendation of the Chair of Clinical Sciences and/or the assigned clinical Team Leader. Non-compliance with Health and Safety requirements (as set forth above) will result in delay in registration for the semester and suspension of all preclinical and clinical activities until the student provides written documentation of compliance.
- O. Falsification of Documents or Other Information:** The *Honor Code* and [UNLV Student Conduct Code](#) prohibit the forgery and falsification of any documents or records. This includes, but is not limited to the forging, altering, misusing, providing or causing any false information to be entered on ANY University or the UNLV Dental Medicine PRINTED OR ELECTRONIC documents, records (including patient records), or identification cards. The falsification of data, improper assignment of authorship of schoolwork or other scholarly activity, claiming another person's work as one's own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds will not be tolerated. Commission of any act of forgery or falsification as described will result in disciplinary action and sanctions as stated in the *Honor Code* and [UNLV Student Conduct Code](#).

APPENDICES

APPENDIX A. Minimum Technical Standards for Admissions & Matriculation to UNLV Dental Medicine Predoctoral Programs

The University of Nevada Las Vegas, School of Dental Medicine (UNLV Dental Medicine) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation.

In adhering to this policy, the UNLV Dental Medicine abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the other applicable statutes and regulations of the State of Nevada, the Nevada System of Higher Education and the University of Nevada, Las Vegas relating to equality of opportunity. In this venue, the UNLV Dental Medicine encourages all qualified individuals to apply for admission to its Doctor of Dental Medicine (DMD) program and Doctor of Dental Surgery (DDS) program.

The UNLV Dental Medicine recognizes that the award of a DMD and DDS degrees carry with it the full authority of the Nevada System of Higher Education (NSHE) Board of Regents and communicates to those who might seek the services of the bearer that he or she is competent to practice general dentistry. The DMD degree is a professional degree, unique in that the graduate is prepared upon licensure to practice all disciplines within the scope of a general dentist. This requires that the student in the curriculum acquire didactic knowledge as well as psychomotor skills and the attitudes essential to the profession and agreed upon by the faculty as requisite for the practice of general dentistry. To successfully negotiate the curriculum, students must have a sufficient motor function to execute movements essential to providing oral healthcare to patients, a level of cognitive aptitude, ethical competency, and hand-eye coordination.

The UNLV Dental Medicine is mindful of the unique nature of the dental curriculum. Applicants must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the education. In the process, the student is required to direct or perform treatment on the patients of the UNLV Dental Medicine Clinics and its affiliates. This includes the completion of treatment safely and within an acceptable amount of time. The student must be able to meet the following technical standards with or without reasonable accommodations.

The UNLV Dental Medicine will consider any applicant who demonstrates the ability to perform or to learn to perform the skills listed in these standards. UNLV Dental Medicine has determined that these skills are essential to the program of instruction. Continued enrollment and graduation will depend on the successful demonstration of both the knowledge and skills listed in these technical standards. The Student Performance Committee will monitor each candidate/student's demonstration of such knowledge and skill. Although the UNLV Dental Medicine may not inquire into whether an applicant has a disability prior to making a decision on admission, an applicant may disclose a disability for which he or she wishes accommodation during the admissions process. Such applicant must contact DRC. Applicants are not required to disclose the nature of

their disability(s) to the Admissions Committee; however, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Associate Dean for Admissions and Student Affairs or Director of Admissions before the interview. Upon the request of an applicant or a student, who provides appropriate documentation and certification, reasonable accommodations will be provided. [Requests for accommodation must be initiated with the DRC]. UNLV Dental Medicine will provide reasonable accommodations, but is not required to make modifications that would fundamentally alter the nature of the program or provide auxiliary aids that present an undue burden to the UNLV Dental Medicine. The student must be able to perform all of the technical standards with or without accommodation in order to matriculate into the curriculum.

1. MOTOR SKILLS

GENERAL. A candidate/student should have a sufficient level of manual dexterity such that he/she is able to execute the fine movements required to provide general dental care and treatment to patients within a specified amount of time. Candidates must adhere to universal infection protocols and meet established safety standards applicable to healthcare outpatient settings and other clinical activities.

SPECIFIC. It is required that a candidate/student possess the manual motor skills necessary to directly perform diagnostic and treatment maneuvers associated with the practice of general dentistry. Such maneuvers require coordination of both gross and fine muscular movements, equilibrium, and functional uses of the senses of touch, hearing, and vision.

SPECIFIC. A candidate/student must possess the motor skills necessary to directly perform basic life support (including CPR), transfer and position disabled patients, physically restrain adults who lack motor control, and position and reposition self around patients in various treatment settings. The candidate/student must be able to operate dental equipment controls utilizing fine hand movements, position and move dental instruments, and move in all directions within fractions of one millimeter of tolerance. Such actions require the ability to use both hands, coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision. Candidates/students must be able to work in the proper ergonomic positions appropriate to the delivery of dental treatment for extended times.

SUMMARY. Candidates must have sufficient motor function to elicit information from patients through such diagnostic procedures as palpation, auscultation, and percussion. Candidates should be able to execute motor movements that are reasonably required to provide oral health care and emergency treatment to patients. Examples of such emergency treatment are: cardiopulmonary resuscitation, application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and uncomplicated oral and maxillofacial surgical procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

2. SENSORY/OBSERVATION

a. BASIC SCIENCES

GENERAL. A candidate/student must be able to acquire a defined level of required information as presented through lectures, readings, demonstrations, and experiences in the basic and dental sciences.

SPECIFIC. A candidate's/student's ability to acquire information includes, but is not limited to, information conveyed through physiologic, pharmacological demonstrations in animals and microscopic images of microorganisms and human or animal tissues in normal and pathologic states. A candidate/student must be able to acquire information from written documents and to visualize information presented in images from paper, films, slides, video, and computer. A candidate/student must be able to interpret radiographs (x-rays) and other graphic images, with or without the use of assistive devices. A candidate/student must have functional use of visual, auditory, and somatic sensation while using appropriate enhancement of sensory modalities (such as microscopes, stethoscopes, etc.).

b. CLINICAL SCIENCES

GENERAL. A candidate/student must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing general dental treatment or administering medications. The student/candidate must be able to obtain a medical history and perform a physical evaluation and comprehensive oral evaluation in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan. These skills require the coordinated use of vision, hearing, and touch or the functional equivalent.

SPECIFIC. A candidate/student must be able to perform visual and tactile dental examinations and treatment. This requires visual acuity, accommodation, and color vision necessary to discern slight differences and variation in color, shape, and general appearance between normal and abnormal, soft and hard tissues. Use of tactile senses may be either direct manual palpation or indirect through manual instrumentation. A candidate/student must also possess the visual acuity to read charts, records, small print and handwritten notation, and distinguish small variations in colors intra and extra orally. All skills must be performed within reasonable patient treatment time periods, either in simulation or clinical patient care, as determined by the faculty to simulate real-time professional dental care. A candidate must be able to maintain strength, posture, reach, and manipulate equipment to all positions in order to control the operating environment.

2. COMMUNICATION

GENERAL. A candidate/student must be able to communicate clearly and effectively with a degree of sensitivity with patients, parents and/or guardians; establish good rapport, convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. For effective patient treatment, the candidate/student must be able to communicate with patients, parents, guardians, and all members of the dental and medical health care team effectively and efficiently and communication must be culturally appropriate. Communication includes oral and written modes.

SPECIFIC. A candidate/student must have sufficient facility with English to retrieve information from literature, computerized databases and lectures and to communicate concepts on written exams and patient charts. Patients, faculty, students, and staff must be able to easily understand the candidate/student's oral and written communication in order to effectively evaluate performance and to work collaboratively in the care of patients. Patients must be able to understand the candidate/student easily to help establish patient rapport, understand what information is requested and needed by the candidate/student and understand the explanation of treatment procedures, treatment options, informed consent, follow up, and/or home care.

3. COGNITIVE

GENERAL. A candidate/student must be able to measure, calculate, reason, analyze, integrate, and synthesize information. Problem solving, a critical skill demanded of dentists, requires the ability to measure, calculate, reason, analyze and synthesize. The candidate must be able to learn and manage the clinical problems of many patients simultaneously. The candidate must have the capacity to perform these problem-solving skills in a timely fashion. The ability to incorporate new information from peers, patients, teachers and the medical/dental literature in formulating diagnoses and treatment plans is essential. Good judgment in patient assessment, diagnostic and therapeutic planning is crucial; students must be able to identify and communicate their knowledge to others when appropriate.

SPECIFIC. A candidate/student must be able to comprehend and mentally visualize three-dimensional relationships and to understand the spatial relationships of structures. Problem solving and clinical decision-making and critical thinking skills demanded of a general dentist require all of these intellectual abilities. A candidate/student must be able to perform these problem-solving and critical thinking skills in a timely fashion for effective patient treatment.

4. BEHAVIORAL

GENERAL. A candidate/student must possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, 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, faculty, staff, and students.

SPECIFIC. A candidate/student must recognize that the curriculum is physically, mentally and emotionally taxing. All students must be able to tolerate physically and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes. Further, a candidate/student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal manner so as not to alienate or antagonize them. A candidate/student must reasonably be expected to accept criticism and respond by appropriate modification of behavior. Candidates must be adaptable, able to cope with stress, able to delegate responsibilities, meet deadlines, manage time and function as part of a dental healthcare team.

- 5. IMMUNIZATION AND INFECTION CONTROL COMPLIANCE.** Compliance with the immunization requirements and infection control policies/protocols for UNLV Dental Medicine students is mandatory. Immunizations requirements and infection control policies/protocols have been established to safeguard the health and well-being of faculty, staff, students, and patients.

6. ETHICS AND PROFESSIONALISM

GENERAL. A candidate/student must maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct and those further specified in the UNLV Dental Medicine Student Handbook. Students are expected to exhibit the highest ethical and moral behavior. As such, candidates and current students must meet the legal standards to be licensed to practice dentistry in the State of Nevada as well as the standards of the UNLV School of Dental Medicine and those further specified in the UNLV Dental Medicine Student Handbook.

SPECIFIC. A candidate/student must always act in the best interest of the patient and society even when there is a conflict with the candidate/student's personal self-interest. The candidate/student must conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their interactions with students, faculty, staff, and the public. A candidate/student must refrain from actions that detract from the professional atmosphere or other actions. This expectation would also apply when attending any school-sponsored or related activities. A candidate must possess the psychological health and maturity required for full utilization of the candidate's intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, 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, faculty, staff and other candidates. UNLV Dental

Medicine will consider for admission any applicant capable of acquiring the necessary knowledge and having the ability to perform, or learn to perform, the skill specified in these standards which have been determined essential to the program of instruction. The UNLV Dental Medicine Technical Standards are required to successfully complete the School's competencies needed for graduation. UNLV Dental Medicine will not undertake modifications or provide auxiliary aids or services that would fundamentally alter the nature and substance of the DMD and/or DDS curriculum, present an undue burden for the institution, pose a direct threat to the safety of patients, students, faculty, assistants or staff, or compromise the academic integrity of the DMD/DDS program. UNLV Dental Medicine will also not provide services or equipment of a personal nature. Candidates should understand that they will be required to demonstrate competency without personal assistance, such as the use of an intermediary. The candidate must be able to meet the technical standards of the DMD/DDS curriculum, including the functions described above, with or without reasonable accommodations, in order to begin the program or to continue in the program, or to graduate from the program. These competencies are available upon request through the Associate Dean of Academic Affairs, UNLV School of Dental Medicine, 1001 Shadow Lane, MS 7410, Las Vegas, NV 89106.

APPENDIX B. CLINICAL RETRAINING

Designed to assist dental students with mild clinical performance deficiencies with no immediate risk to patient safety. A detailed description of in course clinic remediation is available in the Student Handbook. **This form may be completed electronically or with ink. It must be issued to the student within 5 working days of incident or event.** Faculty and staff may not initiate a retraining on behalf of another faculty or member. Monitoring of the retraining must be done by a faculty member who agrees to the responsibility. Faculty and staff may, in some circumstances, initiate a retraining based on egregious behavior reported by another student.

<p>Student's Name: _____ Date of Event or Incident: _____</p> <p>Name of Initiator (Staff or Faculty): _____</p> <p>Today's Date (must be issued within 5 working days of event/incident): _____</p> <p>Location of Event or Incident: <input type="checkbox"/> Team <input type="checkbox"/> ER/OS <input type="checkbox"/> Pedo <input type="checkbox"/> Main <input type="checkbox"/> Other _____</p> <p>Remove student from clinic pending completion? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, which clinic(s) _____</p> <p>(MUST be reviewed by Team Leader and Department Chair)</p> <p>First event or incident for this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Category of Event or Incident: <input type="checkbox"/> Technical Skills <input type="checkbox"/> Preparation <input type="checkbox"/> Learning <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Other _____</p> <p>Student's Team Leader: _____</p>

Instructions and Routing for Form:

- Faculty or staff initiates retraining form. Faculty or staff completes relevant sections.
- Within 5 working days of the incident or event, faculty or staff must send by encrypted email with the subject line "[encrypt]: Clinical Retraining- Issue" to student and the individuals listed below:
 - Asst/Assoc Dean of Academic Affairs, Chair of Student Progress Committee, Department Chair of Clinical Sciences, Director of Comprehensive Care, Asst/Assoc Dean of Clinical Services, Asst/Assoc Dean of Admissions and Student Affairs, and the student's Team Leader. Notice will be given by the Team Leader to all full-time Team Faculty in the student's team. Failure to comply with the requirements of Clinical Retraining or continued unsatisfactory clinical performance may result in further sanctions or change in academic status to Academic Warning, Academic Probation, Repeating Year, or Academic Expulsion (Dismissal).
- Student completes section "Student Perspective of Event or Incident" within 5 working days of receiving the document, then signs and returns by email it to initiating faculty or staff with the subject line "[encrypt]: Clinical Retraining- Student Review"
- Upon completion of the retraining, the monitoring faculty completes the "Outcomes Assessment" section and sends final document to student and list of individuals above via secure email with the subject line "[encrypt]: Clinical Retraining- Outcome," within 5 working days of outcomes assessment. The hard copy of the completed form is returned to the student's Team Leader who has it filed in the Team files.

CLINICAL RETRAINING

Description of Event or Incident- Faculty or Staff Perspective

Use facts that you personally witnessed or experienced. Do not include character judgements.

Learning Outcomes for Retraining

By the end of this retraining the student should be able to...

Dates for Retraining: _____ to _____

Monitoring Faculty: _____

Retraining Learning Requirements

These requirements should match the intended learning outcomes. Include specific deadlines if there are deadlines for specific assignments within the "Dates for Retraining."

- Readings (provide specific citations and hyperlinks where appropriate):
- Activities (be specific):
- Assignments:
- Other:

CLINICAL RETRAINING

Student Perspective on Event or Incident (completed by student)

- I agree with the above and have no additional information to add.
- I agree that I have an opportunity to re-learn in the area described above, however I have additional information to add to the Faculty Perspective, which I will describe below.
- I disagree with the above and offer my perspective below.

If adding additional information, use facts that you personally experienced or witnessed. Do not include character judgments.

I hereby acknowledge receipt of this Clinical Retraining.

Student signature: _____ Date: _____

Outcomes Assessment

Clinical Retraining must be assessed by one of the listed monitoring faculty. That individual must complete the following section:

Print name: _____ Signature: _____ Date: _____

This Retraining was: Satisfactory Unsatisfactory Incomplete

If “Unsatisfactory” or “Incomplete” are selected, please provide a few sentences below with an explanation.

CLINICAL RETRAINING

Please send via encrypted email 1. Upon issuing, and 2. Upon completion of outcomes assessment to the current individuals with the following titles:

Asst/Assoc Dean of Academic Affairs

Asst/Assoc Dean of Clinical Services

Asst/Assoc Dean for Admissions and Student Affairs

Chair of Student Progress Committee

Department Chair of Clinical Sciences

Director of Comprehensive Care

Team Leader

APPENDIX C. CLINICAL REASSIGNMENT

Designed to assist dental students with moderate or repeated mild clinical performance deficiencies with no immediate risk to patient safety. A detailed description of in course clinic remediation is available in the Student Handbook. **This form may be completed electronically or with ink. It must be issued to the student within 3 working days of most recent incident or event.** Faculty and staff may not initiate a Reassignment on behalf of another faculty or member. Monitoring of the Reassignment must be done by a faculty member who agrees to the responsibility. Faculty and staff may, in some circumstances, initiate a Reassignment based on egregious behavior reported by another student.

<p>Student's Name: _____ Date of Event or Incident: _____</p> <p>Name of Initiator (Staff or Faculty): _____</p> <p>Today's Date (must be issued within 3 working days of event/incident): _____</p> <p>Location of Event or Incident: <input type="checkbox"/> Team <input type="checkbox"/> ER/OS <input type="checkbox"/> Pedo <input type="checkbox"/> Main <input type="checkbox"/> Other _____</p> <p>Remove student from clinic pending completion? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, which clinic(s) _____</p> <p>(MUST be reviewed by Team Leader and Department Chair)</p> <p>First event or incident for this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Category of Event or Incident: <input type="checkbox"/> Technical Skills <input type="checkbox"/> Preparation <input type="checkbox"/> Learning <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Other _____</p> <p>Student's Team Leader: _____</p>

<p><u>Instructions and Routing for Form:</u></p> <ul style="list-style-type: none">• Faculty or staff initiates Reassignment form. Faculty or staff completes relevant sections.• Within 3 working days of the incident or event, faculty or staff must send by encrypted email with the subject line "[encrypt]: Clinical Reassignment Issue" to Team Leader and Clinical Sciences Department Chair for review. If agreed that the incident rises to the level of clinic reassignment the faculty or staff must send by encrypted email the Reassignment to the student and the individuals listed below:<ul style="list-style-type: none">○ Asst/Assoc Dean of Academic Affairs, Chair of Student Progress Committee, Department Chair of Clinical Sciences, Director of Comprehensive Care, Asst/Assoc Dean of Clinical Services, Asst/Assoc Dean of Admissions and Student Affairs, and the student's Team Leader. Notice will be given by the Team Leader to all full-time Team Faculty in the student's team. Failure to comply with the requirements of Clinical Reassignment or continued unsatisfactory clinical performance may result in further sanctions or change in academic status to Academic Warning, Academic Probation, Repeating Year, or Academic Expulsion (Dismissal).• Student completes section "Student Perspective of Event or Incident" within 3 working days of receiving the document, then signs and returns by email it to initiating faculty or staff with the subject line "[encrypt]: Clinical Reassignment- Student Review"• Upon completion of the reassignment, the monitoring faculty completes the "Outcomes Assessment" section and sends final document to student and list of individuals above via secure email with the subject line "[encrypt]: Clinical Reassignment- Outcome," within 3 working days of outcomes assessment. The hard copy of the completed form is returned to the student's Team Leader who has it filed in the Team files.
--

CLINICAL REASSIGNMENT

Description of Event or Incident- Faculty or Staff Perspective

Use facts that you personally witnessed or experienced. Do not include character judgements.

Learning Outcomes for Reassignment

By the end of this Reassignment the student should be able to...

Dates for Reassignment: _____ to _____

Monitoring Faculty: _____

Reassignment Learning Requirements

These requirements should match the intended learning outcomes. Include specific deadlines if there are deadlines for specific assignments within the "Dates for Reassignment."

- Readings (provide specific citations and hyperlinks where appropriate):
- Activities (be specific):
- Assignments:
- Other:

CLINICAL REASSIGNMENT

Student Perspective on Event or Incident (completed by student)

- I agree with the above and have no additional information to add.
- I agree that I have an opportunity to re-learn in the area described above, however I have additional information to add to the Faculty Perspective, which I will describe below.
- I disagree with the above and offer my perspective below.

If adding additional information, use facts that you personally experienced or witnessed. Do not include character judgments.

I hereby acknowledge receipt of this Clinical Reassignment.

Student signature: _____ Date: _____

Outcomes Assessment

Clinical Reassignment must be assessed by one of the listed monitoring faculty. That individual must complete the following section:

Print name: _____ Signature _____ Date: _____

This Reassignment was: Satisfactory Unsatisfactory Incomplete

If “Unsatisfactory” or “Incomplete” are selected, please provide a few sentences below with an explanation.

CLINICAL REASSIGNMENT

Please send via encrypted email 1. Upon issuing, and 2. Upon completion of outcomes assessment to the current individuals with the following titles:

Asst/Assoc Dean of Academic Affairs

Asst/Assoc Dean of Clinical Services

Asst/Assoc Dean for Admissions and Student Affairs

Chair of Student Progress Committee

Department Chair of Clinical Sciences

Director of Comprehensive Care

Team Leader

APPENDIX D. SUSPENSION OF CLINIC PRIVILEGES

Suspension of Clinic Privileges is designed to ensure patient safety and assist students in the remediation of clinical deficiencies that could impact patient safety. The staff or faculty member who identifies a deficiency is encouraged to respectfully take over care of patients who are in the way of harm. The staff or faculty member must immediately report to the Team Leader AND Asst/Assoc Dean of Clinical Services who will review each incident with the Department Chair of Clinical Sciences. A detailed description of in course clinic remediation is available in the Student Handbook.

This form MUST be completed (electronically or with ink) within 24 hours of the incident or event. Faculty and staff may not initiate a Suspension of Clinic Privileges on behalf of another faculty or member. The Asst/Assoc Dean of Clinical Services will review the proposed suspension of clinical privileges and report to the Associate Dean for Academic Affairs within 24 hours (excluding weekends and holidays/recess) to determine if a student should be removed from clinical care as well as the appropriate remediation.

<p>Student's Name: _____ Date of Event or Incident: _____</p> <p>Name of Initiator (Staff or Faculty): _____</p> <p>Today's Date (must be issued within 5 working days of event/incident): _____</p> <p>Location of Event or Incident: <input type="checkbox"/> Team <input type="checkbox"/> ER/OS <input type="checkbox"/> Pedo <input type="checkbox"/> Main <input type="checkbox"/> Other _____</p> <p>First event or incident for this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>Category of Event or Incident: <input type="checkbox"/> Technical Skills <input type="checkbox"/> Preparation <input type="checkbox"/> Learning <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Other _____</p> <p>Student's Team Leader: _____</p>
--

<p><u>Instructions and Routing for Form:</u></p> <ul style="list-style-type: none">• Faculty or staff initiates suspension of clinical privileges form. Faculty or staff must report to the Team Leader, Dept. Chair of Clinical Sciences, and Asst/Assoc Dean of Clinical Services. Faculty or staff completes relevant sections of this form.• Within 24 hours of the incident or event, faculty or staff must send by encrypted email with the subject line "[encrypt]: Review-Suspension of Clinic Privileges" to the Asst/Assoc Dean of Academic Affairs, Chair of Student Progress Committee, Department Chair of Clinical Sciences, Director of Comprehensive Care, Asst/Assoc Dean of Clinical Services, Asst/Assoc Dean of Admissions and Student Affairs, and the student's Team Leader. The Associate Dean for Clinical Services and the Associate Dean for Academic Affairs will meet with the student to discuss the recommendation for removal from clinic or appropriate remediation within 24 hours.• Student completes section "Student Perspective of Event or Incident" within 24 hours of receiving the document, then signs and returns by email it to initiating faculty or staff with the subject line "[encrypt]: Suspension of Clinical Privileges Student Review"• The Asst/Assoc Dean of Clinical Services oversees remediation activities and outcomes assessment for the student.

SUSPENSION OF CLINIC PRIVILEGES

Description of Event or Incident- Faculty or Staff Perspective

Use facts that you personally witnessed or experienced. Do not include character judgements.

Learning Outcomes for this Remediation

By the end of this Remediation the student should be able to...

Dates for Remediation: _____ to _____

Monitoring Faculty (Asst/Assoc Dean of Clinical Services): _____

Suspension of Clinic Privileges Remediation Learning Requirements

These requirements should match the intended learning outcomes. Include specific deadlines if there are deadlines for specific assignments within the "Dates for Reassignment."

- Readings (provide specific citations and hyperlinks where appropriate):
- Activities (be specific):
- Assignments:
- Other:

SUSPENSION OF CLINIC PRIVILEGES

Student Perspective on Event or Incident (completed by student)

- I agree with the above and have no additional information to add.
- I agree that I have an opportunity to re-learn in the area described above, however I have additional information to add to the Faculty Perspective, which I will describe below.
- I disagree with the above and offer my perspective below.

If adding additional information, use facts that you personally experienced or witnessed. Do not include character judgments.

I hereby acknowledge receipt of this Clinical Reassignment.

Student signature: _____ Date: _____

Outcomes Assessment

Clinical Reassignment must be assessed by one of the listed monitoring faculty. That individual must complete the following section:

Print name: _____ Signature _____ Date: _____

This Reassignment was: Satisfactory Unsatisfactory Incomplete

If “Unsatisfactory” or “Incomplete” are selected, please provide a few sentences below with an explanation.

SUSPENSION OF CLINIC PRIVILEGES

Please send via encrypted email 1. Upon issuing, and 2. Upon completion of outcomes assessment to the current individuals with the following titles:

Asst/Assoc Dean of Academic Affairs

Asst/Assoc Dean of Clinical Services

Asst/Assoc Dean for Admissions and Student Affairs

Chair of Student Progress Committee

Department Chair of Clinical Sciences

Director of Comprehensive Care

Team Leader

APPENDIX E. GRADUATE COLLEGE RESOURCES

A. Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog and the UNLV Dental Medicine Student Handbook. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate College Website](#).

B. Program Information

- MS in Oral Biology
- PhD in Oral Biology

NOTE: These programs are combined with an Advanced Education Program in Orthodontics and Dentofacial Orthopedics. Postgraduate students MUST be eligible for the certificate in Orthodontics and Dentofacial Orthopedics in order to be accepted into combined programs. For more information about the programs [click here](#).

C. Contact Information

For up-to-date contact information [click here](#).

Program Director

Brian Chrzan, PhD, DDS
Interim Program Director & Associate Professor
Email: brian.chrzan@unlv.edu
Phone: [702-774-4579](tel:702-774-4579)
Office: [SLC-B - 225](#)

Graduate Coordinator

Brian Chrzan, PhD, DDS
Interim Program Director & Associate Professor
Email: brian.chrzan@unlv.edu
Phone: [702-774-4579](tel:702-774-4579)
Office: [SLC-B - 225](#)

Physical Location of the Programs

UNLV Shadow Lane Campus, Building D
1700 West Charleston Blvd.
Las Vegas, NV 89106

D. Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

[Click here](#) to review the most up-to-date information about program requirements for the MS in Oral Biology.

[Click here](#) to review the most up-to-date information about program requirements for the PhD in Oral Biology.

NOTE: Students who are accepted into the Certificate in Orthodontics and Dentofacial Orthopedics will also be enrolled into the MS (or PhD) in Oral Biology. In order to be accepted into the combined program. The MS (or PhD) program and not open for enrollment independent of the certificate program.

E. Advisory Committee Guidelines

The MS program requires students to complete a thesis. The PhD program requires a dissertation. A graduate advisory committee is mandatory and conforms to the Degree Progression Policies and Procedures provided in the graduate catalog. [Click here](#) for more information.

F. Degree Program Benchmarks

The thesis and/or dissertation must be completed and approved not later than 30 days prior to graduation.

G. Program Timeline

- The Certificate in Orthodontics and Dentofacial Orthopedics combined MS in Oral Biology is 34 months.
- Certificate in Orthodontics and Dentofacial Orthopedics combined PhD in Oral Biology is 60 months.

H. Professional Code of Ethics/Discipline Guidelines

The UNLV Dental Medicine Student Code of Honor and Professional Responsibility is hereinto referred to as the *Honor Code*. The professional development of predoctoral (DMD/DDS) and advance education program postgraduate Students is an essential part of dental education and the dental profession. Students are, at all times, expected to meet the Honor Code Standards of Professional Behavior as part of their professional development. UNLV Dental Medicine works closely with the UNLV Office of Student Conduct. The UNLV Office of Student Conduct assists students, faculty, and staff with the conduct code and policy enforcement, conflict resolution, and managing disruptive behavior. The goal of the UNLV Office of Student Conduct is to foster an environment where students have an opportunity to be accountable for their behavior and continue their education in a supportive atmosphere. In this regard, UNLV Dental Medicine utilizes the services of this office in the area of academic misconduct and professional misconduct. UNLV Dental Medicine complies with the policies outlined by the [UNLV Office of Student Conduct](#) relative to the [UNLV Student Conduct Code](#), [UNLV Student Academic Misconduct Policy](#), and other student policy enforcement as published and revised by the University. More specific information can be located in Section VII. Student Code of Honor and Professional Responsibility on page 49 in this handbook.

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

I. Annual Mandatory Individual Development Plans

Because this program is guided by the Commission on Dental Accreditation, the postgraduate students will be evaluated in accordance with programmatic accreditation standards.

The School of Dental Medicine's education programs are accredited by the Commission on Dental Accreditation (CODA) and have maintained that status since 2002. [Click here](#) to find more information regarding the standards for the Advanced Educational Program (Certificate) in Orthodontics and Dentofacial Orthopedics.

J. Discipline Resources

Resources for students can be found on the UNLV Dental Medicine Google Drive and within WebCampus Training and Important Information Course for students.

University Resources

[Leadership and Professional Development Academy](#)

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

[Academic Success Center](#)

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

[Alumni Association](#)

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

[Commencement Office](#)

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

[Office of Diversity Initiatives](#)

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

[Disability Resource Center \(DRC\)](#)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

[Office of International Student and Scholars](#)

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

[Jean Nidetch Women's Center](#)

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

[The Intersection](#)

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

[UNLV Libraries](#)

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students. [Click here](#) for more specific information regarding Dental Medicine.

[Graduate & Professional Student Association \(GPSA\)](#)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

[Military and Veteran Services Center](#)

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

[The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

[Writing Center](#)

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

K. University Policies and Procedures

Along with following the policies and protocols specific to UNLV Dental Medicine, postgraduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)

[Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- **Academic Calendar.** Note UNLV Dental Medicine DOES NOT FOLLOW the UNLV Academic Calendar). The Academic Calendar for UNLV Dental Medicine is located in [SDM Google Drive](#) under Academics/Academic Documents/SDM Academic Calendars.
- **Academic Policies.** [Click here](#) for specific policies and protocols for UNLV Dental Medicine are located in the UNLV Dental Medicine Policy and Protocol Manual, SDM Google Drive under Administration/Policy and Protocol Manual, and within the Training and Important Information Course for students/residents.

- **Admission and Registration Information.** [Click here](#) for more information for the Certificate in Orthodontics and Dentofacial Orthopedics combined MS in Oral Biology is 34 months. [Click here](#) for more information for the Certificate in Orthodontics and Dentofacial Orthopedics combined PhD in Oral Biology is 60 months.
- Degree Progression Policies & Procedures. In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, UNLV Dental Medicine, or Graduate College policy.

L. Handbook Information

See signature page of this handbook for historical information regarding updates.

APPENDIX F. VERIFICATION OF RECEIPT OF HANDBOOK

This is a reminder that it is the responsibility of each student and resident to read, understand, and comply with all policies, rules, regulations and/or procedures relating to their specific program, the UNLV School of Dental Medicine, the Graduate College, and University of Nevada, Las Vegas (hereinafter referred to as the “University”).

**The UNLV School of Dental Medicine reserves the right to amend any information within the student handbook that will be in the best interest of our students and residents and their academic performance.*

Please ensure you complete the survey within the 2023-2024 UNLV Dental Medicine Student Handbook Module within the UNLV Dental Medicine Academic Policies and Procedures Institutional Course located on WebCampus/Powered by Canvas to document acknowledgment of receipt and review of the most current version of the Handbook (<https://www.it.unlv.edu/webcampus>).