Predoctoral and Advanced Education

STUDENT HANDBOOK

Revised December 2013

Approved by the Voting Faculty of the School of Dental Medicine
December 13, 1994

The University at Buffalo School of Dental Medicine reserves the right to make changes in programs, policy and regulations as needed subsequent to the publication of this handbook.
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PREAMBLE

The University at Buffalo (UB) School of Dental Medicine sponsors several academic programs. These include university and hospital-based clinical programs as well as DDS, MS, and PhD programs. The university based clinical, DDS, MS, and PhD programs follow the policies of the Graduate School. The hospital-based programs follow the policies of the consortium. The AEGD program follows the policies governed by UUP-state contract. Many of the policies in this handbook supplement other existing policies.

GENERAL INFORMATION

School of Dental Medicine Administration

The administrative structure of the School of Dental Medicine consists of the Dean, Associate Deans, and Department Chairs. In addition, there are several Assistant Deans, Directors, and standing committees to carry out the duties and responsibilities of the School. For further information, refer to Appendix A.

DDS Student Government

The American Student Dental Association at Buffalo (hereinafter referred to as the Association) is the official dental student governing body. The Senate is the legislative branch of the Association, and consists of the class officers (president, vice-president, secretary, and treasurer) and three at-large representatives from each dental class. The Executive Council includes a president, vice-president, secretary, treasurer, co-treasurer, first delegate, second delegate and alternate delegate. For further information, consult the Association Constitution and Bylaws (Appendix L) or contact an Association officer.

Building and Administrative Office Hours

Administrative offices are generally open from 8:30 am to 5 pm Monday through Friday, with the exception of legal holidays. Some offices are closed from noon to 1 pm.

Student access is generally limited to the basement level on weekends and after 6 pm on weekdays. Students who remain in campus buildings after 11:30 pm must be prepared to show proper identification to University police officers or other University representatives upon request.

For the purpose of safety and security, the basement of Squire Hall is closed to all dental students between the hours of 1 am and 5 am. University Police officers will make routine patrols of the SDM during this time. A dental student in the basement of Squire Hall between the posted times will be requested to leave the area. A second offense would result in referral to the appropriate Judicial Council for trespass. If a student refuses to vacate the area, becomes disruptive, or is a constant violator, he/she may be charged with trespass under the New York Penal Law.

Photo Identification Cards

University and dental school photo identification cards are issued to each new dental student. UB Cards are required for admittance to University at Buffalo facilities and events. School ID's are required for access to the Clinic Management System, and may be required when using Squire Hall or the Bio Education Building after business hours. UB Card replacements may be obtained from the UB Card Office, Harriman Hall. School ID card replacements may be obtained by contacting the Business Office (829-3226). A replacement fee will be charged.

Lockers

At the beginning of each academic year, all incoming dental students are assigned a locker and combination lock. Any student wishing to change lockers with another student, or whose locker needs repair, should contact the Office of Academic and Student Affairs, 315 Squire (829-2839).
The School of Dental Medicine is not responsible for lost or stolen items. Students are strongly urged to purchase insurance coverage to protect against loss or theft. Instrument insurance premiums are modest ($70 - $80/yr) and cover loss or theft of instruments rented from the School. Information is provided to students annually at the start of each academic year. In addition, students are urged to purchase renter’s insurance to cover loss or theft of purchased equipment or materials.

**Financial Aid**

If you need help financing your education, US citizens and eligible non-citizens should apply for federal financial aid by filling out a FAFSA (Free Application for Federal Student Aid) online at: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). The FAFSA application is required for any student wishing to apply for federal aid including all federal loans. Students interested in applying for Federal Direct Stafford loans must file a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) every year in attendance. The FAFSA collects the student’s household financial information to determine their eligibility for all of the federal financial aid programs. The FAFSA is available online as of January 1st. The University’s priority filing date for filing the FAFSA is March 1st.

You may receive more detailed information by visiting the Student Accounts website at: [http://studentaccounts.buffalo.edu/](http://studentaccounts.buffalo.edu/) or by calling (716) 645-8232 to make an appointment with a Financial Aid Advisor in 104 Harriman Hall on the South Campus.

**Emergency Loans**

The School of Dental Medicine Alumni Association has generously contributed funds that are available to students as short-term emergency loans. The amount of these loans is generally $100 to $500, and is designed to tide students over (for example to help with bills or other needs) while awaiting receipt of a student loan. For more information, contact the Director of Student Services (829-2839).

**DDS Academic, Clinical and Research Opportunities**

**Concentration Programs**

Concentration programs allow students to concentrate selective courses in specific areas of interest. Current options include Endodontics, Oral Biology, Pediatric and Community Dentistry, Periodontics, Esthetic Dentistry, Oral Surgery, and Advanced Prosthodontics for the General Dentist. Students interested in a concentration program should contact the specific department of interest.

**Externship Opportunities**

Students participating in externship programs in locations with which the School has an affiliation agreement (including, but not limited to, the University consortium hospitals) will be covered by our institutional malpractice insurance. Students wishing to participate in any other externship program must procure malpractice insurance in accordance with that program's mandates.

For further information on applying for externships, contact the Associate Dean for Academic Affairs, 315 Squire (829-2839).

**Student Research and Honors Committee**

The Student Research and Honors Committee is a Standing Committee of the School of Dental Medicine that conducts a summer research program for dental students. The purpose of this program is to promote research by dental students. The committee awards fellowships for summer research and sponsors a seminar series designed to increase student awareness of dental research opportunities. Research fellowships are funded by the National Institute for Dental and Craniofacial Research, American Association for Dental Research, Dental Alumni Association, several endowments, the Department of Oral Biology, and the Dean's Office.

**Thesis Honors**

Students who participate in the research program are encouraged to complete an honors thesis. Students who do so graduate with Thesis Honors, and this is noted on their diplomas. For more information about research opportunities or the honors thesis, contact the Chair of the Student Research and Honors Committee.
Postgraduate Opportunities

PASS

The Postdoctoral Application Support Service (PASS) is a centralized application service of the American Dental Education Association, and is designed to simplify and standardize the process of applying to postdoctoral dental education programs by providing uniform biographical and academic information to these programs. It acts as an information clearinghouse, and does not influence any program's appraisal or selection of applicants. This service must be used when applying to any of the postdoctoral programs participating in PASS. These programs include advanced general dentistry, general practice residencies, oral and maxillofacial surgery, orthodontics, prosthodontics and pediatric dentistry.

A formal overview of the postgraduate application process is presented during the third year curriculum to help explain the service and to answer questions about PASS or Match (see next section). For further information, visit the PASS website at http://www.adea.org/ or contact the Office of Student Affairs, 829-2839.

Match

The Postdoctoral Dental Matching Program (or Match) is designed to assist students applying to postdoctoral programs obtain positions of their choice and to help programs obtain applicants of their choice. Each applicant submits a Rank Order List to Match of the programs from which he or she is prepared to accept an offer. Similarly, each program submits a Rank Order List of the applicants to whom it is prepared to offer a position, and indicates the number of positions available. The Match simulates the making of offers by programs and the acceptance or rejection of offers by applicants based on the Rank Order Lists. For more information on the matching process, visit the Match website at http://www.natmatch.com/dentres/ or contact the Office of Student Affairs, 315 Squire (829-2839).

Licensure

In addition to National Board Examinations, candidates for New York State licensure must complete a clinically based Commission on Dental Accreditation-approved postdoctoral general practice or specialty dental residency program of at least one year's duration as a prerequisite for initial licensure.

DDS Commencement

Commencement represents the culmination of one's academic, clinical and personal achievements. Part of the graduation ceremony is the placement of the academic hood. Students whose relative is a graduate of the School of Dental Medicine may elect to be hooded by that individual. Specific information related to commencement activities is communicated to all fourth year students prior to graduation.

Latin Honors

Students with exceptional grade point averages are recognized with Latin Honors, which are noted on the diplomas. GPAs of 3.75 and higher are denoted summa cum laude, GPAs between 3.5 and 3.74 earn magna cum laude honors, and students with GPAs between 3.2 and 3.49 earn cum laude honors.

ACADEMIC POLICIES

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity.

STUDENT GUIDELINES

General
All students at the University at Buffalo are expected to abide by the Student Conduct Rules, University Standards & Administrative Regulations approved by the Council of the State University of New York at Buffalo. This document may be accessed from the University Office of Student Affairs website: http://www.student-affairs.buffalo.edu/judicial/rulereg.php.

All students are expected to conduct themselves in a conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as within the dental profession. The dental student is obligated by the responsibility of service to the patient, to the profession and to his or her own personal standards of integrity to become qualified to administer conscientiously to the problems and needs of patients. With this responsibility in mind, students are expected to:

- conduct all academic work within the letter and spirit of the School of Dental Medicine Honor System (Appendix G);
- attend all scheduled classes, laboratory sessions, clinical assignments (including rotations) and examinations;
- respect the dignity of each faculty and staff member individually and all faculty and staff collectively in classrooms, laboratories, clinics, and other academic settings.
- conduct themselves in a professional manner when treating patients, such conduct to include: making conscientious arrangements of appointments for diagnosis and treatment; obtaining appropriate informed consent, using forms provided by the School of Dental Medicine; obtaining appropriate consultations with faculty; and completing all patient treatment in a timely manner.
- comply with all laws and regulations applicable to the care of patients both federal and state, e.g., Health Insurance Portability and Accountability Act and Infection Control Guidelines.

**Commission on Dental Accreditation Complaint Procedures**

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the 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 appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

**Distractions in the Classroom: Behavioral Expectations**

The university has set forth minimum expectations for classroom behavior for all students, which include:

- Attending classes and paying attention. Do not ask an instructor in class to go over material you missed by skipping a class or not concentrating.
- Not coming to class late or leaving early. If you must enter a class late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class unless it is an absolute necessity.
- Not talking with other classmates while the instructor or another student is speaking. If you have a question or a comment, please raise your hand, rather than starting a conversation about it with your neighbor.
- Showing respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- Not eating and drinking during class time.
- Turning off the electronics: cell phones, pagers, and beepers.
- Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- Focusing on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, and exploring the internet are unacceptable and can be disruptive.

- Not packing book bags or backpacks to leave until the instructor has dismissed class.

**Professional Conduct**

Professional conduct is expected of all students. Students are expected to consistently demonstrate concern and respect for patients, peers, and others. Willful harassment, abuse or intimidation of a patient, staff member, faculty member, or fellow student is grounds for administrative probation, suspension or dismissal. The Judicial Council (DDS) and the Advanced Education Judicial Council (Advanced Education) of the School of Dental Medicine are the bodies responsible for hearing all cases involving violations of the School Honor System. For further information on Judicial Council proceedings, refer to Appendix H.

**Sexual Harassment**

Sexual harassment of employees and students, as defined below, is contrary to University and School policy and is a violation of federal and state laws and regulations.

**Definitions.** The University definition of sexual harassment is based on Equal Employment Opportunity Commission (EEOC) and Office of Civil Rights (OCR) regulations and is as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to or enduring such conduct when rejected is made either explicitly or implicitly a term or condition of instruction, employment or participation in other University activity, or (2) submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive University environment.

For additional information, or to make a complaint or receive a copy of the University policy and procedures to be followed for sexual harassment complaints, please contact the Director of Student Services, 315 Squire (829-2839) or the Office of Equity, Diversity and Inclusion, 406 Capen (North Campus), 645-2266.

**Academic Honesty**

The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgments.

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered unprofessional behavior subject to referral to the Judicial Council. Students have the responsibility not only to abstain from such unprofessional behavior, but also to avoid the appearance of such behavior and to guard against the possibility for others to act unprofessionally. Students who collaborate in unprofessional behavior are as guilty as the students whom they assist.

**Plagiarism**

Honesty requires that any ideas or materials taken from another for either written or oral use be fully acknowledged. Offering the work of someone else as one's own constitutes plagiarism, and is a form of unprofessional behavior. Language or ideas taken from others can range from isolated formulas, sentences or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of others, including computer-based applications. The offering of materials assembled by others in the form of projects or collections, without acknowledgement, is also considered plagiarism. Students who fail to give credit for ideas or materials taken from others are guilty of plagiarism, and shall be referred to the appropriate Judicial Council.

**Evaluation and Grading**
Student responsibilities include all aspects of performance: technical performance, written and oral examinations, management of patients, and professional conduct and demeanor. Grades, therefore, reflect more than the passing of examinations and the successful completion of laboratory and clinical requirements. Demonstrated incompatibility with health professional obligations, ethics, and legal responsibilities represent grounds for dismissal from the program. Students are expected to:

- comply with faculty policies designed to reduce the possibility of cheating on examinations, such as rendering unauthorized materials or aids inaccessible and protecting one's own examination paper from view to others;
- maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student who has yet to take the exam;
- report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Such report should be made to the Course Director.
- cooperate with the appropriate Judicial Council in the investigation of and hearing procedures for any incident of alleged violation, such consideration to include the giving of testimony when called upon.

**DDS Course Grades**

Most required dental school courses are graded using a letter grade system. The D grade and +/- grading options are not used. The following system is used to compute grade point averages:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MULTIPLIER</th>
<th>X CREDIT HOURS</th>
<th>= &quot;QUALITY POINTS&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours.

**H/S/U, Incomplete, and Failing Grades (DDS and Advanced Education)**

**H/S/U**

Some required courses are graded H-Honors, S-Satisfactory, or U-Unsatisfactory. An H or an S grade indicates credit and U indicates no credit. These grades do not carry quality points (i.e., they are not included in calculation of GPA). The H grade is given for outstanding academic performance. The S grade is given only in cases in which the student's letter grade would have been equivalent to a C or better. The U grade indicates failure without academic penalty, and will not be computed in the grade point average. These grades are generally used as a mechanism for providing feedback on course progress. However, in some instances they indicate a failure to meet course requirements, and may therefore be grounds for probationary status. All U grades must be remediated successfully prior to the start of the next academic year, except in those cases in which an entire course is to be repeated.

**US**

The US grade indicates the resolution of an Unsatisfactory (U) grade by some mechanism other than repeating the course. The US grade carries credit hours but no quality points, and remains on the student's transcript.

**Incomplete**

Incomplete (I) grades indicate that a student has not been able to complete all the assigned projects and/or examinations in a course due to illness or other unforeseeable and compelling circumstances. The I is a temporary grade indicating that failure to complete course requirements was not a consequence of student neglect, lack of effort or substandard performance. Course Directors must notify students in writing, at the time that course grades are submitted, indicating the work that must be completed and the time frame within which it must be completed in order to resolve the I grade. Course requirements are
expected to be completed promptly and a grade assigned. All I grades default automatically to a Failure 12 months following the end of the semester in which the I grade is assigned.

**Failure**

Failure (F) grades are given when a student has not completed course requirements and the criteria for Incomplete have not been met. All F grades must be remediated successfully prior to the start of the next academic year, except in those cases in which an entire course is to be repeated, or in cases of F grades with citation of academic dishonesty (see below). All F grades without citation MUST be remediated prior to graduation. The minimum passing grade for DDS didactic and preclinical courses is 70%.

**FP**

The FP grade indicates the resolution of a Failure (F) grade by some mechanism other than repeating the course. The FP grade carries credit hours but no quality points, and remains on the student's transcript.

**FX**

The FX grade indicates Failure for reason of non-attendance of a course. The FX grade can only be remediated by repeating the course in its entirety.

**Advanced Education Course Grades**

Most courses are graded using a letter grade system according to Graduate School Guidelines (www.grad.buffalo.edu). These include: A, A-, B+, B, B-, C+, C, D, and F which carry quality points of 4.0, 3.67, 3.33, 3.0, 2.67, 2.33, 2.0, 1.0 and 0 respectively. Grade point average (GPA) is calculated by dividing the total number of quality points by the total number of credit hours.

**F grades with citation of academic dishonesty**

The grade of F with citation of academic dishonesty shall remain on a student’s record. Students who receive such a grade shall be allowed to graduate, pending completion of any additional sanctions that accompany this grade.

In cases in which a student receives an F with citation of academic dishonesty in addition to failing to meet minimum academic requirements for passing the course, the student must fulfill these requirements in order to be recommended for graduation.

**Grade Reports**

Final semester grade reports are available through the HUB website (http://www.buffalo.edu/hub/). Interim grades may be available from Course Directors. Because official mail is sent to the student's permanent address, it is imperative that the students maintain current address information with the University; addresses can be updated via HUB. Students can check their final course grades through the HUB website.

**Transcripts**

Transcripts are available free of charge from the Office of Academic and Student Affairs (315 Squire).

**DDS Good Standing and Academic Probation**

A student must maintain a cumulative grade point average of at least 2.0, a grade point average for the most recently completed semester of at least 2.0, and have no F or U grades for the most recently completed semester in order to be in

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1 Approved 6/15/11 by the School of Dental Medicine Executive Council
good academic standing. Students who are not in good standing will be placed on academic probation, and this will be so
noted in the student's academic file. Students on academic probation may be required to meet on a regular basis with the
Director of Student Services during the term of probation.

DDS Academic Progress and Promotion

The School of Dental Medicine Student Progress and Promotions Committee (SPPC) reviews the academic performance of
all predoctoral dental students and makes recommendations to the Executive Council regarding student progression through
the program, students in current or potential academic difficulty, and students who have shown outstanding achievement.
Refer to Student Progress and Promotions Committee Policies and Procedures (Appendix C) for specific information on
implementation of SPPC recommendations.

Guidelines and Procedures For Academic Appeals

A student who wishes to appeal an academic decision by the Dean must submit a letter of intent within five (5) school days
of receipt of the Dean's official notification. Refer to Academic Appeals Board Guidelines and Procedures (Appendix F)
for specific information regarding the academic appeals process.

DDS Course Remediation

Course remediation is permitted only following recommendation by the Student Progress and Promotions Committee and
the approval of the Executive Council. For students receiving "F" or "U" grades, the Student Progress and Promotions
Committee will review their overall progress and may recommend that the student be permitted to remediate. If this
recommendation is subsequently approved by the Executive Council, course directors may then choose from one or more of
the following methods. Such information would be included with the course syllabus.

Method 1. The student may re-take the course the next time it was offered. In view of scheduling conflicts, this option
would in most cases extend the length of the predoctoral program. The grade earned the second time would be listed on the
transcript in addition to the original grade and would be calculated into the student's grade point average. This option has the
advantage, therefore, of potentially raising the student's grade point average.

Method 2. The student may take the course at another institution during the summer break. The course director would
approve the course syllabus to insure that it was equivalent. The student would be responsible for tuition, fees, and other
expenses and would have to achieve a grade of "C" or higher. Satisfactory completion of the course would result in an "F/P"
being recorded on the student's transcript.

Method 3. The student may complete a remedial program including outcomes evaluation developed by the course director
and administered through the Office of Continuing Education. The remedial program would be supervised by a graduate or
postgraduate student or faculty member selected by the course director. Students would be charged a fee by the Office of
Continuing Education to cover the costs of the remedial program. Satisfactory completion of the remedial program would
result in an "F/P" being recorded on the student's transcript. This method would be appropriate mainly for the intensive one-
on-one remediation required in preclinical technique courses.

Method 4. The student may complete a remedial program developed and administered by the course director. Such
remediation would require, in most cases, registering for at least one credit hour. Satisfactory completion of the remedial
program would result in an "F/P" being recorded on the student's transcript.

In certain situations in which a delay in the start of a remediation program could disrupt a student's progress, the Associate
Dean for Academic Affairs may approve that remediation start prior to review by the Student Progress and Promotions
Committee and Executive Council. Students so permitted would sign an understanding that their remediation program may
be terminated before completion upon review by the Student Progress and Promotions Committee and the Executive
Council. Students so permitted will also sign an understanding that remediation of an individual course does not guarantee
continuation in the School of Dental Medicine.

Advanced Education Good Standing and Academic Probation
A student must maintain a cumulative grade point average of at least 3.0, a grade point average for the most recently completed semester of at least 3.0, and have no unresolved F grades in order to be in good academic standing. Students who are not in good standing will be placed on academic probation, and this will be so noted in the student’s academic file.

**Academic Counseling**

It is the student's responsibility to monitor his or her progress, seek help, and initiate remedial work when necessary. Students experiencing academic difficulty should contact the Director of Student Services. This individual has a background in academic and personal counseling, and can provide information on time management, study skills and test-taking strategies. For further information, contact the Office of Student Affairs (315 Squire, 829-2839).

Students who are performing at a marginally acceptable level may be asked to participate in academic counseling seminars or remedial activities. Students are often the first to be aware of course difficulties, and should not hesitate to discuss them with the Course Director or the Associate Dean for Student Affairs and to request remedial assistance.

Most basic science courses offer remediation sessions, and other assistance is available for didactic and preclinical courses. In addition, tutoring may be provided by the School for students experiencing academic difficulty. For further information, contact the Director of Student Services.

Students who demonstrate identifiable deficiencies or are failing one or more courses will be required to attend remedial and/or academic counseling sessions.

**Course Evaluation**

Comprehensive evaluation of all courses is administered at the end of each semester by the Office of Academic Affairs. The purpose of this evaluation is to elicit feedback and constructive criticism for Course Directors so that they can improve their courses. Students are expected to participate fully in this important process. Without course evaluations, faculty have no objective basis for responding to student concerns. Course Directors may also ask students to evaluate individual instructors at the end of the semester. The specific purpose of this evaluation is to address faculty teaching performance.

**Attendance and Absence**

Attendance at scheduled classes, laboratory sessions, clinical assignments (including rotations), and examinations is mandatory. Absence from any of these activities can negatively affect knowledge, skills and grades. The School acknowledges, however, that occasional absences will occur and that some of these will be unpredictable. Fairness requires that students know the absence policies for their classes, and that to the maximum extent reasonably feasible there be alternatives permitting students to make up required course activities from which they are justifiably absent. The responsibilities of faculty and students are:

Every Course Director shall provide to students a course syllabus during the first week of class that specifies attendance policies and dates and times for classes, exams and all other required activities. Instructors shall provide reasonable alternatives to students for required course activities from which they are justifiably absent. Instructors shall observe University policy when scheduling class activities, which states that classes are to meet at the time and on the campus published in the schedule, unless changed with the consent of the entire class. [For full policy, please see The Faculty Handbook, III.E, Faculty Teaching Responsibilities]

Students may be justifiably absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, public emergencies, documented personal or family emergencies and conflicts with University sanctioned activities. University sanctioned activities include, but are not limited to, presentations and other official representation at professional meetings, and BOCA outreach events. Course directors may require students to provide certification of such activities by an appropriate senior administrator, e.g., the Associate Dean for Academic Affairs or Associate Dean for Student Affairs (DDS) or the Associate Dean for Advanced Education or Program Director (Advanced Education). Students are responsible for the prompt completion of any alternative assignments.

The student is responsible for notifying the instructor in writing with as much advance notice as possible of required absences, preferably at the beginning of the course. Students must also notify the Clinic Group Director (DDS) or the Program Director (Advanced Education), if the absence includes clinic, and the appropriate dental unit, if the absence
includes a clinical rotation. Students are responsible for informing their assigned patients of appointment cancellations and re-appointments in a timely manner.

It is recognized that absences, especially for illness, emergencies, or University sanctioned activities, may not be known at the beginning of the semester. Dental students who are absent from school because of illness, injury or other extreme circumstance should contact the Office of Student Affairs (829-2839) (DDS) or their Program Director (Advanced Education) as soon as possible so that administrative representatives can inform instructors of their absence. Illness of more than two days' duration may require medical documentation.

Other Absences

Unfortunate circumstances such as automobile problems, traffic congestion, faulty alarm clocks, etc. are not considered justifiable reasons for absence. In such cases, students are bound by the attendance requirements of the course(s) and/or clinic(s) from which they were absent, and the Course Director has the discretion to decide on an individual basis whether to allow remediation.

Patient Care Considerations

Absences involving clinic or rotation assignments are subject to patient care considerations. If the clinic or rotation director determines that an anticipated absence will negatively affect patient care, such absence may not be approved. Similarly, permission for such absence may be denied by a clinic group director (DDS) or a Program Director (Advanced Education) if it is determined that the student is significantly deficient in his or her clinical requirements.

Dispute Resolutions

DDS:
In the event a student absence situation cannot be resolved between the student and the Course Director, or either party is aggrieved by the process, appeal shall proceed sequentially to the department Chair, Dean, and finally the Vice Provost for Academic Affairs, following the School's grade grievance procedures (refer to Appendix E).

Advanced Education:
In the event a student absence situation cannot be resolved between the student and the Course Director, or either party is aggrieved by the process, appeal shall proceed sequentially to the Program Director, Department Chair, Associate Dean for Advanced Education, Dean, and finally the Vice Provost for Academic Affairs, following the School's grievance procedures Appendix E).

Leaves of Absence

Requests for leaves of absence must be made in writing to the Director of Student Services. All requests must be supported by adequate written documentation describing the basis for such request. "Personal reasons” is not a sufficient explanation for requesting a leave. Leaves of absence are granted at the discretion of the Dean. Normally, leaves are granted for a period of one year. However, it may be possible to extend or reduce the leave if circumstances warrant. All students taking a leave of absence must complete the School of Dental Medicine outprocessing form prior to taking such leave. This form is available in the Office of Student Affairs.

Student Dress Code

A student's appearance contributes to both the establishment and maintenance of a good dentist-patient relationship. Thus, appearance must be neat and clean and in accordance with public expectations of professional dress in order to contribute positively to this relationship. Violations of this code will result in dismissal from the clinics by the faculty or Clinic Director, and may result in a failing grade.

Two distinct but related sets of guidelines have been developed to meet state and federal requirements and to create the professional atmosphere expected of all health care offices and institutions. These guidelines are for (1) clinical and non-clinical areas (laboratories, hallways, offices, etc.) while not involved in direct patient care and (2) clinical areas during direct patient care. Guidelines for clinical areas during direct patient care also apply to clinical and preclinical areas during simulation exercises.
For further information on student dress code and infection control, refer to the Clinic Manual or consult the Infection Control Guidelines.

**Personal Hygiene**

Students must appear in clinic with clean hands, nails, hair, body and clothing. Body odors must be controlled, including avoidance of perfumes and aftershaves that could aggravate patient allergies or be considered noxious at close range. Hair, including facial hair, must not interfere with the safe use of instruments and equipment in clinic or laboratories. For more detailed information on clinic dress and procedures, consult the Clinic Manual on the intranet home page at [http://intranet.sdm.buffalo.edu/](http://intranet.sdm.buffalo.edu/).

**Clinical Responsibilities**

Students should refer to the Clinic Manual for detailed information regarding clinic procedures, protocol and responsibilities.

**FACULTY GUIDELINES**

**General**

Faculty members are expected to conduct themselves in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as those of the dental profession. Members of the faculty are expected (except in cases of illness or other compelling circumstances) to:

- meet scheduled classes, clinics, labs and appointments;
- be available at reasonable times for appointments with students;
- make appropriate preparation for classes and other meetings;
- provide students, at the beginning of a course, with a syllabus describing the course purpose and objectives, along with the methods and standards by which students will be evaluated, and a clear description of how grades will be determined. The syllabus also should include a course schedule listing each date, lecture topic(s) and/or objectives for the lecture, and reading assignments, if any;
- respect the dignity of each student individually and all students collectively in classrooms, laboratories, clinics, and other academic settings.

It is the responsibility of faculty members to clearly describe the expectations they have of students and to reinforce these expectations at the beginning of each course that they teach. It is important to explain, in detail, the type and amount of work that must be accomplished independently and work that can be shared or done collaboratively. Examples of what constitutes appropriate and inappropriate help should be provided to students. Faculty are urged to create teaching and testing situations which lower the likelihood or probability that cheating might occur. Cooperative learning is preferred to unnecessarily competitive environments.

**Evaluation of Students**

Evaluation is a critical component of the teaching-learning process. It is necessary, therefore, that a framework for evaluation that is both clear and consistent, yet recognizes the need for flexibility and individuality, be established and maintained. Members of the faculty are expected to:

- inform students at the beginning of the semester of the course policy concerning absences from and failures on examinations, quizzes, and other graded work;
• remind students at the beginning of each examination and at other appropriate times that the Honor System, which prohibits giving or receiving unauthorized aid, is in effect;

• take all reasonable steps consistent with existing physical classroom conditions, such as requiring students to sit in alternate seats and requiring unauthorized materials or aids to be taken from the room or otherwise made inaccessible, to reduce the possibility of cheating during examinations;

• exercise proper security in the distribution and collection of examination papers, and be present in the classroom during the examination;

• report to the Chair of the Judicial Council (DDS) or the Associate Dean for Advanced Education any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Consultation with the student should precede reporting. If a lower grade is assigned for academic cheating, this fact must also be reported to the Judicial Council (DDS) or the Advanced Education Judicial Council;

• cooperate with the appropriate Judicial Council in the investigation of and hearing procedures for any incident of alleged violation, such consideration to include the giving of testimony when called upon;

• not consider, in academic evaluations, factors such as race, color, religion, sex, age, national origin, physical disability, political or cultural affiliation, lifestyle, or activities or behavior outside the classroom unrelated to academic and professional conduct and achievement;

• perform grading duties in a timely manner and communicate the results of quizzes, examinations and other graded work to students as soon as possible, but not later than two weeks after a quiz, examination, or submission of a paper or other work to be graded. If an examination is not returned, arrangements shall be made for the student to review all test documents (answer sheet, test booklet, test key) at his or her request.

• retain all academic records (exams, papers, etc.) for a period of at least two semesters, to allow the student the opportunity for due process.

• recognize that students are beginners in both the preclinical and clinical environments, and provide encouragement and support for their efforts.

**DDS Final Examinations**

A period of time is set aside in the academic calendar for final examinations. In order to provide time to plan a schedule that will allow students to perform at optimal levels, Course Directors must respond to scheduling requests from the Office of Academic Affairs in an expedient manner. No more than two examinations will be scheduled on any given day for any dental class. No final examinations are to be given outside of the final examination period without approval from the Office of Academic Affairs.

**GENERAL POLICIES**

**Statement of Non-Discrimination**

The University at Buffalo School of Dental Medicine adheres to the University at Buffalo's [Statement of Non-discrimination](#) and is committed to ensuring equal access to its programs and activities.

**Public Safety**

The University Police is the University's law enforcement agency, with an office on the North Campus (Bissell Hall) and a sub-station on the South Campus (Clement Hall) to facilitate the reporting, prevention, and investigation of criminal activities and to provide for prompt response to other emergencies.
Members of the academic community and visitors to the campus are encouraged to report crimes to the Department's dispatcher from any campus telephone at 2222. Crimes and emergencies can also be reported by using a campus "blue light" telephone or a campus pay phone by dialing *2222, both of which immediately connect the caller with University Police's dispatch office. This office operates 24 hours a day, seven days a week and dispatches patrols to fire and medical emergency calls and to reports of criminal activity.

Members of the campus community can also report criminal incidents to the following offices, which will facilitate the reporting of crime:

- Office of Student Life: 645-2055
- Office of Residence Life: 645-2171
- University Counseling Center: 645-2720
- Student Affairs: 645-2982
- Student Health Services: 829-3316
- Student Advocacy: 645-6154
- Director of Athletics: 645-3454

Victims and witnesses may report a crime on a voluntary and confidential basis by filing either a proxy report or a Silent Witness report. Without compromising the victim's confidentiality, a proxy report can alert the campus to the fact that an incident has occurred and can assist University Police in detecting patterns and preventing future assaults. It may be submitted online at www.ub-judiciary.buffalo.edu/protocol.shtml.

University Police Officers have full police status and the state authority to enforce and investigate violations of all laws and regulations. The Department is in daily contact with the City of Buffalo and Town of Amherst police departments, the Erie County Sheriff's Office and the New York State Police. The Department maintains 24-hour-a-day contact with area law enforcement agencies.

The campus has an active crime prevention and safety-awareness program. University Police Officers conduct a series of campus programs on topics related to sexual assault, self-defense, personal safety, and general crime prevention. Presentations are made in residence halls, at employee and student orientation programs, campus activity fairs, and for campus bargaining units. To make arrangements for a group presentation, call University Police directly. Information about University Police is also available at www.public-safety.buffalo.edu. The University's annual Security Report is also available at this site.

**Health Examination and Vaccination Requirements**

At the beginning of each school year, all students are required to file with Health Services the results of an annual physical examination, completed by a licensed physician, physician’s assistant, or nurse practitioner. This exam is to determine the student is in good health and free of any disease or conditions that might impact on the delivery of care to the patients. All students are required to submit proof of MMR, Tetanus (within 10 years), Hepatitis B series, PPD, and Varicella vaccine or history of disease. Students can complete their annual health updates at Health Services by making an appointment at 829-3316. Complete information on the immunizations required of students in Health Related Programs is available on the Health Services website at: http://www.student-affairs.buffalo.edu/shs/student-health/hrpimmunization.php#hrp3.

**University Disability Policy**

If you have a disability and may require some type of instructional and/or examination accommodation, please contact the Course Director early in the semester so that s/he can provide or facilitate in providing accommodations you may need. If you have not already done so, you will need to contact the Accessibility Resources office, the designated office on campus to provide services for students with disabilities. The office is located at 25 Capen Hall and the website is www.student-affairs.buffalo.edu/ods/.

**Smoking Regulations**

The University at Buffalo is totally smoke free. Smoking is strictly prohibited in all University owned and operated buildings, stadiums and outdoor events, and in all vehicles owned and operated by the University. Doorway areas and loading docks are considered part of the building. The policy applies to all faculty, staff, students and visitors.

Understanding the addictive nature of smoking and that breaking the habit is extremely difficult for many people, the University will make every effort to assist those who elect to stop smoking and will offer smoking cessation programs.
Interested employees should contact the appropriate personnel office and students should contact the Living Well Center in the Student Union, 645-2837.

**Drug Free Schools And Communities Act**

In conjunction with the Drug Free Schools and Communities Act Amendments of 1989, the University at Buffalo and the Student Health System are committed to clear and concise policies on substance abuse and a strong program of counseling, treatment, rehabilitation, and reentry. Students should be aware of the following information:

Student rules and regulations prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus properties or as part of its activities. No person under the age of 21 can possess any alcoholic beverage with the intent to consume. Alcoholic beverages may be served on campus by groups and organizations provided the beverages are not sold and that such service is authorized by the campus Alcohol Review Board. For information, contact the University Office of Student Affairs (645-2982).

Alcohol and other substance abuse counseling, rehabilitation, and re-entry programs are offered in the community. Free, confidential information and assessments are available at the Student Health Center in Michael Hall by calling the Student Health Access Line (829-2789) for an appointment. Referrals will be made to community treatment programs if indicated. The Student Counseling Center offers a number of programs and activities designed to assist students. In addition, chapters of Alcoholics Anonymous and Adult Children of Alcoholics meet regularly on campus.

The University will impose appropriate disciplinary sanctions on students and employees who violate these rules and regulations. Student conduct violations are considered by the Judicial Council or the Committee for the Maintenance of Public Order. Sanctions may range from warnings to expulsion for violation of University standards.

Local, state, and federal laws for the unlawful possession or distribution of illicit drugs and alcohol are enforced on campus. These include the State Penal Code provisions on the possession and sale of controlled substances and federal controlled substance possession and trafficking sanctions. Violations of state laws can result in fines and up to life in prison. Federal sanctions are similar.

The use and overdose of illicit drugs and alcohol can lead to physical and psychological dependence, behavioral changes, physical and psychological damage, and possible death. Even low doses may significantly impair judgment and coordination.

**Lunch and Learn and Vendor Policy**

The University at Buffalo School of Dental Medicine Lunch and Learn and Vendor (LLV) policy was established in an effort to ensure that information presented to students is in accordance with our mission. The term "vendor" is defined as any representative of an outside organization or company presenting information about a product or service (including nonprofit opportunities) to students of the School of Dental Medicine. All such vendors are required to complete an application form (available on the web at: [https://intranet.sdm.buffalo.edu/committee/LLPolicy.html](https://intranet.sdm.buffalo.edu/committee/LLPolicy.html)). Room reservations cannot be finalized and flyers/emails advertising an event cannot be approved until the LLV Committee approves an application. Students interested in coordinating a presentation are responsible for completing this form, available on the intranet home page.

**Policy on Dental Treatment for Dental Students**

Some special discounts are available to dental students who wish to be patients of the School of Dental Medicine. Discounts vary depending on the procedure and the clinic in which it is performed. More information can be obtained from the Business Office (829-3227).

**Patient Parking**

Patients may park in the patient lot adjacent to Squire Hall and in the Kimball Tower lot across the street. In addition, parking is available in the Michael/Farber lot.
Patient parking permits are available to all patients of the School of Dental Medicine. Permits are available in each of the school clinics, and at the switchboard. Students should provide patients with parking permits, appropriately marked for the next visit, at the end of each appointment. Permits filled out improperly may result in ticketing by Parking and Transportation Service. Patients who do receive a ticket may complete a Parking Ticket Appeal form, available in 158 Squire.

Parking in the lot next to Squire and Kimball Tower lots are reserved for patients only until 4 pm Monday through Friday. It is illegal- and unethical- for students, faculty or staff to park in this lot using patient parking permits. All vehicles parked illegitimately in this lot will be ticketed. After 4 pm, and anytime on weekends, these lots are available for nonpatient parking.

**Student Parking**

Students are required to register motor vehicles annually with Parking and Transportation Services. Parking permits are issued upon completion of vehicle registration and payment of required fees. Permits or receipts are required and must be properly displayed on all vehicles utilizing parking facilities from 7 am to 3 pm, Monday through Friday, when the University is open. Refer to campus maps for student parking locations. Student parking permits are not valid in faculty/staff or other paid lots until 3 pm, Monday through Friday (4 pm in the Squire lot). Please note, however, that parking areas designated for those with disabilities are in effect 24 hours a day. Vehicles parked in these areas at any time without a permit will be ticketed.

**Overnight Parking on Campus**

Parking is not allowed in most campus lots between midnight and 6 am from November 15 and April 15 to allow for snow removal. Students planning to park on campus after midnight may park anywhere in the Squire lot (except those areas designated for handicapped parking) until 2 am, except in the case of significant snowfall. All vehicles must be moved by midnight when snow is falling or park in the Abbott lot or in the row of Michael/Farber lot designated for overnight parking.

**Cellular Phones and Pagers**

Cell phones and pagers are not allowed in dental classrooms, clinics, or laboratories due to their disruptive nature. Students found using cell phones or pagers in these settings may be subject to disciplinary proceedings.

**SERVICES AND FACILITIES**

**Insurance Coverage**

The University requires all full-time students to have health insurance coverage. The Student Medical Insurance benefits for dental students include hospitalization, emergency and hospital outpatient care, lab, x-ray, physician visits and chiropractic care, discount optical services, mental health services and prescription coverage. For more information on benefits, visit the Student Medical Insurance Program web site at [http://healthinsurance.buffalo.edu](http://healthinsurance.buffalo.edu) or call 645-3036.

**Health Services**

The Student Health Center is located in Michael Hall on south campus (829-3316) and is open to all currently registered students. All students pay a mandatory university comprehensive fee. Part of this fee covers all services at Student Health Center. Students are required to carry medical insurance that will cover the costs associated with laboratory fees, presentations, radiology services or referral to specialist in the community or emergency room visit. Medical appointments are available Monday through Friday. Students with non-emergent concerns after Student Health Center is closed may call the phone number for instructions and information on how to reach a nurse triage service for advice and options for medical care.

In addition to primary care services, Student Health Services offers a variety of specialty care. These include: women’s health clinic, infectious disease clinic, immunization and travel clinic (fees associated with vaccines available online), chiropractic clinic (provided free through partnership with New York Chiropractic college; for appointments, students
should call 716-685-9631), eating disorders treatment, STI testing ($10 fee), and sports medicine. For more information, contact the Student Health Center or visit their web site (http://www.student-health.buffalo.edu/).

**Personal and Academic Counseling Services**

The School of Dental Medicine employs a full-time Director of Student Services to assist students with problems interfering with academic success. The area of personal counseling is the responsibility of the Office of Academic and Student Affairs, and is coordinated by the Director of Student Services. Personal counseling includes, but is not limited to, the areas of adjusting to dental school, coping with issues of stress, personal relationships, enhancing self-esteem, managing anxiety, surviving grief and loss, and dealing with depression and loneliness. The area of academic counseling is also coordinated through the Office of Academic and Student Affairs. This includes advisement regarding time management, test-taking and study skills. These offices also coordinate tutoring services, which are provided by upperclassmen in the basic sciences and pre-clinical labs. The Director’s office is located in 315A Squire, and she can be reached at 829-2338.

The University Counseling Center offers free, voluntary and confidential services to currently registered students. Services include individual counseling, group counseling, couples counseling and crisis counseling. Drug and alcohol counseling is also available. The Counseling Center is located on the north campus at 120 Richmond Quadrangle, Ellicott Complex. Counseling is also available on the south campus at Michael Hall. Students should call (716) 645-2720 to make an appointment at either campus.

**Bookstores**

The Medical Bookstore, located at 3610 Main Street (833-7131; http://www.buffalo-medical.bkstr.com/), has most of the supplies needed by dental students. There is also a University Bookstore located on the south campus in the basement of Harriman Hall.

**Libraries**

The Health Sciences Library (HSL) is open seven days a week when school is in session. In addition to a main reading room, the HSL has 18 private study carrels and three group study rooms. For more information, call 829-3900. Lockwood Library (645-2815) and the Law Library (645-6765), located in O'Brian Hall, are both on the North campus and also open every day. For more information, contact the libraries web site at http://ublib.buffalo.edu/libraries/.

**Media Resources Center**

The Media Resources Center is located in the basement of the Health Sciences Library. Videotapes, slides, and audiotaped lectures can be reviewed in this facility. For more information, call 829-3614.

**Alan J. Gross Student Resource Room**

The Alan J. Gross Student Resource Room, B-14 Squire, is available for individual and small-group study as well as student tutoring during building hours.

**Computer Facilities and Services**

Computing resources for dental students are available at several locations on campus and are described below.

**Computer Laboratory**

The Dental Informatics Laboratory, with Mac and IBM-compatible computers and printer, is located in the basement of Squire Hall (B-34). The facility is designed to allow students to do clinical management as well as basic computing such as word processing, overhead/slide preparation and other tasks as needed. The computers also provide access to the Internet, HUBNet, and e-mail. The room is accessible by UBCard swipe card during all Squire Hall open hours. Contact the Office of Information Resources (829-2056) for more information.
Mail Service

Beginning in the fall of 2013, the School is no longer assigning mailboxes to new students. For continuing students, assigned mailboxes are located in the Squire basement hallway adjacent to the Student Lounge. Personal mail from departments, administration, etc. is distributed daily to student mailboxes. It is important that students check their mailboxes on a regular basis to ensure that they are kept up-to-date and informed. All information distributed to student mailboxes is considered to have been delivered to the student. For new DDS students, communication is either in person or electronic. For students in postdoctoral programs, mail is delivered either to departmental mailboxes or to the student/resident directly.

E-Mail

Students are assigned email accounts when they register at the University. Increasingly, official School announcements and other communications are made via email. It is therefore critical that students establish their UB email accounts and, if they use other email systems, set a forwarding address so that they receive this information in a timely manner. All information distributed to student email addresses is considered to have been delivered to the student.

PROFESSIONAL AND FRATERNAL ORGANIZATIONS

American Dental Education Association (ADEA)
ADEA is an organization of dental and dental auxiliary faculty, students, administrators and researchers. Its purpose is to promote quality dental education. ADEA meetings provide an opportunity for individuals interested in dental education to communicate with each other on a personal basis. Student members of the ADEA provide a vital view of the process of dental education— that of the consumer. ADEA membership provides a unique and exciting opportunity for dental students to become involved in a professional association and participate in policy-making decisions for dental education.

ADEA encourages students to participate at its national meetings, held on an annual basis in March. Students are well represented throughout the ADEA organizational structure, and maintain full voting privileges. For more information, contact a student ADEA representative or the Office of Student Affairs (315 Squire Hall), or visit the ADEA web site at http://www.adea.org.

American Student Dental Association (ASDA)
ASDA is a national association representing dental students. ASDA facilitates the process by which students become active participants in professional affairs. It provides its members with the skills necessary for effective leadership and problem-solving as well as for group decision making. All students are automatically enrolled as members of ASDA when they register as dental students. For information on ASDA membership benefits and resources, visit the ASDA web site at http://www.asdanet.org/.

American Association for Dental Research (AADR)
The AADR is an organization of dental researchers, including faculty and students at dental schools located throughout the United States. Its purpose is to promote dental research and allow transmission of research findings in a timely manner. The AADR Student Research Group (SRG) is aimed at promoting student interest and opportunities in dental research at each dental school through local SRG chapters. For further information, contact the Chair of the Student Research and Honors Committee or visit the AADR homepage at http://www.iadr.com/.

Omicron Kappa Upsilon
Omicron Kappa Upsilon (OKU) is the national honorary dental society. Each year, active members of the local Lambda Lambda chapter elect a maximum of 12 percent of the fourth year class for membership, elected from among the academic top 20 percent of the class. OKU supports student research and presents annual student achievement awards.

Dental Alumni Association
The University at Buffalo Dental Alumni Association provides many benefits to its members and to dental students. In addition to serving as a liaison between the Dental School and its graduates, the Alumni Association helps fund student events; provides free Dental Alumni Association membership for 18 months after graduation; sponsors fourth year students
to the annual Alumni Association Reunion Dinner Dance; and provides free registration for dental students at the Buffalo Niagara Dental Meeting. For further information on the Dental Alumni Association activities and events, contact the Dental Alumni Association, 337 Squire Hall (829-2061).

**Dental Fraternities**
There are two national dental fraternities at the University at Buffalo: Alpha Omega and Delta Sigma Delta. These fraternities offer many professional services that are not offered by the purely social fraternities common to undergraduate campuses.
APPENDIX A: School of Dental Medicine Administration and Standing Committees

DEPARTMENTS

**School of Dental Medicine**
- Oral Biology
- Oral Diagnostic Sciences
- Oral & Maxillofacial Surgery
- Orthodontics
- Pediatric and Community Dentistry
- Periodontics and Endodontics
- Restorative Dentistry

**School of Medicine**
- Biochemistry
- Microbiology and Immunology
- Pathology and Anatomical Sciences
- Pharmacology and Toxicology
- Physiology and Biophysics

The Voting Faculty

The Voting Faculty of the School of Dental Medicine consists of all full and part-time faculty members of the School of Dental Medicine except those enrolled in a degree or certificate program or courses to be credited toward a degree or certificate program in the School of Dental Medicine or those considered “visiting.” Officers include a Chair, Vice Chair, and Secretary.

The Voting Faculty meets at least biannually, typically near the end of each semester. The Voting Faculty elects the officers of the Voting Faculty, the chairs of most Standing Committees, and four at-large representatives to the Executive Council.

The Dean

The Dean is the chief academic and administrative officer of the School of Dental Medicine. The Dean reports directly to the Vice President for Health Sciences. This individual is an advocate for the school to the rest of the university, the alumni, the local and national government officials, the local and national dental community and professional organizations.

Associate Deans

The central administration of the School of Dental Medicine consists of the Dean, and the Associate Deans. In addition to having responsibility for individual areas described below, the Associate Deans report directly to the Dean and act as his or her chief advisors.

**The Associate Dean for Academic Affairs** is responsible for the effective management of all predoctoral academic programs of the School of Dental Medicine, including both didactic and clinical components. This individual is involved in overseeing the design, delivery, evaluation, and modification of the curriculum.

**The Chief Financial Officer** is the administrative and fiscal officer for the School of Dental Medicine. This person interacts with the University on administrative/financial issues and resource development, and supports the associate deans and department chairs in these areas.

**The Associate Dean for Clinical Affairs** is responsible for the management of the clinics within the School, at the eight affiliated Buffalo area hospitals, and within the Faculty Practice. This individual also works closely with the Associate Dean for Academic Affairs and a staff of clinic directors.

**The Associate Dean for Community and Professional Initiatives** is responsible for initiation and development of programs that further the interaction of the School of Dental Medicine with the University, its affiliated hospitals, and the community.

**The Associate Dean for Advanced Education** is responsible for the coordination and administration of research and advanced education programs at the School of Dental Medicine as well as coordination with hospital-based programs.
The Associate Dean for Student Affairs acts primarily as student advocate. This person also oversees and coordinates Student Affairs activities. The mission of Student Affairs is to contribute positively to student life and to promote the recognition of students as essential elements of the academic community.

The Associate Dean for Research is responsible for encouraging and facilitating research activity by the faculty, staff, and students at the School of Dental Medicine, by mentoring faculty, publicizing funding opportunities, advising the Student Research and Honors Committee, and coordinating the administration of research grants and contracts.

The Associate Dean for Administration is responsible for a wide variety of professional activities related to interaction among the Dean, Associate Deans, faculty, staff and the university. This individual is also responsible for preparing reports and analyses, often involving sensitive information.

Councils

Executive Council

The Executive Council is composed of the Dean, who serves as chair, the Chairs of all Departments of the School of Dental Medicine or their alternates, including representatives from School of Medicine Departments involved in the DDS curriculum, the officers of the Voting Faculty, and four at-large representatives elected by the Voting Faculty. The Associate Deans for Academic Affairs, Clinical Affairs, Student Affairs, Research, Advanced Education, and Administration also serve as voting members.

The Executive Council meets on a regular (monthly) basis to conduct business of the Voting Faculty between meetings of the Voting Faculty and to serve as an advisory body to the President, Provost, Dean and other appropriate persons or bodies.

Clinical Council

The Clinical Council is composed of the Associate Dean for Clinical Affairs, who serves as Chair; the clinical group directors; the directors of advanced education programs in Squire Hall; the Director of Clinical Operations; the Chief Information Officer; the Quality Assurance Coordinator; the Director of Clinical Business Operations and a representative of the University Dental Associates. The Clinical Council considers all matters dealing with clinical policy or long-range planning, and makes appropriate recommendations to the Dean.

Standing Committees

- Academic Appeals Board
- Admissions
- Advanced Dental Education Programs
- Bylaws
- Curriculum
- Faculty Awards
- Infection and Hazard Control
- Nominating
- Promotion and Tenure
- Student Progress and Promotions
- Student Research and Honors
- Student Supply Purchase
APPENDIX B: Competencies for Pre-Doctoral Graduates
(adapted from ADA Competencies)
Approved by the Voting Faculty, 7/19/11

Critical Thinking
2-9 Graduates must be competent in the use of critical thinking and problem-solving, including their use in the comprehensive care of patients, scientific inquiry and research methodology.

Self-Assessment
2-10 Graduates must demonstrate the ability to self-assess, including the development of professional competencies and the demonstration of professional values and capacities associated with self-directed, lifelong learning.

Biomedical Sciences
2-11 Biomedical science instruction in dental education must ensure (graduates demonstrate) an in-depth understanding of basic biological principles, consisting of a core of information on the fundamental structures, functions and interrelationships of the body systems.

2-14 Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care.

Behavioral Sciences
2-15 Graduates must be competent in the application of the fundamental principles of behavioral sciences as they pertain to patient-centered approaches for promoting, improving and maintaining oral health.

2-16 Graduates must be competent in managing a diverse patient population and have the interpersonal and communications skills to function successfully in a multicultural work environment.

Practice Management and Health Care Systems
2-17 Graduates must be competent in applying legal and regulatory concepts related to the provision and/or support of oral health care services.

2-18 Graduates must be competent in applying the basic principles and philosophies of practice management, models of oral health care delivery, and how to function successfully as the leader of the oral health care team.

2-19 Graduates must be competent in communicating and collaborating with other members of the health care team to facilitate the provision of health care.

Ethics and Professionalism
2-20 Graduates must be competent in the application of the principles of ethical decision making and professional responsibility.

Clinical Sciences
2-21 Graduates must be competent to access, critically appraise, apply, and communicate scientific and lay literature as it relates to providing evidence-based patient care.

2-22 Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life.

2-23 At a minimum, graduates must be competent in providing oral health care within the scope of general dentistry, as defined by the school, including:

a. patient assessment, diagnosis, comprehensive treatment planning, prognosis, and informed consent;
b. screening and risk assessment for head and neck cancer;
c. recognizing the complexity of patient treatment and identifying when referral is indicated;
d. health promotion and disease prevention;
e. anesthesia, and pain and anxiety control;
f. restoration of teeth;
g. communicating and managing dental laboratory procedures in support of patient care;
h. replacement of teeth including fixed, removable and dental implant prosthodontic therapies;
i. periodontal therapy;
j. pulpal therapy;
k. oral mucosal and osseous disorders;
l. hard and soft tissue surgery;
m. dental emergencies;
n. malocclusion and space management; and
o. evaluation of the outcomes of treatment, recall strategies, and prognosis.

2-24 Graduates must be competent in assessing the treatment needs of patients with special needs.
APPENDIX C: DDS Student Progress and Promotions Committee Policies and Procedures
(revised October, 2013)

A. FUNCTIONS

The Student Progress and Promotions Committee (SPPC) is a Standing Committee of the School of Dental Medicine. This Committee reviews the academic performance of all predoctoral dental students and makes recommendations to the Associate Dean for Academic Affairs regarding student progression through the program, students in current or potential academic difficulty, and students who have shown outstanding achievement. The Committee recommends students to the Executive Council for graduation, and to the Dean for dean’s commendation. The Committee also makes recommendations to the Voting Faculty of the School of Dental Medicine for academic policy development and modification.

B. COMPOSITION

The SPPC is composed of the Chair, elected by the Voting Faculty, and at least two (2) faculty members representing each of the following: basic sciences, preclinical sciences, third year clinical sciences, third year didactic courses; and the clinical group directors or their designees. With the exception of the group directors, all members shall be selected by the Dean and the Chair. The Associate Deans for Academic, Clinical and Student Affairs and Director of Student Services shall serve in a nonvoting ex officio capacity.

C. PROCEDURAL OPERATION OF SPPC MEETINGS

The SPPC meets at the end of each academic term, but can meet more often when warranted. A majority of members constitutes a quorum. Decisions are approved by a simple majority. Each member of the committee is entitled to one vote; the chairperson is entitled to vote only in the case of a tie. In cases in which students are recommended for Special Status or dismissal, voting is done by secret ballot. All proceedings are confidential.

The Committee examines grade reports for all students and, when appropriate, solicits additional information from Course Directors. The Committee evaluates each student's academic progress, including fulfillment of clinical requirements. Following deliberation the Committee makes recommendations to the Executive Council. Possible recommendations include, but are not limited to:

1. graduation;
2. commendation;
3. progression without restriction;
4. progression with restrictions, e.g., placement on probation or repetition/remediation of a course;
5. removal from probation;
6. Special Status;
7. dismissal.

D. FORMULATION OF RECOMMENDATIONS

The following guidelines are used by the SPPC in formulating recommendations.

1. Graduation

The SPPC shall recommend for graduation any dental student who has completed all prescribed courses and clinical requirements satisfactorily. Such recommendations are made directly to the Executive Council.

For students who have repeated a semester or a year, the cumulative GPA and class rank will reflect all grades received. However, eligibility for graduation will be based only on the repeated semester/year coursework.

No student shall be recommended for graduation if his or her cumulative GPA is below 2.0 or if he or she has outstanding F, U or I grades.
No student shall be recommended for graduation if he or she has not passed Part II of the National Board Dental Examination. Notification of successful completion of the Part II Board examination must be received prior to conferral of the DDS degree. Refer to the National Board Dental Examination policy (Appendix X) for details.

2. **Commendation**

The SPPC will recommend that a notation of “Dean’s Commendation” be made on the official transcript of any student showing outstanding academic achievement in a given semester, in recognition of this achievement. Generally, such notation is made for each student with a semester GPA of 3.5 or higher.

3. **Progression without restriction**

Students who have completed all coursework satisfactorily and have attained both a cumulative GPA and most recent semester GPA of 2.0 or higher will proceed to the next term or year without restriction. In the case of promotion to the third year, students must also have passed Part I of the National Board Dental Examination.

4. **Progression with restrictions**

   a. **academic probation:**

      The purpose of placing a student on academic probation is to notify the student formally that a serious academic problem exists, and to note this fact in the student's official school file. The duration of probation is at least one complete semester.

      1. A student who fails to obtain a GPA of 2.0 or higher for the most recent semester or fails to maintain a cumulative GPA of at least 2.0 shall at least be placed on probation.

      2. Any student receiving an F grade as the only deficiency shall at least be placed on probation.

      3. Any student receiving a U grade as the only deficiency shall at least be placed on probation.

      4. Any student who has not passed Part I of the National Board Dental Examination prior to the start of the third year shall at least be placed on probation. (SEE CONDITIONAL PROBATION BELOW)

      5. Any student who has not taken the Part II National Board Dental Examination by the start of the spring semester of the fourth year shall at least be placed on academic probation. (CONSISTENT WITH NBDE POLICY)

      6. Any student on Special Status (see section 6 below) shall be placed on probation for the duration of Special Status period. Those who continue as students after the Special Status period shall remain on probation for at least one additional semester.

   A student on probation shall not be endorsed for graduation nor be allowed to hold office in any student or school organization and shall resign from any office currently held. Such student may not be allowed to serve on any committee; determination will be made by Associate Dean for Academic Affairs.

   b. **Remediation of a course**

      A failure (F) grade is given when a student has not completed course requirements in a course graded using the letter grade system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of an F grade by some mechanism other than repeating the entire course will result in an amended grade of FP. The FP grade carries credit hours but no quality points. Successful repetition of the entire course will result in assignment of a second letter grade. Both the F grade and the remedial course grade will be shown on the transcript and will be included in GPA calculations.

      An unsatisfactory (U) grade is given when a student has not completed course requirements in a course using the H/S/U grading system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of the U grade will result in an amended grade of US. The US grade carries credit hours but no quality points.
Course Directors must submit a letter to the chair of the SPPC, at the time that course grades are submitted, recommending both the method and time frame for remediation of an F or U grade. However, the final recommendation to the Associate Dean for Academic Affairs regarding remediation is made by the SPPC. Students who earn a grade of F or U and are allowed to remain in school must remediate that course at the earliest appropriate time as determined by the Course Director. Students with outstanding F or U grades in preclinical lecture or laboratory courses shall not be allowed to treat patients until the F or U is remediated.

Students who fail in their attempt to remediate a course shall be recommended for one of the following:

1. Dismissal

2. Special Status on probation (refer to Section 6 below), with curriculum to be determined by the Academic Dean, in consultation with appropriate Year Committee.

3. Suspension from the School of Dental Medicine until successful remediation of the academic deficiency. Such remediation will consist of one of the following:
   a) enrolling in and successfully completing the course at UB as a non-matriculated student;
   b) enrolling in and successfully completing a comparable course (approved by the course director) at another university.

Students who successfully remediate the course shall be considered for reinstatement as a matriculated student for the next academic year.

Failure to remediate the deficiency within one academic year shall result in dismissal from the School of Dental Medicine.

c. Conditional promotion

A student may be promoted on conditional status with incomplete (I) coursework if the SPPC concludes that the work will be completed within six weeks of the start of the next semester.

A student may be promoted on probation with a failure (F) or unsatisfactory (U) course grade if this is the only deficiency and if the SPPC concludes that the course will be remediated within six weeks of the start of the next semester.

A student may be promoted to the third year on academic probation if he or she has not passed Part I of the National Board Dental Examination if this is the only deficiency and if the SPPC concludes that the examination will be remediated within six weeks of the start of the fall semester.

5. Removal from Probation

A student shall be removed from probation when his or her cumulative GPA and most recent semester GPA are at least 2.0, all F and U grades have been remediated and, if applicable, requirements related to the National Board Dental Examination have been met.

6. Special Status

The Special Status designation is used to describe students who are taking a modified curriculum due to repetition of all or part of a year or completion of at least one additional semester. All students designated as Special Status are automatically placed on probation during the Special Status period. Those who continue as students after the Special Status period shall remain on probation for at least one additional semester.

a) Repetition of all or part of a year

A student may be required to repeat all or part of a year for reasons including, but not limited to, the following:

a. one or more course failure or unsatisfactory grades (F or U) in any one academic year;

b. a GPA below 2.0 for the most recently completed semester.
The curriculum for students repeating a year will be determined by the Associate Dean for Academic Affairs in consultation with the appropriate Year Committee. Grades for both years will appear on the transcript, and will be included in determination of class rank. However, only the repeating year grades will be included in GPA calculations for Progress and Promotions and Graduation recommendations.

b) Completion of at least one additional semester

A student may be required to complete at least one additional semester for reasons including, but not limited to, the following:

a. one or more course failure or unsatisfactory grades (F or U) in clinical courses. Students who fail to complete all clinical requirements in time to meet the June 1 graduation date will be required to register for at least one credit hour in the Early Fall term to maintain continuous enrollment status. Students who fail to complete all clinical requirements in time to meet the September 1 graduation date will be required to register for at least one credit hour in the fall semester to maintain continuous enrollment status.

b. failure, after the third year, to pass Part I of the National Board Dental Examination

Grades for all semesters will appear on the transcript, and all grades will be included in determination of class rank.

7. Dismissal

The term "dismissal" means that a student is permanently removed, for academic reasons, from all privileges offered by association with the School of Dental Medicine. A student may be dismissed for academic reasons including, but not limited to, any of the following:

a. two or more course failures or unsatisfactory grades (F or U) in any one semester;
b. failure of a course being remediated;
c. having been on academic probation for three consecutive semesters;
d. having been on academic probation for a total of four semesters;
e. a semester GPA below 2.0 if the student is repeating the semester;
f. failure to meet criteria specified in the Associate Dean's letter regarding academic progress;
g. failure, after the third attempt, to pass Part I of the National Board Dental Examination.

When a student is dismissed from the School of Dental Medicine for academic reasons, his or her transcript will so indicate.

E. DUE PROCESS

Students for whom the SPPC recommends either Special Status or Dismissal shall have the opportunity to present additional information to the Associate Dean for Academic Affairs, either in person or through an advocate (e.g., Director of Student Services) before such decision is made final.

F. IMPLEMENTATION OF SPCC RECOMMENDATIONS

The following procedures are followed in implementing recommendations of the SPPC.

The Chair of the SPPC presents the Committee's recommendations to the Associate Dean for Academic Affairs of the School of Dental Medicine, who will consider these recommendations and any extenuating circumstances and render a decision.

The Associate Dean for Academic Affairs may agree with the recommendation of the SPPC or make an alternative decision, either of which is to be conveyed in writing to the student within five academic days. Reasons and/or policies supporting an alternative decision must also be included in a notification sent by the Academic Dean to the SPPC Chair, to help guide the

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2 Academic days are defined as weekdays when predoctoral dental classes and/or clinics are in session, excluding days during which final exams in the DDS program are scheduled.
SPPC in future deliberations. The only exception to this procedure is the case of recommendations for graduation, in which the Executive Council makes the final decision.

Any student placed on probation or requiring remediation shall be so advised by a letter from the Associate Dean for Academic Affairs. The letter shall describe the terms of the probation and/or direct the student to the appropriate person(s) for remediation. A copy of this letter shall be placed in the student's academic file.

**G. GUIDELINES AND PROCEDURES FOR ACADEMIC APPEALS**

A student who wishes to appeal a decision by Executive Council (graduation only) or the Associate Dean for Academic Affairs regarding Academic Progress must submit a letter of intent within five academic days of receipt of the Associate Dean's official notification. Refer to the Academic Appeals Guidelines and Procedures (Appendix F) for specific information regarding the academic appeals process.
APPENDIX D: Advanced Education Student Progress and Promotions Policies and Procedures

ACADEMIC PROGRESS AND PROMOTION

Each Advanced Education Program has a Committee consisting of the Program Director and faculty (Committee) that reviews the academic performance of all residents in the program regarding student progression through the program, students in current or potential academic difficulty, and students who have shown outstanding achievement.

POSSIBLE RECOMMENDATIONS

Recommendations may include, but are not limited to:

- program completion;
- recognition of outstanding achievement;
- progression without restriction;
- progression with restrictions, e.g., placement on probation or repetition/remediation of a course;
- removal from probation;
- repetition of all or part of a year;
- dismissal.

GUIDELINES USED IN FORMULATION OF RECOMMENDATIONS

The following guidelines are used in formulating recommendations.

Program Completion

The Committee shall recommend for program completion any student who has completed all prescribed courses and clinical requirements satisfactorily. For program completion purposes, only the repeated year grades will be included in calculating cumulative GPA for students who have repeated a year.

No student shall be recommended for graduation if his or her cumulative GPA is below 3.0 or if he or she has outstanding F, U or I grades.

Recognition of outstanding achievement

The Program Director may send a congratulatory letter to any student showing outstanding academic achievement in a given semester, in recognition of this achievement.

Progression without restriction

Students who have completed all coursework satisfactorily and have attained both a cumulative GPA and a GPA for the most recently completed semester of 3.0 or higher will proceed to the next term or year without restriction.

Progression with restrictions

**Academic Review/Probation:**

Any student who receives a grade of "U", "F", or "D" in any required course falls below the minimum academic requirements of 3.0 and who indicates a lack of ability as determined by the Committee, will receive an immediate review by his or her program faculty. Upon completion of the academic review, the Committee may place the student on academic probation. Such notice will be made in writing by the Program Director or designee prior to the end of the Add/Drop period of the next semester and will indicate the terms of the probation and its removal.
**Repetition or remediation of a course:**

A failure (F) grade is given when a student has not completed course requirements in a course graded using the letter grade system and the criteria for an Incomplete have not been met. Remediation may involve retaking the course in its entirety the next time it is offered or taking an individualized course or portion of a course. Resolution of an F grade by some mechanism other than repeating the entire course will result in an amended grade of F/P. The F/P grade carries credit hours but no quality points. Successful repetition of the entire course will result in assignment of a second letter grade. Both the F grade and the remedial course grade will be shown on the transcript and will be included in GPA computations.

**Conditional Promotion:**

A student may be promoted on conditional status with incomplete coursework, if the program concludes that the work will be completed within a relatively short time.

A student may be promoted on probation with a failure (F) or unsatisfactory (U) course grade if this is the only deficiency and the program concludes that the course will be remediated within a relatively short time.

**Removal from probation**

A student shall be removed from probation when his or her cumulative GPA and most recent semester GPA are at least 3.0 and all F, and in some cases U, grades have been remediated.

**Repetition of all or part of a year**

A student may be required to repeat all or part of a year for reasons including, but not limited to, any of the following:

- one or more course failures or unsatisfactory grades (F or U) in any one academic year;
- multiple D grades in preclinical and/or clinical courses;
- a GPA below 3.0 for both semesters of an academic year.

The curriculum for students repeating a year or part of a year will be determined by the Program Director in consultation with the appropriate Course Directors and the Associate Dean for Advanced Education. Individual course waivers may be granted only by the Program Director and only for courses in which a grade of B or higher was obtained. Grades for both years will appear on the transcript, but only the repeating year grades will be included in GPA calculations for progress and promotion and program completion recommendations. However, all grades will be included in determination of class rank.

Any student placed on probation or requiring remediation shall be so advised by a letter from the Program Director. The letter shall describe the terms of the probation and/or direct the student to the appropriate person(s) for remediation. A copy of this letter shall be placed in the student's Academic File.

**Dismissal**

A student may be dismissed for academic reasons including, but not limited to, any of the following:

- two or more course failures or unsatisfactory grades (F or U) in any one semester;
- one F or U grade and multiple D grades in any one semester;
- failing a course being remediated;
- three consecutive semesters on academic probation;
- a semester GPA below 3.0 if the student is repeating the semester;
- failure to meet criteria specified in a previous letter from the Dean regarding academic deficiencies.

Students not meeting the written terms of their academic probation may be academically dismissed from the University by their program. Such dismissals shall be done in a timely fashion but no later than three weeks after the completion of the semester final examinations. The Graduate School will be notified in writing of all such academic dismissals.

Students dismissed for academic reasons from a program will have a notation placed on their transcripts indicating that they were academically dismissed and the date of the dismissal.

**LETTERS OF ACADEMIC WARNING**
The Program Director shall send a letter of academic warning to any student with unresolved Incomplete (I) grades or with multiple C grades or less in a given semester. This letter is informational only, and is not placed in the student’s Academic File. The intent of the letter is to ensure that the student is aware that an academic problem exists.

GUIDELINES AND PROCEDURES FOR ACADEMIC APPEALS

A student who wishes to appeal a decision must submit a letter of intent within ten (10) school days of receipt of the official notification. Refer to the Graduate School’s Academic Grievance Policies and Procedures for further information specific information regarding appeal procedures related to academic dismissal.
APPENDIX E: Grade Grievance Policy and Procedures
(revised and approved by the Voting Faculty, December, 20013)

Preamble

The University at Buffalo and the School of Dental Medicine encourage the prompt consultative resolution of student grade grievances as they arise, and provide orderly procedures for the formal consideration and resolution of complaints related to grading that cannot be resolved through consultation.

This set of procedures is designed to provide a well-defined, yet appropriately flexible structure that recognizes and reflects the issues unique to dental education as well as academic areas common to all faculty-student or administrator-student relationships. A student’s decision to file a grievance shall have no bearing on his or her status as a student.

The following procedures provide a sequence of steps for the orderly and expeditious resolution of grade grievances initiated by dental students. While recognizing and affirming the established principle that academic judgments and determinations are to be reached solely by academic professionals, it is the School of Dental Medicine’s intention to secure, to the maximum extent feasible, equitable treatment of every party to a dispute. To that end, those who oversee the grievance process are charged to pay heed not only to issues of procedural integrity, but also to considerations of substantive fairness.

Scope and Limits

1. Grievance Defined. A student may file a grade grievance if he or she believes that a course grade was not assigned in accordance with the course grading policy and/or that it was assigned in an arbitrary or capricious way.

2. Exceptions. Grade disputes related to Academic Appeals or Judicial Council policies and procedures must be resolved through these channels. Refer to the relevant policy for appropriate procedures.

3. Time Limit. The student must file the grade grievance with the course director within 15 academic days of the start of the following semester for a grade received during the Fall or Spring semester, and within 15 academic days of the start of the main fall semester for a grade received during the Early Fall term. This time limit may be extended upon demonstration of good cause. However, students should note that grade grievances that are not initiated in a timely fashion may delay graduation or promotion to the next academic year, and may affect award and scholarship eligibility.

4. Academic days. Academic days are defined as weekdays when predoctoral dental classes and/or clinics are in session, excluding days during which final exams in the DDS program are scheduled.

CONSULTATIVE REVIEW

The student should first attempt to resolve the dispute with the course director who assigned the grade by consulting with him or her directly. The parties should meet and exert a good faith effort to resolve the dispute amicably.

At the request of either or both parties, the consultation may be recorded by a departmental note-taker (a staff or faculty member, but not a student). If a departmental note-taker is present during the consultation, the student may have an additional note-taker of his/her choosing also in attendance. Neither note-taker may actively participate in the consultation between the parties to the grievance other than to request repetition or clarification of statements made by either party during the consultation session.

The student may also seek the assistance of the ombudsman or other faculty member to act as a mediator in resolving the dispute at this level.

If the issue is not resolved at this level, the student should ask to meet with the department chair. If there is no resolution at the departmental level, the student may file a formal grade grievance at the School level (see next section).

FORMAL GRADE GRIEVANCE: SCHOOL LEVEL REVIEW

Step 1. A student who has been unable to obtain an acceptable consultative resolution should submit a grievance in writing to the Associate Dean for Academic Affairs. The grievance shall include a description of the complaint, including any evidentiary or supporting materials, and a request for a hearing.
Step 2. Upon review of relevant materials, including all materials and statements presented during Consultative Review, if the Associate Dean for Academic Affairs does not find reasonable grounds for the student to grieve the course grade, nor concerns regarding the adequacy of prior review, he or she shall submit a written recommendation to the Dean, within 10 academic days of receipt of the grievance. The Dean shall consider the recommendation and render a final decision. This decision letter, including a statement of the student’s right to appeal and time limit for doing so, shall be submitted in writing from the Dean to the student (via certified, return receipt mail), with copies to the course director, department chair, and Associate Dean for Academic Affairs, within 10 academic days of receiving the Associate Dean’s written recommendation.

Alternatively, if the Associate Dean for Academic Affairs deems it necessary or appropriate to consider further the circumstances of the grievance, he or she shall convene an ad hoc Grievance Committee within 20 academic days of receipt of the grievance (see Grievance Committee Membership).

Step 3. The Associate Dean for Academic Affairs shall refer the ad hoc Grievance Committee, the grievant and the course director to the Grade Grievance Policy and Procedures, and shall provide the Committee with the written grievance and all materials and statements presented during the Consultative Review.

Step 4. The ad hoc Grievance Committee shall convene a hearing to allow the grievant and course director the opportunity to present their positions, and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the Committee. The principals shall be notified at least three academic days in advance of the Hearing.

The Hearing shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present and to have one advisor present. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise directly address members of the ad hoc Grievance Committee. Under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by remote connection (e.g., phone or Skype). The hearing shall be conducted in confidence (see Confidentiality of Proceedings).

Step 5. The ad hoc Grievance Committee shall excuse all parties and then deliberate and make recommendations determined by simple majority vote. The chair of the committee shall submit the recommendations in writing, including findings and reasons for the recommendations, to the Dean within 10 academic days of the hearing.

Step 6. The Dean shall consider the Committee’s findings and recommendations and render a final decision. This decision letter, including a statement of the student’s right to appeal and time limit for doing so, shall be submitted in writing from the Dean to the student (via certified, return receipt mail or by written notice delivered in person), with copies to the course director, department chair, and Associate Dean for Academic Affairs, within 10 academic days of receiving the ad hoc Grievance Committee’s written recommendations.

A record of the Hearing, consisting of a copy of the ad hoc Grievance Committee’s recommendation letter, the Dean’s decision letter, and all materials and statements presented during the Consultative Review and Formal Grade Grievance hearing, shall be kept in a confidential file maintained by the School of Dental Medicine Office of Student Affairs for a period of at least four years. The student shall have access to the contents of this file upon request.

GRIEVANCE COMMITTEE MEMBERSHIP

The Associate Dean for Academic Affairs shall assemble an ad hoc Grievance Committee selected from the membership (including alternates) of the Judicial Council. The Committee shall be comprised of two faculty members and two dental students. The ad hoc Grievance Committee shall not include representatives from the department(s) involved in the grievance nor members of the grievant’s class. If the Judicial Council membership does not provide a large enough pool of candidates, due to ineligibility or disqualification, the Associate Dean for Academic Affairs may select Committee members from among the faculty and student bodies-at-large. Each principal to the dispute shall have the option of requesting, without stipulating a reason, the replacement of one member of the Committee appointed to hear the grievance.

CONFIDENTIALITY OF PROCEEDINGS
Once a grievance hearing is initiated, all participants shall have the obligation to maintain the confidentiality of the proceedings and of all materials and testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the grievance.

**GRADUATE SCHOOL LEVEL APPEAL**

When all established procedures within the dental school have been exhausted, it may be appropriate for the Dean of the Graduate School to consider a final University appeal. In general, the Dean of the Graduate School will consider only those appeals that document violations of applicable due process in prior proceedings or which establish sound cause to believe that prior proceedings have resulted in a decision contrary to law, the Policies of the SUNY Board of Trustees, or policies of the University at Buffalo. In general, the Dean of the Graduate School will not consider appeals that merely challenge the appropriateness of a judgment reached following a full and fair review of a matter by the department and the dean of the school. Refer to the [Graduate School Academic Grievance Policies and Procedures](#) section on Graduate School Level Procedures for specific procedures.

This policy was adapted from the [Academic Grievance Policy and Procedures, Graduate School](#), adapted by the University at Buffalo Faculty Senate, 6 December 2005, promulgated by President John B. Simpson, 16 December 2005, and revised 26 June 2008.
APPENDIX F: Academic Appeals Board Guidelines and Procedures
Approved by the Voting Faculty June, 2013; revised September 2013

General Information

The Academic Appeals process was established to hear appeals of decisions made by the Associate Dean for Academic Affairs regarding student academic status. The process insures that academic decisions regarding student status have been made with due process and fairness.

An appeal cannot take place if a grade grievance procedure has not yet run its course (see Student Grievance Procedures). That is, if a student is grieving a course grade, an Appeals procedure cannot be filed until the grievance procedure has been completed.

During an appeal, students may attend class and participate in other educational activities not involving patient care unless, following his/her review, the latter is permitted by the Associate Dean for Clinical Affairs. Students will not be promoted nor permitted to graduate pending resolution of an appeal.

Appeals Board Composition and Powers

The Appeals Board shall be composed of five (5) members, including the Chair, and three (3) alternates elected by the Voting Faculty. In urgent cases where five members and/or alternates cannot be assembled to hear an appeal, the Associate Dean for Academic Affairs and the Chair may appoint temporary alternates to serve. All members and alternates shall be either a) tenured faculty or b) faculty at the level of Assistant Professor or above with at least five years of faculty service. Members of the Board may not be members of the Executive Council or the Student Progress and Promotions Committee.

The Board does not set academic policy or curriculum. As such, the Board does not have the power to require that remedial or special courses be offered, nor can it change course requirements or prerequisites.

Appeals Process

The appeals process has been developed to maintain the impartiality of the Dean in the final decision. The Student Progress and Promotions Committee (SPPC) renders a recommendation regarding student status based on the academic record and informs the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs makes a decision and informs the student of the decision in writing.

The student either accepts the decision or appeals it. If the student chooses to appeal the decision, he/she must notify the Associate Dean for Academic Affairs or designee, in writing, of his/her intent to appeal within five (5) academic days3 of the receipt of the official notification of the decision regarding academic status or five (5) academic days after receipt of a grade grievance determination, if such grievance was pursued. Such appeal must include a) the decision that is being appealed; b) the basis for the appeal; and c) the academic status being requested. The student may present more than one alternative.

The Appeals Board shall hold a preliminary meeting within 10 academic days of receipt of the student appeal to consider the merits of the appeal. In order to be considered by the Board, compelling new information and/or extenuating circumstances must be presented by the appealing student. If the Appeals Board does not deem it necessary to consider further the circumstances of the appeal, the chair of the Appeals Board will notify the Dean, within 20 academic days of receipt of the student’s request for appeal. The Dean shall make the final decision and inform the student (via certified, return receipt mail or by written notice delivered in person) within 10 academic days of receipt of the Appeals Board notification.

If the Appeals Board decides to hear the appeal, it shall convene a hearing within 10 academic days of the preliminary meeting. Appeals will be heard by a duly constituted Appeals Board described previously under Appeals Board Composition and Powers.

A written list of Board members shall be provided to appealing students prior to the Hearing. Students are not to contact Board members to discuss the merits of their appeals before the scheduled Hearing. They may, however, seek information or advice from the Director of Student Services on procedure and protocol.

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3 An academic day is defined as a weekday when predoctoral dental classes and/or clinics are in session, excluding days during which final exams in the DDS program are scheduled.
The student must present in writing to the Director of Student Services: a) the decision that is being appealed; b) the basis for the appeal; and c) the academic status being requested. The student may present more than one alternative. In addition the student is encouraged to substantiate claims with letters of support or other documentation. Students requesting special courses or waiver of requirements must obtain support in writing from the faculty member or the department(s) involved. All documentation must be received at least 24 hours prior to the scheduled appeals hearing.

**Dossier**

The Director of Academic Services or other representative of the Associate Dean for Academic Affairs shall prepare a dossier of academic records and information on the appealing student for use by the Board. The person preparing the dossier may consult with, or get information or documentation from, appropriate course directors, faculty, staff or other university sources.

**Advocacy**

Students may bring a maximum of three (3) advocates to the appeals hearing to present new information or statements of support. An advocate can be a faculty member, student, or any other person whom the appealing student feels can provide appropriate support during the appeal. In no case shall the advocate(s) act in a legal capacity on the student’s behalf.

**Appeals Hearing Procedure**

**Quorum.** Five members of the Board shall constitute the Hearing Panel. At the beginning of the appeals hearing, and prior to the student’s appearance before the Board, the Chair or other representative of the SPPC and the Associate Dean for Academic Affairs shall present information regarding the academic records of the appealing student and answer questions related to student progress and promotion and the Associate Dean’s decision. These representatives shall then be excused, and shall not take part in the remainder of the Hearing or in Board deliberations.

a) The student and his/her advocate(s) shall then appear before the Hearing Panel to present the appeal. Members of the Hearing Panel may ask questions to clarify new or existing information presented at the Hearing.

b) All those present who are not members of the Hearing Panel shall be excused prior to commencement of deliberations. The Hearing Panel shall conduct a secret ballot vote, which shall consist of the following: sustain, overturn or abstain. A simple majority vote shall be required to overturn the existing academic decision. In the case of a tie, the existing academic decision shall be sustained.

c) If the vote is to overturn the academic decision, the Hearing Panel must, by majority vote, recommend an alternative action. Due consideration must be given to the alternative(s) suggested by the student. It is incumbent upon the Hearing Panel to make a recommendation that is practical in terms of availability of courses, prerequisites, etc. The Hearing Panel may also make a conditional recommendation (e.g., if the student passes a summer remedial course, he/she can then be promoted to the next year).

d) Immediately following the Appeals Hearing, the Chair or designee shall communicate the Hearing Panel’s recommendation to the Dean, who shall make the final decision and inform the student. An official letter from the Dean regarding academic status shall follow no later than five (5) academic days following receipt of the Hearing Panel’s recommendation.

**Appeal to the Graduate School**

The student may appeal the Dean’s decision to the Dean of the Graduate School, on the basis of due process, University at Buffalo or SUNY policy or law only. Upon review of all relevant materials, if the Dean of the Graduate School does not deem it necessary to consider further the circumstances of the case, he or she will notify the student (via certified, return receipt mail) and the Dean of the School of Dental Medicine of his or her decision within 20 academic days of receipt of the student’s request for appeal. Alternatively, if the Dean of the Graduate School deems it necessary to consider further the circumstances of the student’s request for appeal, he or she shall convene the Graduate School Grievance Committee within 20 academic days of receipt of the student’s request for appeal. Refer to the Graduate School’s Academic Grievance Policies and Procedures for further information. The decision of the Dean of the Graduate School is final.

The following flow diagram summarizes the Academic Appeals process.
Student Progress and Promotions Committee makes recommendation

Associate Dean for Academic Affairs makes decision

Student appeals decision to Academic Appeals Board

Academic Appeals Board denies appeal or makes recommendation to the Dean

Dean makes final decision

Student accepts decision; no further action

Student may appeal to the Dean of the Graduate School, on the basis of due process/UB or SUNY policy or law ONLY.
APPENDIX G: School of Dental Medicine Honor System

At the time of acceptance to and registration in the School of Dental Medicine, each student signifies in writing that s/he has read the Student Code of Ethics and that s/he agrees to abide by the School Honor System, as well as the Student Conduct Rules, University Standards and Administrative Regulations, during his or her affiliation with the School. This Code of Ethics reads as follows:

I, upon entering into the dental profession, accept and honor the concept of unquestionable ethical and moral practice of my art, both in my own activities and those of my professional colleagues. I will not defame myself or the profession through academic cheating or by allowing such misconduct by my professional peers. Misconduct may include violation of school and departmental regulations and procedures which will reflect on the profession or my peers. Such misconduct includes indirect violation through devious activities to circumvent academic/professional regulations or procedures.

By accepting admission to the School of Dental Medicine, I acknowledge the ethical expectations of the dental profession, and accept the concept of the School's honor system and agree to abide by its principles.

This Code of Ethics is predicated on four fundamental ethical principles: Veracity, Justice, Beneficence, and Autonomy. From these universal principles of ethical behavior flow the standards and ideals which serve to guide the professional conduct of members of the School of Dental Medicine.

The principle of Veracity requires the professional to observe truthfulness and personal integrity in all interactions. Whether verbal or nonverbal, communication forms the basis of all human relationships. When communication is eroded by dishonesty and deceit, this basis is destroyed and meaningful relationships become impossible.

The principle of Justice requires that the professional treat others in a fair and impartial manner and give what is due or owed or what can be legitimately claimed. Absence of bias and discrimination against others is assumed under this principle.

The principle of Beneficence requires that the professional help others to further their important and legitimate interests by providing a needed service. The prevention or removal of possible harm to others also falls within this principle. Beneficence includes the concept of upholding and protecting the credibility and reputation of the profession, thereby upholding the public's trust.

The principle of Autonomy requires that the professional have a general respect for human dignity and the uniqueness of others. Persons are to be respected as unconditionally worthy individuals who have a right to self-determination as long as the resulting actions do no harm to others. Assumed under this principle is the concept of respect for and tolerance of individual differences and individuals' rights to privacy and to make their own choices.

Each student entering the School of Dental Medicine is expected to have established the highest concepts of honor and personal integrity, and to maintain these concepts throughout his or her professional career. All student activities in the dental school are conducted under the school honor system in recognition of these expectations.

Professional ethics are the responsibility of each individual operating within the profession. Dental education represents the beginning of a professional career. Therefore the Honor System is based on self-regulation inherent in the profession of dentistry. The Honor System assumes that each student has the personal integrity to be honest and professional, and that this integrity compels the student to discourage any unprofessional behavior s/he may observe in others.

Examples of Academic Dishonesty. Academic dishonesty includes, but is not limited to, the following:

(a) Previously submitted work. Submitting academically required material that has been previously submitted -- in whole or in substantial part -- in another course, without prior and expressed consent of the instructor.

(b) Plagiarism. Copying or receiving material from any source and submitting that material as one’s own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one’s own.

(c) Cheating. Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
(d) **Falsification of academic materials.** Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor’s name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor’s authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.

(e) **Misrepresentation of documents.** Forgery, alteration, or misuse of any University or Official document, record, or instrument of identification.

(f) **Confidential academic materials.** Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.

(g) **Selling academic assignments.** No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.

(h) **Purchasing academic assignments.** No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

**Student Ethical Responsibilities**

All students are expected to conduct themselves in a manner that upholds the principle and spirit of the honor system. Violations of the honor system will expose the student to disciplinary action. In certain circumstances, a student may be suspended temporarily. Temporary suspension means that a student may be deemed to be a CLEAR AND PRESENT DANGER to the University Community, patients and/or him- or herself and may be suspended immediately, pending a timely hearing on the charges. The following are some specific, but not exhaustive, examples of expected student conduct.

**Examinations**

- A student shall neither give nor receive aid during an examination.
- Students shall be prompt for all examinations.
- Students shall neither talk nor cause disruption of the quiet atmosphere of the examination.
- Students shall not use course notes or crib notes during an examination (unless so authorized by faculty).
- Students shall not steal examinations.
- Students shall not take an examination for another student.
- Students shall abide by all rules governing the administration of the examination as put forth by the course director (e.g., time, procedures, and seating).

**Preclinical Procedures**

- The use of commercial laboratory facilities is prohibited (per course directives).
- Students shall not falsify the completion of lab accomplishments.
- Students shall not steal, destroy or distort another student's work.
- Students shall not submit projects completed partly or in whole by other persons (e.g., professional students, graduate students, or lab technicians).

**Clinical Responsibilities**

- No patient treatment shall be performed without direct supervision.
- Students shall not falsify records or signatures.
- Students shall not steal clinic instruments, materials, or equipment.
- Students shall always treat patients in a fashion consistent with the established priority of needs.
- Students shall adhere to clinical guidelines for procedures as outlined by the clinical course director or department.
- Work or material provided by a commercial laboratory is forbidden except when approved by specific work authorizations.
Violations of General Facility Rules

- Students shall not intentionally destroy or vandalize university property.
- Students shall not violate facility hours.
- Students shall not breach facility security (e.g. propping doors open).

Professionalism

Professionalism is defined as the conduct, aims, or qualities that characterize or mark a profession or a professional person. Professionalism presupposes accountability for one's actions. Unprofessional conduct includes, but is not limited to:

- violation of the Student Conduct Rules, University Standards and Administrative Regulations
- all forms of conduct which fail to meet the standards of the dental profession, including repeated failure to meet assigned obligations
- use of abusive or intimidating language or behavior
- sexual harassment
- discrimination based on such factors as sex, religion, national origin, age, disability, marital status, veteran status or sexual orientation
- disruption of class or any other school activity
- plagiarism of material for written papers, reports or other assignments.
- other misconduct, misrepresentation, or failure in personal actions or in meeting obligations which raise serious, unresolved doubts about the integrity of the student in meeting the overall obligations of a professional dental career.

Any amendments to the School Honor System must be approved by two-thirds majority of the ASDA Senate and Executive Council and must be consistent with the Faculty By-Laws.
APPENDIX H: Judicial Council Policies and Procedures
Revised and approved by the Voting Faculty, December 2013

Preamble

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university’s imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

The judicial powers of the School of Dental Medicine are vested in the Judicial Council. As such, the Judicial Council shall have jurisdiction over Student Conduct Rules promulgated by the University Administration and over School Honor System violations.

The Judicial Council is composed of one member plus two alternates from each of the four dental classes, appointed by class officers, and four faculty members- inclusive of the faculty co-chair- plus two alternates, elected by the Voting Faculty. The student co-chair is selected by the student members of the Judicial Council.

When an instance of suspected or alleged misconduct by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of misconduct will be resolved through informal consultation with the student. It is recommended that the complainant and student each consult with the faculty co-chair of the Judicial Council, dean, or the Graduate School if there are any questions regarding these procedures.

Proceedings against a student may be pursued by any student, faculty, or staff member of the School of Dental Medicine for suspected violation of the School Honor System or University Student Conduct Rules. Students, faculty or staff members who have concerns that a violation may have occurred should bring these concerns to the instructor or an administrative representative, if applicable, or to the faculty co-chair of the Judicial Council or their Judicial Council class representative.

Definitions

Academic days are defined as weekdays when predoctoral dental classes and/or clinics are in session, excluding days during which final exams in the DDS program are scheduled.

A complainant is any individual who brings a complaint forward to either an Informal (instructor or administrative representative) or Formal (any student, faculty or staff member) Proceeding.

A defendant is a student against whom charges have been filed.

I. Informal Proceedings

A. When Used

Course-related Offenses. Informal consultation between the student and the instructor is the desired method of resolving many questions of academic dishonesty or unprofessional conduct that arise within a classroom, laboratory or clinical course.

Non-course related Offenses. In situations involving possible violations of the school’s Honor System and/or University Student Conduct Rules not related to a course (e.g., unprofessional behavior) the complaint may be forwarded by the student, faculty, or staff member to the appropriate administrative representative (e.g., the Associate Dean for Clinical Affairs or the Associate Dean for Student Affairs). The complaint may also be taken directly to the Judicial Council for Formal Proceedings (Refer to Section II, Formal Proceedings).

B. Procedures

If the instructor or administrative representative has reason to believe that the student has violated the school’s Honor System and/or University Student Conduct Rules, he or she shall notify the student within 10 academic days of discovery of the alleged incident. Such notification shall include a request to meet with the student to discuss the allegation(s).
The instructor/administrative representative serves as a complainant, and shall meet and consult with the student within 15 academic days of the date of discovery of the alleged incident. If the student fails to attend the informal meeting, the complainant has the authority to reach a decision and to impose a sanction (if appropriate) without such meeting. The complainant may also consult with the faculty co-chair of the Judicial Council, and/or with students who may have some knowledge of the alleged violation. The student suspected of misconduct shall be notified by the complainant of such consultation.

At the informal consultation, the complainant shall inform the student of the specific allegation(s), and the student shall be advised to refer to the Student Honor System and Judicial Council Policies and Procedures sections of the Student Handbook. The student shall be given the opportunity to explain any suspected or alleged misconduct, including any extenuating or mitigating circumstances, to present evidence of innocence, or to give information relevant to an investigation. Neither the complainant nor the student shall be represented or accompanied by an attorney or any other advisor, and no record of this informal consultation need be preserved. However, either or both parties may take written notes. An observer (a staff or faculty member) may also be present at the request of the complainant.

C. Decision

1. Dismissal of Case. If the complainant finds insufficient evidence of misconduct, no sanctions shall be imposed. The student is notified of this decision (refer to Notification of Decision) and procedures end.

2. Finding of Not Guilty. If the complainant finds the student not guilty of misconduct, no sanctions shall be imposed. The student is notified of this decision (refer to Notification of Decision) and procedures end.

3. Finding of Guilty/Sanctions Imposable, Course-related Offenses. If the complainant finds the student guilty of misconduct, he or she has the authority to impose one or more of the following sanctions:

   a. Warning - written notice to the student that he or she has been found guilty of misconduct and that any subsequent misconduct may be cause for more severe sanctions.

   b. Revision of Work - requiring the student to replace or revise the work in which misconduct occurred. The instructor may choose to assign a grade of Incomplete (“I”) pending replacement or revision of the work.

   c. Reduction in Grade - with respect to the particular assignment/exam or final grade in the course.

   d. Failure in the Course - to be indicated on the transcript by a grade of “F” without comment.

   e. Administrative Probation - to be upon stated terms, including but not limited to requiring counseling and/or community service, and with any subsequent misconduct being possible grounds for dismissal from the School of Dental Medicine.

   f. Recommendation of any of the following sanctions. These recommendations require referral to the Judicial Council for a Formal Proceeding (see below).

      i. Failure in the Course with Citation of Academic Dishonesty: To be indicated by an “F” on the transcript with the notation that the grade was assigned for reason of academic dishonesty. Only the Dean of the Graduate School or his/her designee may impose this sanction.

      ii. Dismissal from the School of Dental Medicine. The term “dismissal” means that a student is permanently removed from all privileges offered by association with the School.

      iii. Suspension from the University. The term “suspension” means removing from a student, for disciplinary reasons, some or all privileges offered by association with the University for a specified period of time. Only the University President or his/her designee may impose this sanction.

      iv. Expulsion from the University. The term “expulsion” means permanently removing from a student all privileges offered by association with the University. Only the University President or his/her designee may impose this sanction.
4. **Finding of Guilty/Sanctions Imposable, Non-course-related Offenses.** If the complainant finds the student guilty of misconduct, he or she has the authority to impose the same sanctions as listed for course-related offenses, except for b through d. The complainant may also recommend dismissal or University sanctions of suspension or expulsion. All recommended sanctions require the complainant to refer the matter to the Judicial Council for a Formal Proceeding.

5. **Referral to Judicial Council for Formal Proceedings.** If the complainant believes that a Formal Proceeding is warranted, or is recommending dismissal or University sanctions, he or she must file a written complaint with the faculty co-chair of the Judicial Council within 20 academic days of discovery of the alleged incident. Such complaint should also include the complainant’s findings and recommended sanction(s), if applicable. Refer to Section II, Formal Proceedings.

D. **Notification of Decision**

In decisions of Dismissal of the Case or Not Guilty, the complainant shall notify the student of this decision in writing within 20 academic days of discovery of the alleged incident. Neither the decision letter nor other materials pertinent to the review shall be maintained in any official file.

For all decisions involving sanctions, with the exception of referral to the Judicial Council for Formal Proceeding, the complainant shall provide the student with a written copy of the decision, including sanction(s) imposed and the student’s right to appeal the decision. The decision letter shall be sent to the student (via email to the student’s UB IT address with receipt requested, certified mail with return receipt, or by written notice delivered in person) within 20 academic days of discovery of the alleged incident. If the letter is delivered to the student in person, the student must countersign a copy of the letter. If the student fails to countersign, it will be the default understanding that he or she has received the decision and is bound to comply with the information enclosed. The student may include written comments that will become appended to the notification letter. The complainant shall provide a copy of the letter, and written comments if applicable, to the Director of Student Services, to be placed in the student’s confidential file maintained in the School of Dental Medicine Office of Student Affairs with respect to the matter (refer to Section III, Confidential File).

E. **Right to Appeal**

For all decisions involving sanctions, with the exception of referral to the Judicial Council for Formal Proceeding, the student shall have the right to appeal the decision through a formal proceeding by the Judicial Council. The appeal shall be submitted in writing to the complainant and to the faculty co-chair of the Judicial Council, with a copy to the Director of Student Services, no later than 10 academic days after the student has been notified of the Informal Proceeding decision. A copy of the appeal shall become part of the student’s confidential file. In the case of course-related offenses, the student shall be assigned a grade of Incomplete (“I”) pending resolution. If the complainant suspends sanctions during the appeal, the student may lose patient care privileges while his or her patient records are audited for appropriateness of care. Following successful review of the audit, clinic privileges may be restored. Students shall not be allowed to graduate and may not be promoted pending resolution of the appeal.

II. **Formal Proceedings**

A. **Due Process**

In any School of Dental Medicine Judicial Council procedure, one of the highest priorities of the School is to safeguard the student's right to due process. Due process is not a technical legal concept but rather simply requires the rudimentary elements of "fair play" in an administrative proceeding. To this end, all Judicial Council procedures will at minimum provide the defendant a clear statement of the charges and the nature of the evidence upon which the charges are based. The defendant shall be given a fair hearing, be allowed to confront and cross-examine witnesses, and present his or her own position, evidence and explanation. No disciplinary action shall be taken unless the charges are substantiated by the evidence. The courts have indicated that if these minimal elements of "fair play" are fulfilled, the defendant will have been afforded due process under the law.

B. **When Used**

If a faculty, student or staff member has reason to believe that a student has violated the School Honor System and/or the University Student Conduct Rules, and believes that Formal Proceedings are warranted, the procedures outlined here shall
be used. Formal proceedings shall also be used when an Informal Proceeding results in the recommendation of dismissal or University sanctions, and in cases in which a student wishes to appeal the decision of an Informal Proceeding.

C. Composition

The Hearing Panel shall consist of four faculty members, including the chair, and three students. If a Judicial Council member is unable to serve on the Hearing Panel, an alternate shall serve in his or her place. The student member and alternates of the defendant's class may not serve as members of the Hearing Panel.

D. Procedures

Action shall commence with the filing of either a written complaint with the faculty co-chair of the Judicial Council or a student’s request for an appeal of an Informal Proceeding decision.

1. Preliminary Meeting. The Judicial Council shall hold a preliminary meeting within 10 academic days of receipt of the written complaint or student appeal of an Informal Proceeding decision.

In cases with no prior review (i.e., no Informal Proceeding) or those involving a student appeal of an Informal Proceeding decision, the purpose of this meeting shall be to consider whether a hearing is warranted. If the Judicial Council does not deem it necessary to consider further the circumstances of the case, procedures end. The faculty co-chair will notify the student of this decision (via email to the student’s UB IT address with receipt requested, certified mail with return receipt, or by written notice delivered in person), with a copy to the complainant, within 10 academic days of the preliminary meeting. This decision shall be to either dismiss the case, in situations involving no prior review, or uphold the decision, in cases of a student appeal of an Informal Proceeding.

If the case is dismissed, neither the decision letter nor other materials pertinent to the review shall be maintained in any official file. If an Informal Proceeding decision is upheld, a copy of the decision letter and other materials pertinent to the review shall be forwarded to the Director of Student Services, to be placed in the student’s confidential file.

If, after the preliminary meeting, the Judicial Council deems it necessary to consider further the circumstances of the case, it shall convene a hearing within 10 academic days of the preliminary meeting.

In cases involving Informal Proceedings resulting in a recommendation of dismissal or University sanction, a Formal Proceeding is required, and the purpose of the meeting is to review materials submitted by the complainant in preparation for the Formal Proceeding. In such cases, the Formal Proceeding shall be initiated within 10 academic days of the preliminary meeting.

2. Formal Proceeding. The faculty co-chair of the Judicial Council or his or her designee shall inform the complainant and the student of the hearing date at least five academic days in advance. Such notice to the student shall be delivered by email to the student’s UB IT address with receipt requested, by certified mail with return receipt, or by written notice delivered in person, with a copy countersigned by the student. If the student fails to countersign, it will be the default understanding that he or she has received the notification and is bound to comply with the information enclosed. The notification shall include the charges against the student and shall advise him or her to refer to the Student Honor System and Judicial Council Policies and Procedures sections of the Student Handbook. The faculty co-chair of the Judicial Council shall retain a copy of this notification, and a copy shall also be sent to the Director of Student Services, to be placed in the student’s confidential file.

Any Judicial Council member or alternate not serving on the Hearing Panel may attend and participate in the hearing, but shall not participate in its deliberations. Only those serving on the Hearing Panel shall vote on the case.

At the hearing, the Judicial Council shall provide sufficient opportunity for both the complainant and the defendant to present their positions and any relevant evidence, and shall allow each the right to question the presentation(s), written or verbal, of those who contribute information to the Council.

The hearing shall be conducted in a confidential, fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. The technical and formal rules of evidence applicable in a court of law are not controlling, and the Judicial Council may hear all relevant and reliable evidence that will contribute to an informed result. Both the complainant and defendant shall have the right to be present and to have one advisor present. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity. An advisor may not speak on
behalf of or advocate for a complainant or defendant, or otherwise directly address members of the Judicial Council. Under unusual circumstances, if either the complainant or defendant is considered to pose a physical threat to the other or to the Judicial Council, the faculty co-chair may request that he or she participate by remote connection (e.g., phone or Skype).

The Judicial Council only considers evidence presented at the hearing. Discussion of a student’s prior record of misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the Student Honor System or the University Student Conduct Rules in the current case. The Judicial Council co-chairs may exclude evidence or cross-examination deemed irrelevant or unduly repetitious.

E. Defendants

One or more students, individually or as a group, may be designated as defendants in a particular case. If there is more than one defendant, notice of the complaint and of the hearing shall be delivered to each separately. In addition, a separate decision shall be rendered for each defendant.

F. Witnesses

Any party may ask the Judicial Council to summon a witness. Such witness shall be served a summons in person, by email to the individual’s UB IT address with receipt requested, or by certified mail with return receipt. A list of all witnesses must be provided to the faculty co-chair of the Judicial Council at least five academic days prior to the scheduled hearing. The faculty co-chair shall provide the defendant and/or complainant, upon request, a list of witnesses to be called during the proceedings. This list may be amended at any time up to 30 hours before the proceedings.

G. Burden of proof

It is assumed by the University that any student against whom action is taken is innocent until proven guilty.

H. Hearing Procedures

A complete record of the hearing shall be made by the recorder of the Judicial Council. The Judicial Council faculty co-chair shall make an opening statement of introduction. The parties involved shall be introduced, the charges presented, and the defendant asked for a plea. The defendant shall plead guilty, no contest, or not guilty.

1. Guilty or No Contest. The defendant shall be allowed to make a statement, and the Judicial Council shall make any inquiries necessary to determine the nature of his or her guilt. The parties involved and any Judicial Council members who are not members of the Hearing Panel shall be excused and the Hearing Panel shall commence deliberations (see below).

2. Not Guilty. The complainant shall make a presentation of evidence against the student. He or she may present witnesses, physical evidence, and/or personal testimony. Following presentation of evidence, the defendant shall have the opportunity for cross-examination.

The defendant shall make his or her presentation of defense, in accordance with the same guidelines governing the complainant. The complainant shall have the opportunity to cross-examine the defendant and witnesses.

Judicial Council members may at any time ask questions for additional information or clarification of the evidence presented. The Judicial Council may also set time limits on arguments and order such other rules as it deems appropriate, so long as such rules do not inhibit due process or the rights of the defendant.

After presentations are completed, the parties involved and any Judicial Council members who are not members of the Hearing Panel shall be excused and the Hearing Panel shall commence deliberations.

I. Deliberations

The Hearing Panel shall consider only the evidence presented at the hearing in determining guilt or innocence. A simple majority vote by secret ballot shall be used to decide one of the following: Dismissal of the Case, Not Guilty, or Guilty/Sanctions Recommended (see below). In cases of continuation of Informal Proceedings, the Hearing Panel may also consider Findings Overturned, Findings Sustained, or Finding of a Different Sanction (see below). The faculty co-chair shall
not vote except in cases of a tie. If the vote is Guilty/Sanctions Recommended or Finding of a Different Sanction, the Hearing Panel must recommend, by simple majority vote, a sanction from among those listed below. Contents of a student's confidential file shall not be admissible as evidence to determine guilt, but shall be used in recommending sanctions should the student be found guilty (refer to Section III, Confidential File).

J. Decision

1. **Dismissal of Case.** Insufficient evidence or insufficient presentation of a case by the complainant shall be grounds for dismissal of the case. The student and complainant shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in any official file. Procedures end.

2. **Not Guilty.** If the Hearing Panel finds the student not guilty of misconduct, the student and complainant shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in any official file. Procedures end.

3. **Guilty/Sanctions Recommended.** If the Hearing Panel finds the student guilty of misconduct, it has the authority to recommend one or more of the following sanctions:
   a. **Warning** - written notice to the student that he/she has been found guilty of misconduct and that any subsequent misconduct may be cause for more severe sanctions.
   b. **Revision of Work** - requiring the student to replace or revise the work in which dishonesty occurred. The instructor may choose to assign a grade of Incomplete (“I”) pending replacement or revision of the work.
   c. **Reduction in Grade** - with respect to the particular assignment/exam or final grade in the course.
   d. **Failure in the Course** - to be indicated on the transcript by a grade of “F” without comment.
   e. **Administrative Probation** - to be upon stated terms, including but not limited to requiring counseling and/or community service, and with any subsequent violation being possible grounds for dismissal from the School of Dental Medicine.
   f. **Dismissal from the School of Dental Medicine.** The term “dismissal” means that a student is permanently removed from all privileges offered by association with the School.
   g. **any of the following University sanctions:**
      i. **Failure in the Course with Citation of Academic Dishonesty.** To be indicated by an “F” on the transcript with the notation that the grade was assigned for reason of academic dishonesty. Only the Dean of the Graduate School or his/her designee may impose this sanction.
      ii. **Suspension from the University.** The term “suspension” means removing from a student, for disciplinary reasons, some or all privileges offered by association with the University for a specified period of time. Only the University President or his/her designee may impose this sanction.
      iii. **Expulsion from the University.** The term “expulsion” means permanently removing from a student all privileges offered by association with the University. Only the University President or his/her designee may impose this sanction.

In cases involving continuation of Informal Proceedings (recommendation of dismissal or University sanction, or student appeal of decision), the following options may be considered:

4. **Findings Overturned.** If the Hearing Panel finds that no misconduct took place and that no sanctions should be imposed, the student and complainant shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in any official file. Procedures end.

5. **Findings Sustained.** Hearing Panel finds the student guilty of misconduct and is in agreement with the sanction(s) previously imposed or recommended.
6. **Finding of a Different Sanction.** Hearing Panel finds the student guilty of misconduct, but that the sanction(s) previously imposed or recommended is inappropriate and that greater or lesser sanction(s) should be imposed.

**K. Guidelines for Recommendation of Sanctions**

The sanctions recommended by the Hearing Panel shall be in accordance with the severity of the infraction. In cases in which there are multiple defendants, the sanctions shall be assessed against each according to the degree of individual participation.

The findings of the Hearing Panel, mitigating circumstances, and the student’s prior record shall be elements considered. Contents of a student’s confidential file shall be considered only if the student is found guilty.

The Hearing Panel shall render a written decision and recommended sanction(s) to the Dean within five academic days of the hearing.

**L. Notification of Decision**

In decisions of Dismissal of the Case, Not Guilty, or Findings Overturned, the faculty co-chair shall notify the student and complainant of this decision in writing, with a copy to the Director of Student Services, within five academic days of the hearing. Neither the decision letter nor other materials pertinent to the review shall be maintained in any official file.

In decisions of Guilt, the faculty and student co-chairs of the Judicial Council shall meet with the Dean to apprise him or her of the Hearing Panel’s decision and recommended sanction(s). The Associate Dean for Student Affairs or his or her representative shall be present at this meeting.

The Dean shall consider the Hearing Panel’s findings and recommendations and render a final decision, unless University sanctions are recommended (see below). Notification of the Dean’s decision and the student’s right to appeal that decision shall be submitted in writing from the Dean to the student (via certified, return receipt mail or by written notice delivered in person), the complainant and the faculty co-chair of the Judicial Council within 10 academic days of receipt of the Hearing Panel’s findings and recommendations. If the decision letter is submitted in person, the Associate Dean for Student Affairs or his or her representative shall be present at this meeting. In addition, the student must countersign a copy of the letter. If the student fails to countersign, it will be the default understanding that he or she has received the decision and is bound to comply with the information enclosed. The student may also include written comments that will become appended to the notification letter. A copy of this letter, and written comments if applicable, shall be forwarded to the Director of Student Services, to be placed in the student’s confidential file.

**M. University Sanctions**

If the recommendation includes University sanctions, Graduate School level review is required. In such cases, the Dean of the School of Dental Medicine shall forward the statement of recommendations to the Dean of the Graduate School within 10 academic days of receipt of the Hearing Panel’s findings and recommendations. Graduate level review shall be initiated within 10 academic days of the Dean of the Graduate School’s receipt of the statement of recommendations. This review shall be to determine whether due process was provided and whether the hearing and proposed sanction(s) are in accord with University and SUNY policies and applicable laws.

Upon review of relevant materials (including all evidence and statements communicated during Informal Proceedings), if the Dean of the Graduate School does not deem it necessary to consider further the circumstances of the case, he or she will notify the student (via certified, return receipt mail), the complainant, the faculty co-chair of the Judicial Council and the Dean of the School of Dental Medicine of his or her decision within 20 academic days of receipt of the Dean of the School of Dental Medicine’s statement of recommendations. The Dean of the Graduate School shall also pursue appropriate steps to implement or seek implementation of such sanction(s). The decision of the Dean of the Graduate School is final.

Alternatively, if the Dean of the Graduate School deems it necessary to consider further the circumstances of the case, he or she shall convene the Graduate School Adjudication Committee within 20 academic days of receipt of the Dean of the School of Dental Medicine’s statement of recommendations. Refer to the Graduate School’s Academic Integrity Policies and Procedures, Graduate School Level Procedures, for further information.
N. Right to Appeal

In cases involving sanctions imposed at the School of Dental Medicine level, the student may appeal the Dean’s decision, but only based on claims of limitations on, or violations of, applicable due process. Such appeal request must describe the specific due process violation(s) claimed, and must be submitted in writing to the Dean of the School of Dental Medicine and to the Dean of the Graduate School no later than 10 academic days after the Dean of the School of Dental Medicine has notified the student of his or her decision. Upon review of relevant materials (including all evidence and statements communicated during the Informal Proceeding), if the Dean of the Graduate School does not deem it necessary to consider further the circumstances of the case, he or she shall notify the student (via certified, return receipt mail), the complainant, the faculty co-chair of the Judicial Council and the Dean of the School of Dental Medicine of his or her decision within 20 academic days of receipt of the student’s request for appeal. The decision of the Dean of the Graduate School is final.

If the Dean of the Graduate School deems it necessary to consider further the circumstances of the case, he or she shall convene the Graduate School Adjudication Committee within 20 academic days of receipt of the student’s request for appeal. Refer to the Graduate School’s Academic Integrity Policies and Procedures, Graduate School Level Procedures, for further information.

The Dean of the School of Dental Medicine has the discretion to suspend sanctions pending the outcome of an appeal. Regardless of whether sanctions are suspended, patient care privileges may be suspended while patient records are audited for appropriateness of care. Students shall not be allowed to graduate and may not be promoted pending resolution of an appeal.

O. Confidentiality of Proceedings

Once a formal hearing is initiated, all participants shall have the obligation to maintain the confidentiality of the proceedings and of all materials and testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the case. All Judicial Council members sign an Oath of Confidentiality prior to serving on the Council. Copies of the signed oath are maintained by the faculty co-chair of the Judicial Council.

P. Debriefing

The Judicial Council shall re-convene, as needed, to debrief. Such debriefing shall usually occur within five academic days after a decision has been made and the student has been notified of this decision.

Q. Timeliness of Procedures

The time periods contained herein are directory and not mandatory. Exceptions with respect to these time limits may be made in appropriate circumstances.

III. Confidential File

A. Informal Proceedings

If a student is found guilty, a copy of the complainant’s decision letter, including any written comments made by the student and appended to the letter, shall be kept in a confidential file maintained by the School of Dental Medicine Office of Student Affairs until such time as the student graduates or has not been enrolled at the University for a period of at least one year. The student shall have access to the contents of this file upon request.

B. Formal Proceedings

If a student is found guilty, a record of the matter consisting of a copy of the decision letter, including any written comments made by the student and appended to the letter, and all written communications, written evidence, and audio tape or other record of the hearing, shall be kept in a confidential file maintained by the School of Dental Medicine Office of Student Affairs for a period of at least four years. The student shall have access to the contents of this file upon request.

The following flowchart summarizes the process by which an alleged infraction of the Honor System or University Student Conduct Rules is resolved. Refer to text for timelines.
III Graduate School Level Procedures (Advanced Education Only)

Please refer to Academic Integrity Policy and Procedures of the Graduate School, Graduate Level Procedures section on the Graduate School website at http://www.grad.buffalo.edu/policies/index.php.
APPENDIX I: National Board Dental Examination Policy  
(revised September, 2013)

Preamble

The National Board Dental Examinations (NBDE) are offered in two parts - Part I, which tests mastery of the basic sciences and dental anatomy, and Part II, which tests mastery of behavioral and clinical sciences. Successful completion of the Part I NBDE is an important indicator of the student's preparedness to render comprehensive oral health care during the third and fourth years. Successful completion of Part II is an important indicator of the student's preparedness for licensure and independent practice.

The School requires completion of the Part I NBDE prior to the third year and requires completion of the Part II NBDE prior to awarding of the DDS degree. Accordingly, students who have not demonstrated mastery of the basic sciences and dental anatomy by successful completion of the Part I NBDE will not be permitted to render comprehensive oral health care to patients.

University at Buffalo, School of Dental Medicine  
National Board Dental Examination Policy for Predoctoral (DDS) Students

Part I NBDE

1. Students are permitted to take the Part I NBDE following satisfactory completion of all courses covering material on the board examination. Accordingly, the School may withdraw approval to take the Part I examination if a student has not satisfied these requirements. Students may not take the Part I examination prior to the end of the spring semester final exam period at the end of the second year, and must take the exam by the start of the third year fall semester. It is the student's responsibility to schedule the examination to allow sufficient time to ensure that the School receives the scores no later than September 1.

2. Students who either do not take the Part I NBDE or fail their first attempt at the exam will be allowed to progress into the third year on probation but will not be allowed to render comprehensive oral health care to patients. In addition, they must complete a first or second attempt to pass the Part I NBDE by the end of the fall semester. Students who do not meet this deadline will be subject to appropriate recommendations, which may include dismissal by the Student Progress and Promotions Committee at its meeting to review fall semester academic progress.

• Once the School has been notified that the student has passed the Part I NBDE, the student will be removed from probation for that cause and will be allowed to treat patients comprehensively if there are no other sanctions prohibiting patient care.

• Upon notification that the student has not been successful in passing the Part I NBDE by the start of the spring semester of the third year, the student will become a special status student on probation to take third year spring semester didactic and preclinical courses, as well as a special remedial course designed by the Associate Dean for Academic Affairs in consultation with the First and Second Year Committees. The student will not be allowed to register for clinical courses or to render comprehensive oral health care to patients. This will afford the student additional time to prepare for a re-take (second or third attempt), which must occur by the end of July, and will also lengthen the program of study by at least one semester.

• Once the School has been notified that the student has been successful in passing the Part I NBDE, the student will be allowed to re-enter the third year as a special status student on probation. The Associate Dean for Academic Affairs will determine the student’s specific program, in consultation with the Third Year Committee. The reinstatement of a student’s ability to provide comprehensive oral health care to patients will be determined by each clinical department chair, and may require the student to demonstrate retention of clinical technical skills through completion of one or more preclinical exercises.

• If the student does not pass the Part I examination after three attempts, he/she will be dismissed from the School of Dental Medicine.
Part II NBDE

Students are permitted to take the Part II NBDE following satisfactory completion of all courses covering material on the board examination. Accordingly, the School may withdraw approval to take the Part II exam if a student has not satisfied these requirements. Students must take the Part II NBDE between the end of the Early Fall session and the beginning of Spring semester of the fourth year, and must successfully complete the exam prior to conferral of the DDS degree.

- Students who fail to take the Part II NBDE by the beginning of Spring semester of the fourth year will be placed on probation.

- It is the student's responsibility to schedule the examination to allow sufficient time to ensure that the scores are received by the School in a timely manner. Notification of successful completion of the exam must be received prior to conferral of the DDS degree, as follows: prior to June 1 for a June 1 conferral, prior to September 1 for a September 1 conferral, and prior to February 1 for a February 1 conferral.

- Students who fail a second attempt must submit evidence that they have completed a board review course of their choice and at their own expense, prior to requesting School approval to take the exam for a third time.

- Any student who has not passed the Part II NBDE by June 1 will be required to register as a full-time special status student in the fourth year and to pay dental school tuition and fees for each semester, until evidence of successful completion of the examination is received. The Academic Dean, in consultation with the Third and Fourth Year Committees, will determine students’ remedial programs. Students for whom notification of successful completion of the Part II NBDE is received after the semester has begun but before the University conferral dates (June 1, September 1, February 1) will be allowed to withdraw from registered courses, consistent with university policies, and be conferred the DDS degree.
APPENDIX J: DDS Background Check Policy

Disclaimer
The background check (BC) process does not guarantee the safety of students, patients, faculty or staff. An acceptable BC does not guarantee the student will be eligible to complete the DDS program or obtain a license to practice dentistry upon graduation. Experiential sites and/or state boards of dentistry make their own determinations on qualifications to practice dentistry and may treat information differently or uncover newer information not revealed in previous record searches. The School of Dental Medicine (“SDM”) is not responsible for any determination by an experiential site and/or state board of dentistry.

Introduction and Rationale
Dentists are required to be of good moral character and work to the highest levels of ethical and legal conduct. They are entrusted with the health, welfare and safety of the patients they serve. Dentists and dental students have the ethical and legal responsibility to safeguard patient information, which requires the utmost levels of integrity.

Many employers including independents, chains, health systems and federal and state governments require the use of BC’s and/or drug testing for employment purposes. Although the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) (www.jcaho.org) does not specifically require background checks, its standards reinforce any state, local or organizational policies which do.

Policy
All provisionally accepted applicants to the University at Buffalo School of Dental Medicine (SDM) doctor of dental surgery program (DDS) must submit to and complete a BC from a vendor approved by SDM at the student’s expense. Students who refuse to submit to the BC may be dismissed from the program. A provisionally accepted applicant must initiate the BC review within 15 days of receiving the notice of this policy. Failure to request a BC review in a timely manner is grounds for SDM to withdraw the offer for admission.

A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the DDS curriculum, regardless of whether an official Leave of Absence has been approved for that time period.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the SDM.

Criminal activity that occurs while a student is in attendance at SDM may result in disciplinary action, including dismissal, and will be addressed pursuant to the policies and procedures set forth in the SDM Student Handbook.

Confidentiality and Recordkeeping
Background check reports and other submitted information are confidential and will be kept in the student’s academic file under the direction of the Background Check Review Committee. The information contained in the BC section of the student’s file may only be reviewed by university officials, the designated background check provider, and affiliated clinical facilities in accordance with the Family Educational Rights and Privacy Act (FERPA).

The SDM will designate the provider to conduct the BC. It is student’s responsibility to pay for all charges incurred by the designated company and for providing a copy of the results to the SDM by the specified deadlines.

The BC may include a review of the student’s or provisionally accepted applicant’s criminal history for at least seven years prior to the requesting date. The BC may include, but is not limited to, any or all of the following:

- Social Security number validation
- Criminal Records:
  - Federal criminal history
  - State and county criminal history.
  - Felonies, deferred adjudications, pending charges.
- Civil searches
- Sex offender and predatory registry search
- Adult and child abuse registries
• Office of the Inspector General (OIG) List of Excluded Individuals/Entities
• General Services Administration (GSA) List of Parties Excluded from Federal Programs
• Fraud and Abuse Control Information System
• Nationwide Healthcare Fraud and Abuse scan
• Interpol or country of origin checks for international students
• Patriot Act/Terrorist Watch List

**Background Check Review Committee**

Accepted applicants and professional dental students who have been arrested and/or charged with any criminal activity must report this activity in writing and include the appropriate information including court documents, arrest records, and a detailed description of the incident to Dr. Karen L. Miller, Director of Student Services, no later than five calendar days following the charge of any crime. The Background Check Review Committee (BCRC) may meet to discuss those findings and may request additional information from the student or request an additional BC. Students who fail to provide this information within the required time frame will be subject to dismissal from the SDM. If the student’s BC includes adverse information, the BCRC will meet to discuss those findings and may require additional information from the student (e.g., court documents, arrest record etc.). Adverse information may lead to withdrawal of the offer for admission or a dismissal from the SDM.

Any student or provisionally accepted applicant who elects to dispute any aspect of their BC with the vendor is responsible for notifying the Associate Dean for Academic Affairs in writing at the time of submission of the dispute and at the time of resolution of the dispute. The vendor does not notify the SDM of disputes, and therefore student failure to notify the SDM will result in review of existing BC reports and may lead to withdrawal of the offer for admission or a dismissal from the SDM.

In reviewing the background check reports and any information submitted, the BCRC may consider the following factors in making its decision:

- The nature and seriousness of the offense or event
- The circumstances surrounding the offense or event
- The relationship between duties to be performed as a part of the educational program and the offense committed
- The age of the person when the offense or event occurred
- Whether the offense or event was an isolated or repeated incident
- The length of time that has passed since the offense or event
- Past employment and history of academic or disciplinary misconduct
- Evidence of rehabilitation
  - The accuracy of the information provided by the candidate who has received an offer of admission
  - The accuracy of the information provided by the student in the application materials, disclosure forms and other materials
- Experiential site or state board licensure policies.

The BCRC reserves the right to request a repeat BC at any time for any student from the current vendor or any alternate vendor at the student’s expense. Students who fail to submit to a repeat BC may be dismissed from the SDM.

**Rights of Appeal**

**Provisionally Accepted Students**

All students completing the BC upon conditional admission to the SDM will be informed of the BCRC decision upon review of their BC. These decisions are final and not subject to appeal.

**Continuing Students**

All students completing the BC after a break in enrollment will be informed of the BCRC decision upon review of their BC. A student who wishes to appeal a decision of the BCRC must submit a letter of appeal to the Dean of the School of Dental Medicine within five (5) school days of notification of the BCRC decision. The Dean shall consider the students’ appeal request, BC results, and BCRC decision and render a final decision. This final decision from the Dean shall be submitted in writing to the student within ten (10) school days from receiving the letter of appeal.
APPENDIX K: Policy On Readmission to the DDS Program

The Student Admissions Committee, a standing committee of the School of Dental Medicine, oversees readmission to the DDS program.

Students who are formally dismissed from the program for any reason or who withdraw from the program without written notification are not eligible to apply for readmission.

Students who formally withdraw (in writing) from the DDS program may apply for readmission to the program. Readmission applications may be submitted no later than two years since the last semester of enrollment in the DDS program. Application for readmission is made by writing a letter to the Director of Student Admissions. The applicant’s letter must:

- Request readmission for a specific semester and point in the DDS program (e.g. Fall 2010 as a first semester, second year student)
- Detail the reason(s) for taking time away from the program
- Describe relevant activities undertaken during the absence
- Explain why he/she feels readmission is warranted
- One recommendation letter in support of the applicant’s request for readmission and ability to successfully complete the DDS curriculum.

Not required but strongly recommended:

- Documentation supporting reason(s) for time away from the program (e.g., physician’s letter)
- Official transcripts from any coursework completed since withdrawing from the DDS program.
- Additional letters of recommendation in support of the applicant’s request for readmission and ability to successfully complete the DDS curriculum.

The request for readmission, including any supporting documentation, must be received by the Director of Student Admissions on or before the School's December 1 application deadline for consideration for the following academic year.

The Student Admissions Committee will review the application. An interview may be required, at the discretion of the Committee. Following the application review, the Student Admissions Committee will make a recommendation to the Dean. The Dean shall consider the committee’s recommendations and render a final decision. The applicant shall be notified in writing of the final decision.
APPENDIX L: American Student Dental Association at Buffalo
Constitution & Bylaws

Amended and approved by the ASDA Executive Council and ratified by the Dental Student Body

CONSTITUTION

Preamble

We, the students of the State University of New York at Buffalo School of Dental Medicine, in order to further the welfare of the student body at this institution through student self-government, do hereby establish and ordain this Constitution for student government. This governing body shall assume the name of the American Student Dental Association at Buffalo (hereinafter known as ASDA at Buffalo or the Association).

Mission and Objectives

Article I: Mission Statement of the American Student Dental Association
The American Student Dental Association is a national student-run organization that protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It introduces students to lifelong involvement in organized dentistry and provides service, information, education, representation and advocacy.

Article II: Objectives
The objectives of ASDA at Buffalo shall be:
1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may have participation in and communication with the American Student Dental Association (ASDA), American Dental Association (ADA), New York State Dental Association (NYSDA), local component dental societies, and other organizations

Article III: Membership
Membership is open to all pre-doctoral and postdoctoral dental students enrolled in the University at Buffalo School of Dental Medicine. ASDA at Buffalo shall participate in automatic-enrollment of pre-doctoral students unless deemed necessary to change this method by a two-thirds majority vote of the Governing Body. Membership as non-voting members is also available to pre-dental students.

Article IV: Dues
1. National dues shall be set by the national ASDA organization.
2. Local dues are set by the ASDA at Buffalo Executive Committee and Senate.
3. The dues of this Association shall be payable by September 1 of each year.
4. Any member whose dues are in arrears shall forfeit membership in this Association.
5. Payment of national and local dues provides membership in ASDA, and student membership in the ADA, and ASDA at Buffalo.
6. Member benefits shall be available to all ASDA members.

Article V: Organization
1. Membership of the Executive Committee and Senate
A. The governing body of ASDA at Buffalo shall be comprised of the Executive Committee and the Senate (hereinafter known as the Governing Body).
B. The Executive Committee shall be comprised of the following positions: President, President-Elect, Secretary, Treasurer, and Treasurer-Elect.
C. The Senate shall be comprised of seven representatives from each of the four classes. The seven representatives of each class shall consist of the Class President, Class Vice President, Class Secretary, Class Treasurer, and three ASDA Representatives-at-Large. Also included in the Senate are the Ex-officio Members, which shall include Immediate Past President, Social Chair, Fundraising Chair, Fundraising Chair-Elect, Legislative Liaison, Legislative Liaison-Elect, Website Administrator, Historian, Pre-dental liaison, and Editor-in-Chief. Ex-officio members are entitled to all of the privileges granted to other members of the Senate.
2. Duties of the Officers
A. President/First Delegate
   a. Serve as chairperson of the Executive Committee, ASDA First Delegate, preside at chapter meetings and oversee all activities of the Association.
   b. Carry out the affairs of the Association in accordance with this Constitution and its Bylaws.
   c. Appoint all committees and additional officers deemed proper to conduct business of the Association.
d. See that all recommendations of the Governing Body are promptly forwarded to the proper person, committee, or office.

e. See that all legislation approved by the Governing Body is implemented.

f. Represent the Association as ASDA First Delegate and ASDA President, and to attend the district, regional and national ASDA Annual Sessions in this capacity.

g. Serve as the voice of the association.

h. Review the ASDA-Buffalo Constitution and Bylaws yearly.

i. The President will have held the President-Elect position the previous term.

j. The outgoing President shall assume the role of Immediate Past President for the following term

B. President Elect/Second Delegate

a. Assist the President in the performance of his or her duties.

b. Preside at the chapter meetings in the absence or incapacity of the President.

c. Coordinate general membership meeting arrangements.

d. Coordinate and administer elections of the Governing Body.

e. Assume, upon resignation, permanent absence or other incapacity of the President, the duties of said office for the duration of the unexpired term. In such an event, an Interim President-Elect shall be duly elected, if deemed necessary by the Executive Committee. The New President shall serve through the entirety of his or her originally elected term.

f. Represent the Association as ASDA Second Delegate and President-Elect, and attend the district, regional and national ASDA Annual Sessions in this capacity.

g. Review the ASDA-Buffalo Constitution and Bylaws yearly.

h. This position shall be a one-year term, and the voted member will assume the duties of President following completion of said term.

C. Secretary

a. Take minutes at Association meetings and maintain records of all pertinent Association business.

b. Maintain the files and facilities of the ASDA at Buffalo office.

c. Preside at chapter meetings in the absence of both the President and President-Elect.

d. Notify ASDA members of upcoming meetings and events.

e. Keep accurate records of all meetings and ensure distribution of these documents to all ASDA members, the Dean, Associate Dean for Student Affairs, the Faculty Advisor and any other person as directed by the President.

D. Treasurer

a. Act as the official custodian of the funds and accounts of the Association, and dispense Association funds as directed by the Executive Committee in accordance with SubBoard I, Inc. procedures.

b. Submit a report to the Executive Committee at the end of each semester on the financial affairs of the Association.

c. Coordinate the upcoming years budget and present to the Executive Committee by the end of the current academic year. The Budget will then be voted on by the general membership at the first meeting of the upcoming academic year under recommendation of the Executive Committee. At this time a detailed report of the budget will be presented to the general membership.

d. Serve as a representative of the Association to SubBoard I, Inc. and represent the Association at Board of Directors meeting.

E. Treasurer-Elect

a. Assist the treasurer with the above listed duties in a capacity deemed appropriate by both parties.

b. Assume the duties of the Treasurer following completion of said term.

F. Legislative Liaison

a. Present ADPAC to the student body and coordinate the ADPAC student membership drive.

b. Represent the Association as ASDA Legislative Liaison, and encouraged to attend district, regional and national ASDA annual sessions in this capacity.

c. Attend National Dental Student Lobby Day and coordinate the Association’s active participation in this event.

d. Relay current legislative issues pertinent to dentistry at local Association meetings.

G. Legislative Liaison-Elect

a. Assist the Legislative Liaison with the above listed duties in a capacity deemed appropriate by both parties.

b. Assume the duties of Legislative Liaison following completion of said term.

H. Website Administrator

a. Maintain and regularly update the ASDA at Buffalo chapter website.

b. Work in conjunction with Historian and Editor-In-Chief to coordinate all possible avenues of social media and communication.

I. Historian

a. Compile photographic evidence of all ASDA events and create/maintain Historian archives.

b. Assist in the creation and organization of the Buffalo Ideal ASDA application.
c. Work in conjunction with Website Administrator and Editor-In-Chief to coordinate all avenues of social media and communication.

J. Pre-dental liaison
   a. Coordinate a relationship between the Association and pre-dental chapters.
   b. Educate and actively recruit ASDA pre-dental members.
   c. Expose pre-dental members to opportunities in dentistry and assist pre-dental members in pursuing careers in dentistry.

K. Fundraising Chair
   a. Plan and organize fundraising activities and events to raise revenue for the association.
   b. Coordinate all outreach and charity events for the association.
   c. Investigate new ideas for revenue

L. Fundraising Chair-Elect
   a. Assist the Fundraising Chair with the above listed duties in a capacity deemed appropriate by both parties.
   b. Assume the duties of Fundraising Chair following completion of said term.

M. Social Chair
   a. Plan and organize all social activities for the Association and present to the Governing Body for approval.
   b. Investigate new ideas for social events

N. Editor-In-Chief
   a. Responsible for producing at least two chapter newsletters per semester.
   b. Seek out contributing authors and help provide topics as needed.
   c. Encourage the Association to contribute to chapter, district and national ASDA publications.
   d. Submit articles to District and National publications.
   e. Work in conjunction with Historian and Website Administrator to coordinate all possible avenues of social media and communication.

O. Immediate Past President
   a. Serves as resource to President and any member of the Association.
   b. Facilitate smooth transition of officers between terms and continuity of information.
   c. Encouraged to attend all local component meetings.
   d. Organize and assist the President and President-Elect in a yearly review of the constitution and bylaws prior to elections.

P. Class ASDA Representatives-at-Large
   a. Responsible for reporting to one of the following officers: Social, Fundraising, or Legislative Liaison.
   b. Assist other ASDA Representatives-at-Large with planning and coordinating other ASDA projects.

Q. ADEA Representatives
   a. Serve 3-year term as ASDA Liaison to ADEA that begins as an incoming 2nd year. This will result in one ADEA Representative per class for the 2nd, 3rd and 4th year classes.
   b. Provide monthly reports at general membership meetings regarding education and licensure.
   c. Provide representation at the National and Fall ADEA meetings.

Article VI: Legislative Powers of the Executive Committee and Senate

1. Powers of the Executive Committee and Senate
   A. Appropriate student activity funds in accordance with guidelines prescribed by SubBoard I, Inc.
   B. Make recommendations to the Dean concerning any considered changes in rules, policy and curriculum concerning dental students in the School of Dental Medicine and in the University at large.
   C. Make rules regulating student government elections and dental school representative elections.
   D. Require, at its discretion, a report from any organization receiving appropriations from the student activity budget.
   E. Recognize student organizations in the School of Dental Medicine.
   F. Impeach and remove from office any member of the Governing Body with a three-fourths majority vote of the entire Governing Body.
   G. Make recommendations necessary and proper to promote the general welfare of the student body.
   H. The Executive Committee will have the power to vote on matters pertinent to the student body and the association in between the association meetings. Such matters will include decisions that must be made prior to the next scheduled ASDA meeting but do not require additional general session or approval by the Governing Body.

Article VII: Amendments

Amendments shall require a two-thirds majority vote of the entire Governing Body plus ratification by the entire student body, consisting of a majority of those students voting.

Article VIII: Ratification

The Constitution must be approved by a simple majority vote of the Governing Body.
BYLAWS

Article I: Rules of Order
In all other matters not specified by these Bylaws, the rules and regulations, as specified in the current edition of the Roberts Rules of Order, shall be used.

Article II: Elections
1. Election to the Executive Committee and Senate
   A. Executive Committee
      a. Nominations for ASDA Executive Committee and Ex-officio members are made after Annual Session of the current academic year at a meeting designated by the current President.
      b. The members of the Executive Committee and Ex-officio Members shall be elected by secret written ballot at the meeting immediately following that at which nominations were made. This meeting shall be held in April while all classes are still in session.
      c. Election to office shall be by a simple majority of the Governing Body members present at the time of the election. Absentee ballots will be considered “present” and will be accepted until 5:00 PM on the day of the elections. A quorum must be present in order for the elections to be valid. If a quorum, which includes absentee voters, is not present, elections will be held at a meeting determined by the outgoing President.
      d. A tie shall be broken by secret written ballot by all five members of the outgoing Executive Committee.
      e. The term of the members of the Executive Committee and Ex-officio members will begin in the spring semester following elections and end upon election of the new members.
   B. The Senate:
      a. The Ex-officio members of the Senate shall be elected at the Executive Committee Elections (Bylaws Article II:1.A).
      b. Class officer elections shall be coordinated by the ASDA President-Elect and shall take place prior to the fall semester for the rising second, third and fourth-year classes.
      c. The elections shall include the class officer positions included in the Senate (Constitution Article V:1.C) as well as auxiliary positions that serve the individual class governments. All class officer descriptions may be found in the Student Handbook.
      d. Each current class president is responsible for assisting the President and President-Elect in administering the elections of the immediately following class. The fourth-year elections will be administered by the ASDA President and President-Elect.
      e. The first-year class elections will take place in the month of September and will be administered by the President and President-Elect with assistance from the second-year Class President.
      f. Nominations to the Senate will be at least four days prior to a written ballot. Nominations taken via email are acceptable.
      g. The Senate shall be elected by secret ballot. Elections shall be by a simple majority of each respective class. Ballots will be counted by the officers administering the election. Ballots may not be counted by any member of the given class.
      h. Only members of a given class may vote for officers of that class. Ties are to be broken by a majority vote of the current Executive Committee.
      i. The new Senate shall assume office in the first month of the fall semester following their election, at the end of the current academic year.

Article III: Term of Office
Each officer shall serve a term of one year, with the understanding that the President-Elect will assume the position of President, the Treasurer-Elect will assume the position of Treasurer, Fundraising Chair-Elect will assume the position of Fundraising Chair and the Legislative Liaison-Elect will assume the position of Legislative Liaison.

Article IV: Qualifications for Executive Committee and Senate
1. Executive Committee
   A. Candidates for Executive Committee office must be in good academic standing and must be a member of their respective class throughout the term of office.
   B. Candidates for ASDA President Elect: Must be a first-year (rising second-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.
   C. Candidates for ASDA Secretary: Must be any dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.
   D. Candidates for ASDA Treasurer-Elect: Must be a first-year (rising second-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.
   E. Nominations of any dental student may be accepted from members of the Governing Body. In the event of a lack of qualified or interested candidates as described above, a member will be assigned by the Executive Committee.
2. Senate and Ex-Officio members of the Senate
A. Candidates for Senate office must be in good academic standing and must be a member of their respective class throughout the term of office.
B. Candidates for ASDA Legislative Liaison-Elect: Must be a first-year (rising second-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.
C. Candidates for ASDA Fundraising Chair-Elect: Must be a first-year (rising second-year) or second-year (rising-third year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings.
D. Candidates for ASDA ADEA Representative: Must be a first-year (rising second-year) dental student who has been in attendance at a minimum of two-thirds of the previous year’s Association meetings. Candidates for this position will continue in position as ADEA Representative until the end of their 4th year term. These Representatives may hold concomitant office with the exception of President-Elect.

Article V: Unexpired Terms
1. In the event of a vacancy, the President Elect will succeed the President for the remainder of the unexpired term.
2. For any other Executive Committee vacancy, nominations should be taken from members of the Governing Body, and successors shall be elected by simple majority of the Governing Body by secret ballot.
3. For any Senate vacancy, nomination should be taken from each respective class, and successor shall be elected by a simple majority of that class by secret ballot.
4. All replacement appointments will end at the conclusion of the unexpired term.

Article VI: Removal from Office
1. A member of the Executive Committee or Senate can be removed from office for:
   A. Infringement of any of these Bylaws.
   B. Unexcused absences from one-third or more of official business meetings of the Association.
   C. Failing to fulfill the duties and responsibilities of the position specified in the Constitution or in the official position description.
   D. In the case of an officer who also serves as First or Second Delegate to the ASDA House of Delegates (in addition to above conditions): three instances of failing to submit necessary materials to the ASDA national central office or misappropriating chapter funds.
2. If any of the above conditions exist, the removal procedure is as follows:
   A. Notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Committee.
   B. In the case of an officer who also serves as First or Second Delegate to the ASDA House of Delegates: notifying the District Trustee and chapter faculty advisor that removal procedures are being implemented.
   C. A probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time the officer will receive written notification of removal from office.
   D. A three-fourths majority vote of the Executive Committee is required for removal from office.

Article VII: Meeting and Quorum
1. The regular sessions of the Governing Body shall be held at least once a month during the academic year unless otherwise ordered.
2. The schedule of regular sessions shall be determined and announced by the President at the outset of the elected term.
3. Special sessions of the Governing Body may be called by the ASDA President or by petition of a simple majority of the entire Governing Body. No business shall be transacted except that mentioned in the call.
4. A quorum for all meetings of the Governing Body shall consist of two-thirds of the members on the roll.
5. All student groups should be encouraged to send at least one representative to Association meetings. These representatives shall not be voting members unless they are also elected representatives of ASDA at Buffalo or specifically designated as Ex-officio members of the Senate.
6. The ASDA President has the right to declare an executive session, which only members of the Executive Committee can attend.
7. The ASDA Secretary is responsible for taking and distributing minutes at all Association meetings. Minutes shall be made available upon request to all members of ASDA at Buffalo.

Article VIII: Voting Procedures
1. Resolutions and motions may be introduced by any member of the Governing Body and voted on by members therein.
2. Motions
   A. All main motions shall be presented in writing to the ASDA Secretary after the meeting at which the motion was introduced.
   B. All main motions and resolutions introduced shall be discussed and duly disposed of at the same meeting at which they are made, unless referred to committee by the ASDA President for further consideration. A simple majority vote of those members of the Governing Body present is required and voting shall be required to reverse this decision of the chair.
3. Resolutions
A. Resolutions and motions concerning proposed amendments to the Bylaws shall require a two-thirds majority of those present and voting for passage.
B. Resolutions or motions proposing the expulsion of any member of the Governing Body shall require a three-fourths majority of the Executive Committee.
C. Resolutions or motions proposing censure of any member shall require a simple majority of those present and voting for passage.

Article IX: Debate
Permission for any non-member to address the Governing Body or permission to invite any non-members to address the Governing Body must be obtained by approval of a simple majority vote of the Governing Body.

Article X: Committees
1. Committee Guidelines
   A. Committee chairperson shall be elected in April of the academic year for one-year term.
   B. Committee members shall include one person from each class, to be appointed by the committee chairperson by the next meeting following elections, and approved by the Executive Committee.
   C. Each committee chair shall submit a monthly report to the Executive Committee and Senate.
2. Social Affairs Committee
   A. The duties of the Social Affairs Committee shall be to plan social activities for dental students and to present these plans to the Governing Body for approval.
3. Fundraising/Charity Committee
   A. The duties of the Fundraising/Charity Committee shall be to plan fundraising activities for the Association and to present these plans to the Governing Body for approval. These funds shall be used to plan charitable activities, other ASDA approved activities and sending students to ASDA national meetings.
4. Editorial Committee
   A. The duties of the Editorial committee shall be to assist Editor-in-Chief with communication through publications, social media and other projects deemed necessary by the Editor-in-Chief.
   B. Any members of the association that act as contributing editors or authors shall be member of the Editorial Committee during the time of their participation

Article XI: Ad hoc Committees
1. Ad hoc committees shall be appointed by the ASDA President, when the Governing Body deems necessary
2. Assist in any special matters as they arise.
3. These ad hoc committees shall be dissolved automatically after a completion of the assigned project.

Article XII: Amendments to the Bylaws
1. Motions to amend the Bylaws shall require a two-thirds majority of entire Governing Body.
2. Amendments can include both isolated changes and general revisions.
3. Amendments of general revision should be considered section by section.
4. Amending a proposed amendment to the Bylaws requires a simple majority vote of the entire Governing Body.