



University at Buffalo

School of Dental Medicine

# DDS Student Handbook



Updates approved by the Executive Council of the School of Dental Medicine  
August 2023

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 and certificate programs as well as DDS, MS, and PhD programs. The university-based certificate, DDS, MS, and PhD programs follow the policies of the School of Dental Medicine and the Graduate School. The hospital-based programs follow the policies of the School and those developed by the Graduate Medical Education Office. Many of the policies in this handbook supplement other existing policies.

# **I. GENERAL INFORMATION FOR ALL STUDENTS**

## **SECTION 2.1 SCHOOL SPECIFIC 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.

### **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.

Students/residents have access to the basement level of Squire Hall during assigned hours via a swipe card through the Squire Hall parking lot entrance. Although access is available, certain basement areas may remain closed during early morning hours for safety reasons. University Police officers will make routine patrols of the SDM. A dental student in the basement of Squire Hall outside of posted times will be requested to leave the area. A second offense could 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.

### **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.

### **Lockers**

At the beginning of each academic year, all incoming DDS 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 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.

### **Photo Identification Cards**

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

## Computer Facilities and Services

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

### SDM Computer Laboratory

The Dental Informatics Laboratory, with Mac and IBM-compatible computers and printer, is located in the basement of Squire Hall (B-1G). 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.

### University Sites

Computing facilities are available to students on the first and third floors of the Health Sciences Library. Additional resources are available throughout the campus with more detailed information on the UB IT site: [www.buffalo.edu/ubit/service-guides/computing-sites.html](http://www.buffalo.edu/ubit/service-guides/computing-sites.html)

## UBITName and University E-Mail

A UBITName is a digital identity issued to a person affiliated with the University and provides access to University at Buffalo Information Technology (UBIT) services. The UBITName and password provide access to many vital online services, including MyUB, HUB Student Center, UBlearns, Wi-Fi networks, and more.

Students are assigned email accounts, connected to the UBITName, when they become students at the University. Email is one of UB's core internal and external communication methods. It is essential that students establish and maintain their UB email; if another email system is preferred, the student must set a forwarding address so information about University announcement and official business are received in a timely manner. All information sent to the University email address is considered to reach the student and the s/he is responsible to read the information.

## Mail Service

Communication to students is either in person or electronic; there are no student mailboxes at the SDM. Students should not use the SDM address to receive mail or packages.

## Cellular Phones

The usage of cell phones is not allowed in dental classrooms, clinics or laboratories due to their disruptive nature. Students found using cell phones in these settings may be subject to disciplinary proceedings.

## Student and Patient Parking

Students should only park in student designated lots. Students illegally displaying patient parking permits and parking in patient designated parking areas during regular patient hours may be ticketed, towed or lose clinic privileges or other sanctions. For additional information regarding policies, please call the University Office of Campus Parking and Transportation Services at 645-2516 or visit their website at [www.ub-parking.buffalo.edu](http://www.ub-parking.buffalo.edu)

Patients must display an official UB Dental parking permit on the dash to park legally in any of the clinic patient lots. Parking permits are given to a patient in advance by the student dentist/resident which is

valid for the next scheduled appointment. Additionally patient parking permits are available at the front desk in the mail lobby of Squire.

### **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.

### **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 K) or contact an Association officer.

### **Basic Life Support Certification Requirements**

The school requires all students, clinical faculty and clinical staff who are involved in direct patient care to be certified in Basic Life Support (BLS). Re-certification programs are available throughout the year. Students should submit a copy of their BLS card to the appropriate individual in the office of Student and Academic Affairs (Pre-doc: Matt Blum). Students without BLS certification, or who have not received a medical exception, are denied patient care privileges. ACLS and PALS are not a substitute for BLS certification.

### **Health Examination and Vaccination Requirements**

**New students** are required to complete and submit a Health Background Form prior to the start of the academic year; deadline for submission will be posted on the school's orientation website. Mandated elements of the Health Background Form are noted below.

Completion of a physical examination and documentation of the following immunization requirements:

- MMR vaccination or have immunity to measles, mumps and rubella; a tetanus vaccination within the past 10 years
- PPD within 3 months prior to the start of the academic year
- Dates of a completed Hepatitis B series or the three-dose series completed by the end of the first year
- Varicella disease history or sufficient titer or vaccine dates

Any new student who fails to complete the health requirement will receive an account check-stop or hold preventing the student from registering for a class. The check-stop or hold is removed once the student submits documentation that verifies compliance.

**Continuing students** are required to complete an Annual Immunization Review (AIR) with Student Health prior to the start of the academic year; the orientation website provides the deadline date. An annual PPD skin test or assessment for signs /symptoms of active TB is a required part of the AIR. Students who have not completed the annual immunization review prior to the deadline will have clinical privileges revoked until required health documentation is submitted and verified.

Printable Health Background and Annual Immunization Review forms and other health related information are available from the Student Services website: [www.buffalo.edu/studentlife/who-we-are/departments/health.html](http://www.buffalo.edu/studentlife/who-we-are/departments/health.html)

## **University Health Services**

The Student Health Center is at 4350 Maple Rd Buffalo NY (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, prescriptions, 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/>).

## **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 cashiers in the Business Office (829-3226).

## **Personal and Academic Counseling Services**

The area of personal counseling is the responsibility of the Office of Academic and Student Affairs and the Associate Dean of Student Affairs. The School of Dental Medicine employs a full-time Director of Student Services to assist students with problems interfering with academic success. 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 office does not serve in the capacity of a professional counselor, however. The office refers students to UB Counseling Services, the campus entity responsible for providing professional student counseling.

The area of academic counseling is also coordinated through the Office of Academic and Student Affairs and is the responsibility of the Director of Academic Affairs and the Associate Dean of Academic 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 315F Squire, and they can be reached at 829-2380.

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. The school of dental medicine also houses an embedded counselor who is available to see students in Squire Hall. Students should call (716) 645-2720 to make an appointment at either campus.

## **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>). 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.

## SECTION 2.2 UNIVERSITY RESOURCES AND POLICIES:

### Statement of Non-Discrimination

The University at Buffalo School of Dental Medicine is committed to ensuring equal access to its programs and activities and adheres to the University at Buffalo's [Notice of Non-discrimination](http://www.buffalo.edu/equity.html) ([www.buffalo.edu/equity.html](http://www.buffalo.edu/equity.html)):

*The University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.*

*The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.*

*Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion and Title IX/ ADA Coordinator, 406 Capen Hall, Buffalo, New York 14260; Tel. (716) 645-2266; email [diversity@buffalo.edu](mailto:diversity@buffalo.edu). Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3900; Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).*

### Sexual Discrimination and Harassment

Title IX prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance. Both men and women have a right to equal access under Title IX. Title IX's protections include

- Equal opportunities for admission, recruitment course participation, scholarships and other forms of financial aid, and athletic offerings
- Prohibitions against sexual harassment, gender-based harassment and other forms of discrimination based on sex.
- Assistance and redress for victims of stalking, sexual assault and sexual violence.

The University's Title IX coordinator is the Director of the Office of Equity, Diversity and Inclusion, 406 Capen Hall (645-2266).

It is unlawful and against UB policy to harass anyone because of that person's sex. UB acts promptly to remedy sexual harassment and prevent its recurrence. Sexual harassment is unwelcome behavior of a sexual nature that is severe, pervasive or persistent enough to create a hostile or intimidating work environment. It can include physical touching, verbal comments, non-verbal conduct such as leering or emails, or a combination of these things. Examples of sexual harassment may include, but not limited to:

- Seeking sexual favors or relationships in return for the promise of a favorable grade or academic opportunity
- Conditioning an employment-related actions such as hiring, promotion, salary increase or performance appraisal on a sexual favor or relationship

- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes and other forms of sexually offensive conduct by individuals in position of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform his or her employment or academic responsibilities.

## Bias-Related Incidents

It is important to note that behavior in classroom/clinic may fall short of the legal standard for sexual harassment but still may be addressed as unprofessional and/or inappropriate. 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 School of Dental Medicine Office of Equity, Diversity and Inclusion 325N Squire Hall, 3435 Main Street, Buffalo, NY, 14214 (716- 829-2984) or the UB Office of Equity, Diversity and Inclusion, 406 Capen Hall (645-2266)

The University makes a clear distinction between bias-related incidents prompted by intolerant behaviors and illegal discrimination based on issues of sex, race, ethnicity, national origin, religion, disability, sexual preference, sexual orientation, marital status, and veteran status. Matters of discrimination are handled by the Office of Equity, Diversity & Inclusion. If you have been the victim of a bias-related incident – or you know of an incident that has occurred –you are encouraged to discuss with a professional staff member on the SDM Office of Student and Academic Affairs and review the reporting steps outlines on the University Student Life Gateway website: [www.buffalo.edu/studentlife/life-on-campus/community/bias-related-concerns.html](http://www.buffalo.edu/studentlife/life-on-campus/community/bias-related-concerns.html).

## Support for LGBTQ Students

UB is committed to ensuring a welcoming and safe environment for all members of the UB community inclusive of our LGBTQ students. If you are experiencing behavior that is causing you to be uncomfortable in class/clinic or anywhere else on campus, please contact the School of Dental Medicine Office of Equity, Diversity and Inclusion 325N Squire Hall, 3435 Main Street, Buffalo, NY, 14214 (716- 829-2984) or the UB Office of Equity, Diversity and Inclusion, 406 Capen Hall (645-2266)

## Accessibility Resources

Students who require classroom or testing accommodations due to a disability must contact the office of Accessibility Resources (AR) located at 1 Diefendorf Hall (South Campus) or 60 Capen Hall (North Campus). Testing accommodations are given for written exams only. AR can be reached by phone at (716) 645-2608 or by email at [stu-accessibility@buffalo.edu](mailto:stu-accessibility@buffalo.edu). Please inform the Course Director and the Office of Academic Affairs as soon as possible about your needs so that accommodations can be coordinated. Utilizing accommodations MUST NOT impact your ability to attend other courses. \*Students must coordinate all individual exam accommodations with the course director and Academic Affairs.

## Campus Safety

UB Campus 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 (Allen 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 police dispatcher from any campus telephone at **645-2222 (emergency) 645-2227 (non-emergency)**. 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	Student Health Services	829-3316
Office of Residence Life	645-2171	Student Advocacy	645-6154
University Counseling Center	645-2720	Director of Athletics	645-3454
Student Affairs	645-2982		

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. Silent Witness is a program to allow for the anonymous submission of suspected criminal activity that occurs on campus. Information may be submitted online at <https://www.student-affairs.buffalo.edu/public-safety/silentwitness.php>

Campus 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. Campus 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 Campus Police directly. Extensive information about University Police including the University's annual security report is available at [www.buffalo.edu/police.html](http://www.buffalo.edu/police.html).

## **UB Alert and University Emergencies**

The University maintains an official site for emergency planning and procedures. During an emergency, updates are posted here: <http://emergency.buffalo.edu/>

All members of the University are strongly encouraged to sign up for UB Alert via the site above. By signing up for UB Alert, members of the UB community can expect to receive quick and accurate information during an urgent situation, including changes in essential services, whether it's an incident on campus, or severe weather that affects university operations. Alerts can be sent to your phone and/or email.

## **Smoke-Free Policy**

UB is proud to have a smoke-free environment on all campuses and supports efforts to quit smoking as part of the UBreathe Free Inhale Life initiative. UB supports an environment where its students, employees, and visitors are not exposed to secondhand smoke. Therefore, smoking is prohibited on all university-managed property, both indoors and outdoors, 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. For information on smoking cessation programs, please contact Wellness Education Services at 645-2837 or visit their website: <http://www.buffalo.edu/studentlife/who-we-are/departments/wellness.html>.

## **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:

<http://www.buffalo.edu/studentlife/who-we-are/departments/conduct/drug-free-schools-and-community-act.html>

For further information on University Substance Abuse Programs, contact:  
Office of the Vice President for Student Life, 716-645-2982  
State Personnel Services, 716-645-7777  
Sponsored Programs Personnel Services, 716-645-2977  
University at Buffalo Foundation, 716-645-3013  
Campus Dining and Shops Personnel, 716-645-2521

## 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/>. 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 on-line each year on January 1. The University's priority filing date for filing the FAFSA is March 1.

You may receive more detailed information by visiting the Student Accounts website at: <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.

## Health Insurance Coverage

The University does not mandate health insurance for **domestic** students attending the University at Buffalo however in alignment with other health sciences schools at UB. the School of Dental Medicine requires all full-time students to have health insurance coverage. If you are not covered under the health insurance policy of your spouse, parent, domestic partner, etc. you must obtain health insurance coverage.

To ensure that students have the necessary resources and information to make knowledgeable decisions about health insurance coverage the university has provided several resources. Please visit the [Find an Insurance Plan](#) page on the university website You can click the link to learn more about the [NYS Health Insurance Marketplace](#) or call 1-855-355-5777 for personal assistance.

In addition, the staff of the UB Student Health Insurance Office are trained to assist with the NYS Health Insurance Marketplace. Reach out with questions via [email](#) or call 716-645-3044. An in-person appointment can be scheduled with trained staff as necessary.

## Bookstores

The University Bookstore is located on the North Campus, 200 Lee entrance Buffalo NY 14228. You can call the store at 645-6290 or visit their site for more information at <https://www.bkstr.com/buffalostore/home>.

## 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 private study carrels and small group study rooms. For more information, call 829-3900. Lockwood Library (645-2815) and the Law Library (645-6765) are both located on the North campus and they're both open daily. For more information on hours, collections and workshop opportunities, visit the University Libraries web site at <http://ublib.buffalo.edu/libraries/>.

## **SECTION 2.3 PROFESSIONAL AND FRATERNAL ORGANIZATIONS:**

### **Dental Alumni Association**

The University at Buffalo Dental Alumni Association provides many benefits to its members and students at SDM. 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).

### **American Association for Dental, Oral, and Craniofacial Research (AADOCR)**

The American Association for Dental, Oral, and Craniofacial Research (AADOCR) is the leading professional community for multidisciplinary scientists who advance dental, oral, and craniofacial research. It is also the premier research organization for advancing oral science, dental, and craniofacial research. The AADOCR 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 <https://www.aadocr.org/>

### **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/>.

### **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 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.

## II. ACADEMICS

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.

### SECTION 3.1 GENERAL GUIDELINES FOR ALL STUDENTS:

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 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 F);
- 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

As a student, your behavior affects others. We encourage you to be timely, to be attentive to your instructors and to be prepared. While major obstructions or disruptions are rare, you should understand the expectations for your behavior – as well as the consequences for inappropriate

actions. Obstructions or disruptions may result in a warning by the faculty member. Subsequent actions may lead to academic or disciplinary actions.

The UB Student Code of Conduct which may be found at [www.buffalo.edu/content/dam/www/studentlife/units/uls/judicial-affairs/ub-student-code-of-conduct.pdf](http://www.buffalo.edu/content/dam/www/studentlife/units/uls/judicial-affairs/ub-student-code-of-conduct.pdf) outlines what is expected from you as a UB student with detailed information about your rights and responsibilities, standards of behavior and an overview of student-related University policies.

A detailed listing of behavioral expectations in the classroom may be found at UB Student Life: Know the Rules <http://www.buffalo.edu/studentlife/life-on-campus/community/rules.html>.

## 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 of the School of Dental Medicine is the body responsible for hearing all cases involving violations of the School Honor System for DDS students. For further information on Judicial Council proceedings, refer to Appendix G.

### 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.

### Final Examination Process and Protocols

Process and protocols for the final examination period can be found [here](#).

### 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.

## H/S/U, Incomplete, and Failing Grades

### 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.

## **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 to enrolled students free of charge. The process is different and is contingent on student level. Please visit this site for instructions on the request procedure:

<http://dental.buffalo.edu/education/registrar/transcripts.html>

## **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 in order to address course effectiveness. Students are expected to participate fully in this important process. Course Directors may also ask students to evaluate individual instructors at the end of the semester in order to address teaching performance.

## **Attendance and Absence**

Attendance at scheduled classes, laboratory sessions, clinical assignments (including rotations), and examinations **is mandatory**. Policies for each course are documented within the course syllabus. 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 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]

Instructors shall provide reasonable alternatives to students for required course activities from which they are justifiably absent. Students may be justifiably excused from classes by a senior administrator 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 at state or national meetings and other official representation at professional meetings. Course directors may require students to provide documentation of these excuses. Students are required to immediately notify the course directors of any excused absences and to promptly complete any assignments.

Students must also notify the Clinic Group Director (DDS) or 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. Absences involving clinic or rotation assignments are always 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.

Dental students who are absent from school because of illness, injury or other extreme circumstance should contact their Program Director or the Office of Student and Academic Affairs (829-2839) 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.

### **Grade Grievance:**

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 DDS Grade Grievance Procedures (Refer to Appendix D) or the Graduate School Policy for Academic Grievance for Advanced Education students.

## **Clinical Responsibilities**

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

## **Student Dress Code and Personal Hygiene**

A student's appearance contributes to both the establishment and maintenance of a positive dentist-patient relationship. Thus, appearance must be neat and clean and in accordance with public expectations of professional dress in order to constructively contribute to this relationship. Students must also appear in clinic with clean hands, nails, hair, body and clothing. Hair, including facial hair, must not interfere with the safe use of instruments and equipment in clinic or laboratories. Body odors must be controlled, including avoidance of perfumes and aftershaves that could aggravate patient allergies or be considered noxious at close range. Violations of these codes may result in dismissal from the clinics by assistant dean for clinical affairs. Repeated violations may result in a failing course 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. For further information on student dress code and infection control visit the SDM intranet for the Clinic Manual (<https://intranet.sdm.buffalo.edu/clinic/manual/ClinicManual.pdf>) and the Infection Control Manual <https://intranet.sdm.buffalo.edu/clinic/InfectionControlManual.pdf>

For more detailed information on clinic dress and procedures, consult the Clinic Manual on the intranet home page at <http://intranet.sdm.buffalo.edu/>.

## **SECTION 3.2 DDS INFORMATION AND POLICIES**

### **DDS Academic, Clinical and Research Opportunities**

#### **Concentration programs**

Concentration programs allow students to concentrate selective courses in specific areas of interest. Current options include 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.

For further information on applying for research opportunities, contact the Associate Dean for Research, 645 Biomedical Research Building (829-3942).

#### **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 Training 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 immediate family member is a dentist, 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 can be recognized with Latin Honors, which will be noted on the diplomas. *Summa cum laude* will be selected from the top 1% of the Class, *magna cum laude* will be selected from the top 2-7% of the Class and *cum laude* will be selected from the top 8-20% of the Class.

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:

GRADE	MULTIPLIER	X CREDIT HOURS	= "QUALITY POINTS"
A	4		
B	3		
C	2		
F	0		

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

## Guidelines and Procedures For Grade Grievances

In the event a student grade complaint 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 DDS Grade Grievance Procedures (Refer to Appendix D).

## 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 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 associate dean of academic affairs must submit a letter of intent to the director of student services within five (5) school days of receipt of official notification. Refer to Academic Appeals Board Guidelines and Procedures (Appendix E) for specific information regarding the academic appeals process.

## **DDS Course Remediation**

Course remediation is permitted only following recommendation by the Office of Academic Affairs or the Student Progress and Promotions Committee. 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. Students will be notified of their approval to begin the remediation process through a letter delivered in person and/or via electronic copy to the student UB IT email. The remedial experience is determined by the course director of the failed course and outlined in the course syllabus.

## **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 who 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 Hall (829-2839).

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.

## **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. Prior to taking leave, students taking a leave of absence must complete the School of Dental Medicine out-processing form. This form is available in the Office of Student Affairs.

## SECTION 3.3 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:

- 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;
- meet scheduled classes, clinics, labs and appointments;
- be available at reasonable times for appointments with students;
- make appropriate preparation for classes and other meetings;
- 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;
- be present in the classroom during the examination;
- report to the Chair of the Judicial Council (DDS) 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);

- 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; refer to Appendix G on process.
- refrain from using, 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.
- 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.

## **Final Examination Process and Protocols**

Process and protocols for the final examination period can be found [here](#).

## 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 University at Buffalo 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.

### Assistant/Associate Deans

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

**The Assistant/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 (as it applies to academic) components. This Associate Dean is responsible for 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 Assistant/Associate Dean for Clinical Affairs** is responsible for the management of School of Dental Medicine clinics and coordination with hospital-based programs.

**The Assistant/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 Assistant/Associate Dean for Student Affairs** works with the Director of Admissions in overseeing all DDS and IDP enrollment management processes. Additionally, the Associate Dean for Student Affairs serves as student advocate for all predoctoral students. This person also oversees and coordinates Student Affairs and professional development activities.

**The Assistant/Associate Dean for Community Engagement and Global Initiatives** is responsible for the initiation and development of outreach programs that further the interaction of the School of Dental Medicine on a local, national, and international level.

**The Assistant/Associate Dean for Research** is responsible for encouraging and facilitating School of Dental Medicine research activity for faculty, staff, and students. This person mentors faculty, publicizes funding opportunities, advises the Student Research and Honors Committee, and coordinates the administration of research grants and contracts.

**The Assistant/Associate Dean for Faculty Affairs & Equity, Diversity and Inclusion** is responsible for organizing faculty development programs, managing faculty nominations and awards, and coordinating faculty mentoring. Additionally, this person oversees all School of Dental Medicine Equity, Diversity, and Inclusion initiatives.

## Councils

### Executive Council

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.

The Executive Council is composed of the Dean, who serves as chair, the Chairs of all School of Dental Medicine Departments 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 Assistant/Associate Deans for Academic Affairs, Clinical Affairs, Student, Community Engagement and Global Initiatives, Research, Advanced Education, and Faculty Affairs & Equity, Diversity, and Inclusion also serve as voting members so long as they are members of the Voting Faculty.

### Clinical Council

The Clinical Council is composed of the Assistant/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	Infection and Hazard Control
Admissions	Nominating
Advanced Dental Education Programs	Promotion and Tenure
Bylaws	Student Progress and Promotions
Curriculum	Student Research and Honors
Faculty Awards	Student Supply Purchase
IT Departmental Liaison	

## APPENDIX B: Competencies for Pre-Doctoral Graduates

(adapted from CODA Competencies)  
Approved by the Voting Faculty, 4/2025

<b>UBSDM Competencies for the Predoctoral Graduate</b>
<p>The UBSDM Competencies for the Predoctoral Graduate represent the essential knowledge, skills, attitudes, and professional behaviors that students are expected to achieve by the completion of the dental curriculum. These competencies serve as the foundation for curriculum development, course design, and assessment strategies, ensuring that graduates are prepared to enter the profession as competent, ethical, and patient-centered oral health care providers.</p>
<b>Critical Thinking</b>
<p>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. (CODA STD 2-10)</p>
<b>Biomedical Sciences</b>
<p>Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care. (CODA STD 2-15)</p>
<b>Behavioral Sciences</b>
<p>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. (CODA STD 2-16)</p>
<p>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. (CODA STD 2-17)</p>
<b>Practice Management and Health Care Systems</b>
<p>Graduates must be competent in applying legal and regulatory concepts related to the provision and/or support of oral health care services. (CODA STD 2-18)</p>
<p>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. (CODA STD 2-19)</p>
<p>Graduates must be competent in communicating and collaborating with other members of the health care team to facilitate the provision of health care. (CODA STD 2-20)</p>
<b>Ethics and Professionalism</b>
<p>Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. (CODA STD 2-21)</p>
<b>Clinical Sciences</b>
<p>Graduates must be competent to access, critically appraise, apply, and communicate scientific and lay literature as it relates to providing evidence-based patient care. (CODA STD 2-22)</p>
<p>Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life. (CODA STD 2-23)</p>

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, including caries management;
- e. local anesthesia, and pain and anxiety control, including consideration of the impact of prescribing practices and substance use disorder;
- 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, temporomandibular, 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

*(CODA STD 2-24)*

Graduates must be competent in assessing and managing the treatment of patients with special needs.

*(CODA STD 2-25)*

## APPENDIX C: DDS Student Progress and Promotions Committee Policies and Procedures

### A. FUNCTION

The Student Progress and Promotions Committee (SPPC or “Committee”) is a standing committee of the Voting Faculty of the School of Dental Medicine (SDM). The Committee is vested with the formal review of student performance when academic standards are not met; such review can potentially result in a change of academic or professional status. The Chair of the Committee also meets with the Associate Dean of Clinical Affairs and Director of Academic Affairs to ensure that fourth year dental students have met all requirements prior to degree conferral.

### B. MEMBERSHIP

The Committee is composed of the Chair, elected by the Voting Faculty from among members of the Committee, and two 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. Apart from the group directors, all members will be selected by the Dean and the Chair. The Associate Deans of Academic, Clinical and Student Affairs, along with the Director of Academic Affairs, will serve in a non-voting, ex officio capacity.

### C. PROCEDURAL OPERATION

At the end of each academic semester, the Office of Academic Affairs (OAA) will examine student grade reports. If a student fails one course and has no previous deficiencies, even if a cumulative GPA of  $\geq 2.0$  has not been achieved, the student will be approved for remediation by the OAA, placed on academic probation and be advised of potential outcomes should they have future academic deficiencies. Students who fail a single course will be counseled by the Associate Dean of Academic Affairs or their designee. Students will be notified of their approval to begin the remediation process through a letter delivered in person and/or via an electronic copy to the student UB IT email. The remedial experience is determined by the course director of the failed course and outlined in the course syllabus. If a student successfully remediates a single course failure, the student will be removed from academic probation by the OAA at the beginning of the next semester, provided there are no new deficiencies. Students will be notified of removal from probation by the OAA via letter delivered in person and/or via an electronic copy to the student UB IT email. Such cases do not rise to the level of review by the Student Progress and Promotions Committee (SPPC).

The OAA will refer all other cases involving failure to meet academic standards to the Committee for a comprehensive and timely review. An academic dossier of the student is prepared by the OAA and presented to the Committee members by the Chair of the SPPC. The Committee meets at the end of each academic semester and if warranted, will assemble at other times. A majority of members constitutes a quorum.

Cases that require review by the Committee include, but are not limited to, when a student fails:

- two or more courses within a semester.
- two or more courses across the curriculum.
- remediation of a course.
- a repeated course.
- a course on academic probation.
- to achieve a GPA  $\geq 2.0$  in a semester.
- to maintain a cumulative GPA  $\geq 2.0$ .
- to be removed from probation after two consecutive semesters.

- the Integrated National Board Dental Examination (INBDE) two times.
- to successfully complete the INBDE by graduation.
- to successfully complete the four-year curriculum within five years, exclusive of any official leave of absence.

The total number of course failures will be considered regardless of subsequent successful completion or remediation.

Students will have the opportunity to be interviewed by the SPPC if the student is at risk for repetition of an academic year or dismissal. This provision is designed to support a consistent, equitable and constructive review process that considers health and personal circumstances in its evaluation of academic performance. The SPPC meeting will be scheduled by the Director of Academic Affairs, with the proviso that students will receive at least three academic days advanced notice of the Committee meeting. 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. The student will be informed of their academic status and the meeting date via UB IT email by the Director of Academic Affairs or their designee. Students are advised to meet with the Associate Dean of Student Affairs or their designee for assistance in preparation and to discuss meeting expectations. During the meeting, the student will be given the opportunity to present information on their own behalf. The student may be accompanied by an advocate, who is not an attorney, but who is either a faculty member or student at the School of Dental Medicine. The student may opt to send a written statement in lieu of appearing in person. Only in the case of extenuating circumstances will the student be granted an alternate meeting time by the Chair of the SPPC. After presenting, the student and advocate will be dismissed from the meeting. The absence of the student and their advocate from the scheduled meeting does not preclude the Committee from taking an action regarding the student's academic status. Course director(s) of any failed course(s) will be asked to present information about student performance. If unable to attend, the course director(s) will be asked to submit a written statement regarding student performance. After presenting, the course director(s) will be dismissed from the meeting. Any course director who is a member of the SPPC will remain in the meeting but recused from deliberations of that case.

The Associate Deans of Academic, Clinical and Student Affairs will be asked to attend the meeting and to provide any supporting information. The Associate Dean of Academic Affairs is responsible for providing historical data on past outcomes for students in a similar academic situation to ensure consistency in decision making. If unable to attend, the Associate Deans will be asked to submit a written statement outlining all relevant information related to the student case.

After all information is presented, decisions are made by majority vote of those present. Each member of the Committee is entitled to one vote. The Chair is entitled to vote only in the case of a tie. Voting is done by electronic secret ballot and all proceedings are confidential. The Associate Deans of Academic, Clinical and Student Affairs, along with the Director of Academic Affairs, do not have the right to vote.

Actions taken by the Committee may include, but are not limited to:

1. progression with restrictions [i.e., repetition/remediation of course(s)].
  - A student may be promoted on probation with a failure (F) or unsatisfactory (U) course grade(s).
  - Course(s) failed must be successfully repeated/remediated by the end of the following semester. In rare circumstances, the Committee or OAA may approve repetition/remediation beyond this timeframe or approve an appropriate alternative if the course is no longer available.
2. repetition of an academic year.
  - A student may be required to repeat an academic year for reasons including, but not limited to:
    - a. two or more course failures or unsatisfactory grades within a semester.

- b. three course failures or unsatisfactory grades across the predoctoral DDS program.
- c. course failure or unsatisfactory grade in a repeated or remediated course.
- d. course failure or unsatisfactory grade while on academic probation.
- e. probation after two consecutive semesters.
- f. a GPA  $\leq$  2.0 in a semester.
- g. second failure of the INBDE.

A course failure (F) or unsatisfactory (U) grade is defined as achieving a grade below 70%. A student who repeats a year will repeat the entire curriculum of that year. For students who have repeated a year, the cumulative GPA and class rank will reflect all grades received.

### 3. dismissal.

- 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 recommended for dismissal for reasons including, but not limited to:
  - a. three course failures or unsatisfactory grades across the predoctoral DDS program.
  - b. course failure or unsatisfactory grade in two or more repeated or remediated courses.
  - c. probation after three consecutive semesters.
  - d. a cumulative GPA  $\leq$  2.0 for two or more semesters.
  - e. fifth failure of the INBDE.
  - f. failure to successfully complete the INBDE by graduation.
  - g. failure to complete the four-year curriculum within five years, exclusive of any official leave of absence.

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

The Chair of the SPPC will send the final Committee decision via UB IT email to the Associate Dean of Academic Affairs and Director of Academic Affairs, within two academic days of the Committee meeting. The Committee report will contain findings of fact and detail the evidence relied upon in making the decision. The Associate Dean of Academic Affairs will take the action(s) specified in the Committee report and does not have the authority to overturn the decision of the Committee. The Associate Dean of Academic Affairs or their designee must notify the student of the decision within three academic days of receipt of the Committee report. Students will be notified of the SPPC decision by letter delivered in person and/or via an electronic copy to the student UB IT email.

The OAA has the authority to remove from probation a student who has successfully remediated the action(s) outlined by the SPPC.

## **D. GUIDELINES AND PROCEDURES FOR ACADEMIC APPEALS**

Students for whom the Committee determines either repetition of an academic year or dismissal will have the right to appeal the decision to the Academic Appeals Board (see Appendix E). Appeals will not be considered for course failure(s) that have been approved for remediation or repetition of the course.

A student who wishes to appeal a decision made by the Student Progress and Promotions Committee must submit a letter of intent within five academic days of receipt of the official notification from the Associate Dean of Academic Affairs or their designee. This appeals letter should be submitted to the Associate Dean of Academic Affairs and the Associate Dean for Student Affairs. The ASDSA and/or ASDAA will forward the letter to the Chair of the Appeals Board or Committee. The Academic Appeals Board can uphold, modify, or reverse the decision made by the Committee.

## **E. FINAL DETERMINATION AT SDM LEVEL**

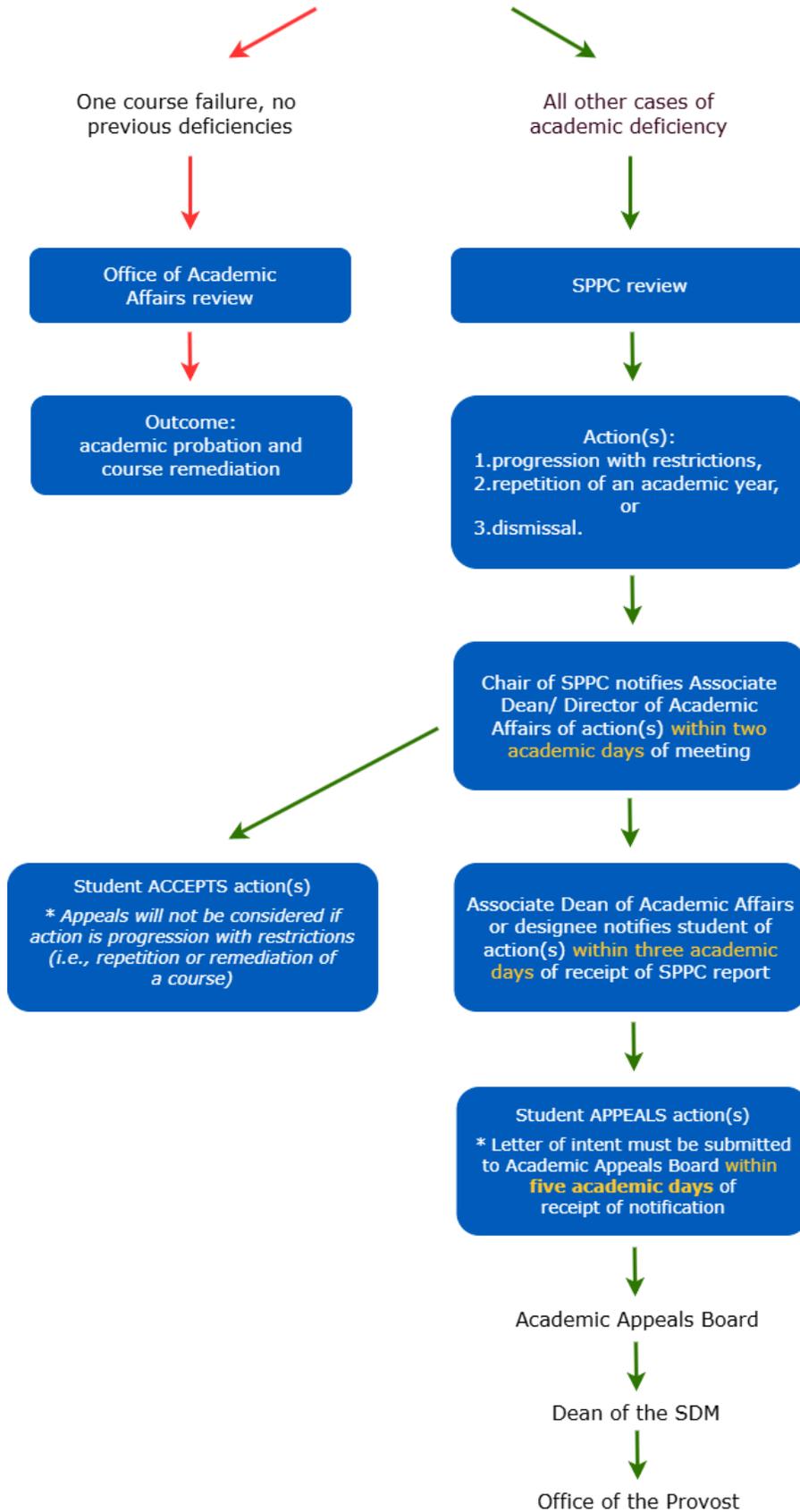
The Dean of the School of Dental Medicine has final authority in academic matters pertaining to student academic and professional progress. The Dean will only consider appeals that have been reviewed by the Academic Appeals Board. If a student opts to appeal the decision of the Academic Appeals Board, the student must submit a letter to the Dean within five academic days of receipt of the decision from the Academic Appeals Board.

The Dean may request a meeting with the student to further discuss the circumstances of the case. Upon review of all relevant materials, students will be notified of the Dean's decision within five academic days of receipt of the student appeal by letter delivered in person and/or via an electronic copy to the student UB IT email. The Dean will also notify the Academic Appeals Board of their decision within five academic days of receipt of the student appeal. The Dean can uphold, modify, or reverse the decision of the Academic Appeals Board.

## **F. FINAL DETERMINATION AT THE UNIVERSITY LEVEL**

The student has the right to appeal the decision of the Dean of the School of Dental Medicine to the Office of the Vice Provost for Academic Affairs, which will only consider appeals that allege 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. If a student opts to appeal the decision of the Dean, the student must submit a letter to the Office of the Vice Provost for Academic Affairs within five academic days of receipt of the decision from the Dean. The Vice Provost for Academic Affairs review will follow the process described in the [Graduate School's Academic Grievance policy, Section III. Graduate School Level Appeal](#). The decision of the Vice Provost for Academic Affairs constitutes the final step in the university review process and may not be further appealed.

# ACADEMIC DEFICIENCY



## APPENDIX D: Grade Grievance Policy and Procedures

(revised and approved by the Voting Faculty, December 2013)

### 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 email), 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 email 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 E: Academic Appeals Board Guidelines and Procedures

Approved by the Voting Faculty June, 2013; revised September 2023

## 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 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 days<sup>1</sup> 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 email or by

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<sup>1</sup> 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.

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.

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

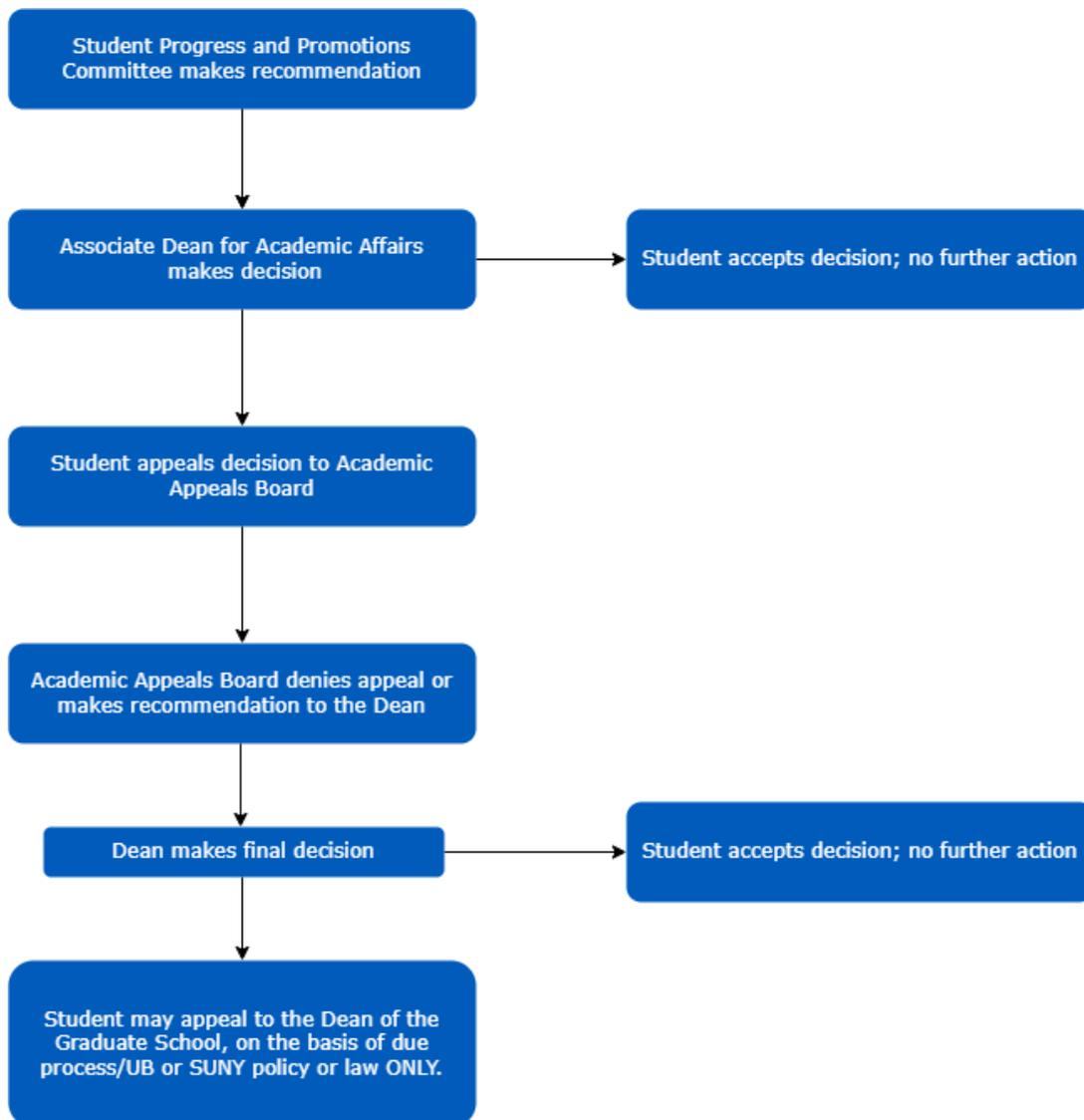
conditional recommendation (e.g., if the student passes a summer remedial course, he/she can then be promoted to the next year).

- 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 email 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.



## APPENDIX F: School of Dental Medicine Honor System

At the time of acceptance and registration, DDS students in the School of Dental Medicine signify 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. Advanced Education Students signify their acceptance and agreement in writing during orientation.

The 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 G: DDS Judicial Policies and Procedures

Revised and approved by the Voting Faculty: Approved at the Voting Faculty meeting August 2023

### 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.

Misconduct can take the forms of, but are not limited to violations of academic, clinical, code of conduct, honor code, and/or university rules and regulations. Students are subject to follow all School of Dental Medicine and University Conduct Rules and Regulations. This includes all School of Dental Medicine and University at Buffalo sponsored events.

Off campus violations may be referred to the UB Office of Student Conduct by the Associate Dean for Student Affairs for guidance. After review, the UB Office of Student Conduct will either handle the matter directly or, refer the matter back to the School of Dental Medicine to follow School of Dental Medicine Policies and Procedures.

The judicial powers of the School of Dental Medicine Doctor of Dental Surgery Program 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. All procedures shall be conducted in a fair and expeditious manner but shall not be subject to the rules governing any legal proceedings.

This set of procedures is designed to provide a well-defined, yet appropriately flexible structure that recognizes and reflects the issues unique to dental school education as well as academic areas common to all faculty-student, administrator-student, staff-student, and student-student relationships. When an instance of suspected or alleged student misconduct rises to a level requiring Consultative Resolution or Formal Proceedings, it shall be resolved according to the procedures set forth herein.

A meeting directly between the student and the complainant is the desired method of resolving many questions involving academic dishonesty or unprofessional conduct that arise within a classroom, laboratory or clinical course. All parties are encouraged to discuss the situation to see if the matter can be resolved without the need to refer to Consultative Resolution. If there is a potential conflict, any party can petition the Associate Dean for Student Affairs for guidance.

Meetings between the student and complainant, Consultative Resolutions and Judicial Hearings will all be held in person unless a conflict between both parties or other compelling factors warrants the need to conduct any of these procedures in an online format (i.e. Zoom).

### Definitions

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

**Timeliness of Procedures** The timeliness of procedures contained herein are directory and not mandatory. Exceptions with respect to these time limits may be made in appropriate circumstances.

A **complainant** is any individual who brings a complaint forward for Consultative Review or Formal Proceeding consideration.

A **defendant** is a student against whom charges have been filed. One or more students, individually or as a group, may be designated as defendants in a particular case.

**Burden of proof** It is assumed by the University, and the School of Dental Medicine, that any student against whom action is taken is innocent until found guilty by preponderance of the evidence.

**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 procedures herein will at minimum provide the defendant a clear statement of the charges and the nature of the evidence upon which the charges are based by preponderance of the evidence.

The defendant will be given a fair opportunity to confront and question 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.

### **Judicial Council Composition**

The Judicial Council is comprised of six faculty members and three student judicial representatives. The faculty participants consist of the Faculty Co-Chair, three faculty members, and two faculty alternates. The Faculty Co-Chair, the three faculty members, and two faculty alternates are all nominated and elected at the annual meeting of the SDM Voting Faculty.

The three student judicial representatives include one judicial council representative and two alternates **from each class** for a total of twelve student representatives. The three student judicial representatives from each class are appointed by the class executive board at the beginning of every academic year. Each class executive board is charged with appointing one of the three student judicial representatives specifically as the Judicial Representative Voting Member and the other two as designated alternates. The Student Judicial Representatives are appointed at the beginning of every academic year. Interested students should apply to their class executive board, and the decision to appoint will be made from the applicant pool.

There is one Faculty Co-Chair and one Student Co-Chair who lead the Judicial Council. The Student Co-Chair is the D4 student judicial representative.

If there is a conflict of interest with either the complainant or the defendant, involved members of the Judicial Council will recuse themselves from consideration of related cases.

### **Consultative Resolution**

All complaints must begin with Consultative Resolution. In rare instances for complaints involving a violation of **professional conduct only**, where it can be demonstrated that it will best serve the interests of all parties, direct petition to Formal Proceedings may be pursued in discussion with the Associate Dean for Student Affairs. Complaints involving a violation of Academic Integrity that involve didactic, pre-clinical, and clinical courses, may not petition to bypass Consultative Resolution.

If a violation is witnessed by faculty, staff, or another student, they must bring the matter to either the course director, Associate Dean for Academic Affairs, Associate Dean for Student Affairs, and/or Associate Dean for Clinical Affairs within **ten (10) academic days of discovery of the incident**. If the faculty, staff member, or student is unsure who to bring the matter to, they should consult the Associate Dean for Student Affairs for guidance.

In cases of clinic-related offenses, the student loses patient care privileges while his or her patient records are audited for appropriateness of patient care and/or skill level. These will be assessed by the Associate Dean of Clinical Affairs within ten (10) academic days of discovery of the incident. If clinical privileges are to be restored, the student will be notified via UB IT e-mail, with read receipt.

### **Consultative Resolution Administrative Representative**

The administrative representative serves as the Consultative Resolution facilitator. Please see below:

If the violation is of a <b>didactic or pre-clinical nature,</b>	the <b>Associate Dean for Academic Affairs</b> will serve as the administrative representative.
If the violation is of a <b>clinical nature,</b>	the <b>Associate Dean for Clinical Affairs</b> will serve as the administrative representative.

In all other situations involving possible violations of the School of Dental Medicine's Honor System and/or University Student Conduct Rules and Regulations not related to a course or clinic,	the <b>Associate Dean for Student Affairs</b> will serve as the administrative representative.
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**Student Advocate**

The Associate Dean for Student Affairs will serve as the **student advocate** in all didactic and clinical matters by guiding students through School of Dental Medicine and University policies and procedures. In cases where there are multiple students, the Associate Dean for Student Affairs will provide support and assistance to all students involved.

In cases where the Associate Dean for Student Affairs serves as the administrative representative, a student may choose an alternate School of Dental Medicine faculty member advocate to serve as their student advocate in place of the Associate Dean for Student Affairs. Judicial Council faculty members may not serve as student advocates.

**Faculty Advocate**

Associate Dean for Faculty Affairs or designee as appointed by the Dean shall serve in the role as Faculty Advocate.

**Consultative Resolution Guidelines**

The course director, participating faculty, staff, or student who witnessed, or has verifiable information regarding a violation may serve as the complainant during Consultative Resolution. Alternatively, a participating faculty, student, or staff member can notify the course director about the violation. The course director will assess the alleged violation and decide to proceed to a Consultative Resolution. If the course director decides to proceed with a Consultative Resolution, they will serve as the complainant.

In cases where <b>the participating faculty member, course director, staff member, or student, is the complainant,</b>	they will meet with the appropriate administrative representative (as defined above), the faculty advocate or the Dean's designee, the student advocate, and the student.
In cases where <b>the administrative representative is the complainant,</b>	they will meet with the faculty advocate or the Dean's designee, the student advocate, and the student.

During Consultative Resolution, neither the complainant nor the student shall be represented or accompanied by any other individual other than those outlined in the above chart.

**Consultative Resolution Timeframes**

The Administrative Representative shall notify the student within **ten (10) academic days** of discovery of the alleged incident via UB e-mail with read receipt. Such notification shall include a request to meet with the student, the administrative representative, and the student's advocate to discuss the allegation(s).

Students must reply to the Administrative Representative's e-mail and be available to meet within ten (10) academic days of the notification. If the student fails to meet with the Administrative Representative within the **ten (10) academic days**, sanctions will be determined in their absence.

The Consultative Resolution decision must be made within **five (5) academic days** of the Consultative Resolution meeting.

Notification of the Consultative Resolution meeting, the Consultative Resolution meeting itself, and the Consultative Resolution decision notification to the student must all occur within **twenty-five (25) academic days** of discovery of the alleged incident.

### **Consultative Resolution Confidentiality**

All Consultative Resolution participants are obligated to maintain confidentiality of the proceedings and of all materials and testimony presented.

### **Consultative Resolution Recording**

The complainant and the student are permitted to take written notes during the Consultative Resolution. However, the Consultative Resolution will not be recorded in any manner. In cases where Consultative Resolution needs to be held online (i.e. via Zoom), the Administrative Representative will remind all parties that recording of any kind (i.e. smartphones) is strictly prohibited. Failure to comply will result in further sanctions.

### **Consultative Resolution Procedure**

During the Consultative Resolution, the complainant shall inform the student of the specific SDM or University violation(s) and provide supporting documentation as to the alleged violation. Both the complainant and student may obtain written documentation from other faculty and/or students who were involved in the alleged violation. However, neither the complainant nor the student shall be allowed witnesses during the Consultative Resolution. Questions may be asked by the Student, Administrative Representative, Faculty Advocate/or Dean's Designee, or Student Advocate.

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, and to provide any information relevant to the investigation. Questions may be asked by the Complainant, Administrative Representative, Faculty Advocate/or Dean's Designee, or Student Advocate.

If the student fails to attend the Consultative Resolution meeting, the Administrative Representative has the authority to reach a decision and to impose a sanction (if appropriate) without the student present.

### **Consultative Resolution Decision**

At the conclusion of the Consultative Resolution Meeting, the student will be asked to leave. The Complainant, Administrative Representative, Faculty Advocate/or Dean's Designee, and the Student Advocate will discuss the complaint. Only the **Administrative Representative** can render a decision that leads to one of the two following outcomes:

#### **Outcome A: Finding of Not Guilty.**

After the Consultative Resolution concludes, if the **Administrative Representative** finds the student not guilty of misconduct, then no sanctions shall be imposed. The student is notified of this decision (refer to Notification of Decision) and procedures end. No record of this proceeding shall be added to the student's confidential file.

#### **Outcome B: Finding of Guilty/Sanctions Imposable, Course-related Offenses.**

If the Administrative Representative finds the student guilty of misconduct, they have the authority to impose one or more of the following sanctions:

- a. Warning** - Provide written notice to the student that they have violated a university academic integrity standard and that the repetition of the wrongful conduct may be cause for more severe sanctions.
- b. Revision of Work** - Require the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of "I" [Incomplete] pending replacement or revision of the work.)
- c. Reduction in Assignment Grade.** Have the course director reduce the student's grade with respect to the particular assignment.

- d. Reduction in Course Grade.** Have the course director reduce the student's final grade in the course.
- e. Failure in the Course** - Have the course director fail the student in the course, to be indicated on the transcript by a grade of "F" without comment or further notation.
- f. Remediation.** Require the student to complete a remediation assignment as assigned by the course director and/or administrative representative.
- g. Administrative Probation** - to be determined upon stated terms by the complainant and administrative representative, including removal of pre-clinical, or clinical privileges. Administrative probation may also include counseling and/or community service.
- h. Recommendation of any of the following sanctions.** These recommendations require referral to the **Judicial Council for a Formal Proceeding** (see below).

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.

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.

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.

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.

**Outcome C: Finding of Guilty/Sanctions Imposable, Non-course-related Offenses.**

**Warning** - Provide written notice to the student that they have violated a university and/or SDM policy and that any further wrongful conduct may be cause for more severe sanctions.

**Administrative Probation** - to be determined upon stated terms by the complainant and administrative representative, including removal of pre-clinical, or clinical privileges. Administrative probation may also include counseling and/or community service.

**Referral to the Judicial Council for a Formal Proceeding** (see below). The Administrative Representative may also recommend dismissal or University sanctions of suspension or expulsion. All of these recommended sanctions require the complainant to refer the matter to the Judicial Council for a Formal Proceeding.

**Referral to Judicial Council for Formal Proceedings Timeframe**

At the conclusion of the Consultative Resolution for course related or non-course related offenses, if the complainant and/or administrative representative believes that a Formal Proceeding is warranted based on the evidence provided, or new information is learned, and wants to recommend sanctions requiring referral to the Judicial Council, they must file a written complaint with the Faculty Co-Chair of the Judicial Council within **ten [10] academic days** of notification of the Consultative Resolution decision. Refer to Section II, Formal Proceedings.

**Consultative Resolution Decision Notification**

The Consultative Resolution decision must be made, and communicated to the student, within **five [5] academic days** of the Consultative Resolution meeting. The Administrative Representative is responsible for generating the Consultative Resolution decision letter containing the decision,

sanction(s), and appeal guidelines for the student's right to appeal. The administrative representative 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 Administrative Representative will meet with the student and their advocate in person to provide the decision letter. The student must countersign receipt of the paper copy in person. If the student refuses to obtain the paper copy of their Consultative Resolution decision and/or refuses to countersign receipt of the letter in person, it will be the default understanding that he or she has received the decision and is bound to comply with the information outlined in the letter.

The Administrative Representative will also e-mail a copy of the letter to the student's UBIT e-mail with read receipt. A copy of the decision letter will be provided to the complainant, the Associate Dean for Student Affairs, and the Director of Student Services.

In all cases of academic dishonesty, the administrative representative must complete the Academic Dishonesty Report Form: [https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout\\_id=20](https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout_id=20). The Academic Dishonesty Report form must be submitted to the UB Office of Academic Integrity within **ten [10] academic days** of the Consultative Review decision notification meeting with the student and their advocate.

In decisions of Dismissal of the Case or Not Guilty, neither the decision letter nor other materials pertinent to the review shall be maintained in any official file.

### **Consultative Resolution Decision Student Options**

After receiving the Consultative Resolution decision letter, the student has two options:

#### **Option A: Adhere to the Consultative Resolution decision sanction(s)**

The student must adhere to their Consultative Resolution sanction(s) outlined in their decision letter. A copy of the decision letter, and any written comments a student chooses to add to the Consultative Resolution file, should be submitted to the Associate Dean of Student Affairs and Director of Student Services. These documents will 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).

or;

#### **Option B: Appeal the Consultative Resolution Decision**

If a student disagrees with the Consultative Resolution decision, they have the right to appeal.

#### **Right to Appeal the Consultative Resolution Decision**

For all Consultative Resolution 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 Faculty Co-Chair of the Judicial Council, with a copy to the Associate Dean for Student Affairs and Director of Student Services, no later than **ten [10] academic days** after the Administrative Representative has provided the student with their Consultative Resolution decision letter. A copy of the appeal shall become part of the student's confidential file.

In cases of didactic and pre-clinic related offenses, the student shall be assigned a grade of Incomplete ("I") pending resolution. Students may still attend didactic and pre-clinic courses pending resolution of the appeal.

In cases of clinic-related offenses, the student loses patient care privileges while his or her patient records are audited for appropriateness of patient care and/or skill level. These will be assessed by the Associate Dean of Clinical Affairs within ten (10) academic days of receiving the appeal letter.

Following successful review of the patient records audit and/or skill assessment, clinic privileges may be restored by the Associate Dean of Clinical Affairs during the appeal. If clinical privileges are to be restored, the student must be notified via UB IT e-mail, with read receipt, within ten (10) academic days of the Associate Dean of Clinical Affairs receiving the appeal letter.

Students shall not be allowed to graduate and may not be promoted pending resolution of the appeal.

## **II. Formal Proceedings**

Formal proceedings shall be used when either:

- A Consultative Resolution results in the recommendation of dismissal or University sanctions;
- In cases in which a student wishes to appeal the Consultative Resolution decision or;
- Rare instances for complaints involving a violation of professional conduct only.

Formal proceedings shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding.

### **Judicial Council Faculty Co-Chair Roles and Responsibilities.**

The Faculty Co-Chair serves as the facilitator throughout the formal proceeding. The Faculty Co-Chair's responsibilities include, but are not limited to:

- Communicating policies and procedures to the Judicial Council, Complainant, and Defendant;
- Facilitate meetings and ensuring student handbook timelines are adhered to;
- Convene Judicial Council for preliminary meetings and formal proceedings;
- Inform students and complainants of meeting logistics.
- Communicate Judicial Council decisions and recommended sanctions to the Dean of the School of Dental Medicine.

The Faculty Co-Chair must:

- Only vote in cases of a tie during any Judicial Council preliminary meeting or formal hearing.
- Remain objective throughout proceedings.
- Adhere to student handbook or university policies and procedures.

### **Faculty Co-Chair Conflict of Interest**

In a situation where the Faculty Co-Chair is involved in the case, or needs to absolve themselves, another faculty Judicial Council member shall serve as the Faculty Co-Chair throughout the process. The remaining faculty Judicial Council members shall choose a new Faculty Co-Chair within the group.

### **Student Co-Chair Conflict of Interest**

In a situation where the Student Co-Chair is involved in the case, or needs to absolve themselves, the Judicial Council Faculty Co-Chair shall choose a new Student Co-Chair from within the group.

### **Judicial Council Member Conflict of Interest**

If there is a conflict of interest with either the complainant or the defendant, Judicial Council members will recuse themselves from the case.

### **Judicial Council Procedures**

The Administrative Representative must provide the Faculty Co-Chair with the Consultative Resolution decision to move forward with formal proceedings within **ten [10] academic days** of providing their letter to the student. When submitting their Consultative Resolution decision, the Administrative Representative should include any evidence/documentation from the complainant for Judicial Council's consideration. From this point forward, the Administrative Representative is not involved in formal proceedings, unless they are serving as the complainant.

In cases of student's filing for an appeal of a Consultative Resolution decision, the appeal shall be submitted in writing to the Faculty Co-Chair of the Judicial Council, with a copy to the Associate Dean for Student Affairs and Director of Student Services, no later than **ten [10] academic days** after the Administrative Representative has provided the student with their Consultative Resolution decision letter. Such appeal must include:

- a) the decision that is being appealed;
- b) the basis for the appeal and;
- c) any supporting documentation or evidence that the student would like the Judicial Council to consider.

A copy of the appeal shall become part of the student's confidential file.

### **Preliminary Meeting**

The entire Judicial Council shall hold a preliminary meeting within **fifteen [15] academic days** of receipt of the Administrative Representative's Consultative Decision, or student appeal of the Consultative Resolution decision. The purpose of this meeting is to consider whether a Judicial Council Hearing will be held.

The Judicial Council will take a blind vote with ballots. There must be a quorum (51% or greater) of Judicial Council members in attendance for a vote to take place. The Faculty Co-Chair will preside over the vote. The majority vote will determine the decision.

### **There are two possible preliminary meeting outcomes:**

#### **Outcome A: Judicial Council Hearing will not be held.**

If the Judicial Council does not deem it necessary to further consider the circumstances of the case, procedures end. If the student was appealing the Consultative Resolution decision, the Consultative Resolution decision is upheld. The student cannot appeal the preliminary meeting's decision unless there is a clear violation of due process. In cases involving academic dishonesty, the student can appeal to the Office of Academic Integrity. In all other cases, the student can appeal to the Graduate School. Please refer to the appeals process below.

The Faculty Co-Chair will notify the student of this decision via the student's UB IT e-mail with read receipt and by written notice delivered in person, with a copy to the complainant, Associate Dean for Student Affairs, and Director of Student Services within **ten [10] academic days** of the preliminary meeting. If the student fails to pick up the paper copy of their decision letter in person, it will be the default understanding that he or she has received the decision and is bound to comply with the information outlined in the letter. A copy of the preliminary meeting decision letter and other materials pertinent to the review shall be forwarded to the Associate Dean of Student Affairs and Director of Student Services, to be placed in the student's confidential file.

#### **Outcome B: Judicial Council Hearing Will Be Held**

#### **Judicial Council Hearing**

The Judicial Council 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.

#### **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. 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.

#### **Patient Care Privileges during the Formal Hearing**

In cases of clinic-related offenses, the student loses patient care privileges while his or her patient records are audited for appropriateness of patient care and/or skill level. These will be assessed by the Associate Dean of Clinical Affairs within **ten (10) academic days** of discovery of the incident.

Following successful review of the patient records audit and/or skill assessment, clinic privileges may be restored by the Associate Dean of Clinical Affairs during the appeal. If clinical privileges are to be

restored, the student must be notified via UB IT e-mail, with read receipt, within **ten (10) academic days** of the Associate Dean of Clinical Affairs receiving the appeal letter.

### **Complainant Notification**

The Faculty Co-Chair shall convene a formal hearing within **fifteen [15] academic days** of the Judicial Council Preliminary Meeting. The Faculty Co-Chair of the Judicial Council shall inform the complainant and the student at least **ten [10] academic days** in advance of the hearing date. 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 SDM Student Handbook.

Such notification will be sent to the student's UB IT e-mail with read receipt, and 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. A copy of the letter shall be provided to the Associate Dean of Students and Director of Student Services.

### **Witness Notification**

Any party may ask the Judicial Council to allow witnesses. A list of all witnesses must be provided to the Faculty Co-Chair of the Judicial Council by the defendant and/or complainant **at least five [5] academic days** prior to the scheduled hearing.

The Faculty Co-Chair must provide the defendant and/or complainant with the complete list of witnesses to be called during the proceedings **at least four [4] academic days prior** to the scheduled hearing. The Faculty Co-Chair shall notify all witnesses via UB IT e-mail, with read receipt, to appear at the Judicial Council hearing.

Changes to the witness list can occur at any time up to **two (2) academic days** prior to the Judicial Council Hearing. A final witness list will be provided to the defendant and/or complainant by 12:00pm of the academic day prior to the Judicial Council Hearing.

### **Faculty Co-Chair Consultation**

The Faculty Co-Chair shall preside over the Judicial Council Hearing. Prior to the hearing, it is recommended that the complainant and student each consult with the Faculty Co-Chair of the Judicial Council regarding Judicial Council Hearing procedures. 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 they participate virtually.

### **Evidence Submission Deadline**

Evidence may be submitted to the Faculty Co-Chair up to **12:00pm of the academic day** prior to the Judicial Council Hearing. All submitted evidence will be provided to both the defendant and complainant via UB IT e-mail, with read receipt, by **5:00pm the academic day prior to the Judicial Hearing**.

### **Defendant's Confidential File**

Prior to the Hearing, the Associate Dean of Student Affairs will provide the Faculty Co-Chair a sealed envelope with any information regarding prior violations and/or disciplinary letters. The Faculty Co-Chair is responsible for bringing the defendant's confidential file to the Judicial Council Hearing.

The envelope shall **only be opened** in the case where the defendant has been found guilty and sanctions will be levied. This envelope shall not be opened at any time prior to the end of deliberations. If the student has no prior violations, the sealed envelope will indicate no prior violations.

### **Judicial Council Hearing Recording**

A complete record of the hearing shall be recorded electronically. The recording will be coordinated by the SDM Office of Informational Technology. The recording will be given to the Associate Dean of Student Affairs & Director of Student Services to be placed in a confidential file.

The student may have access to the recording by contacting the Associate Dean of Student Affairs and Director of Student Services. The student will be allowed to listen to the recording in the Office of Student Affairs (315 Squire). However, the student **will not** be given a copy of the recording. No smart devices (i.e. phones, watches, tablets, etc.) or any other type of recording device will be allowed during the listening session. Any of these devices will be considered a violation of the School's Honor code and may be subject to additional sanctions.

### **Advisors**

Both the complainant and defendant shall have the right to have one advisor present. The advisor may not speak on behalf of or advocate for a complainant or defendant, or otherwise directly address members of the Judicial Council. In no such case shall the advisor be an attorney, unless they are a member of the UB faculty who is not acting in a legal capacity on behalf of a principal.

### **Judicial Council vs. Hearing Panel Roles**

All members of the Judicial Council are permitted to attend and ask questions during the Judicial Council Hearing. However, **only the Hearing Panel** can participate in deliberations and vote on the case. Please see composition of Hearing Panel below.

### **Hearing Panel Composition**

The Judicial Council Hearing Panel shall consist of four faculty members (the Faculty Co-Chair and three faculty), and the voting Student Judicial Council Representative from each class, excluding the representative from the defendant's class, for a total of three students. In situations where a student Judicial Council Representative (the voting member) from a particular class is unable to serve on the Hearing Panel, one of the two remaining alternates from that class will be chosen to serve.

In situations where there is an entire class that cannot serve (i.e. prior to selection of the D1 Judicial Council Representatives), a random draw by the Faculty Co-Chair (witnessed by the Student Co-Chair) will determine which of the alternates from the remaining classes, excluding the defendant's class, shall serve.

### **Hearing Procedures**

In cases where there are multiple defendants charged with the same violation, and the defendants did not act collectively, each student will receive an independent Judicial Council Hearing unless all students involved would like to be heard together. This request must be made in writing to the Judicial Council Faculty Co-Chair.

In cases where multiple defendants have been charged with the same violation, **and acted collectively**, there will be one Judicial Council Hearing for all those involved.

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(s) shall plead either guilty, no contest, or not guilty as defined below:

#### **If pleading Guilty**

The defendant shall be allowed to make a statement first. The Judicial Council shall have the opportunity to ask questions so long as these questions are only to clarify statements made by the defendant. The complainant shall also have the opportunity to make a statement. The Judicial Council shall have the opportunity to ask questions so long as these questions are only to clarify statements made by the complainant. At the conclusion of all testimony, the parties involved, and any Judicial Council members who are not members of the Hearing Panel, shall be excused. The Hearing Panel shall then commence deliberations on sanctions.

**If pleading No Contest.** When a defendant submits a plea of No Contest, the defendant is not admitting responsibility, but understands that sanctions can be levied against them. The defendant shall be given the opportunity to make a statement. The Judicial Council shall have the opportunity to

ask questions so long as these questions are only to clarify statements made by the defendant. The complainant shall also have the opportunity to make a statement. The Judicial Council shall have the opportunity to ask questions so long as these questions are only to clarify statements made by the complainant. At the conclusion of all testimony, the parties involved, and any Judicial Council members who are not members of the Hearing Panel, shall be excused. The Hearing Panel shall then commence deliberations on sanctions.

### **If pleading Not Guilty**

At the hearing, the Judicial Council shall provide sufficient opportunity for both the complainant and the defendant to present their positions and provide any relevant evidence. The complainant shall testify first and make a presentation of evidence against the defendant. They may present witnesses, physical evidence, and/or personal testimony (written or verbal). The defendant shall have the opportunity to question the complainant and each witness at the conclusion of each person's testimony.

Once the complainant has concluded their presentation of evidence and the defendant has concluded cross-examination, the defendant shall make his or her presentation of defense, in accordance with the same guidelines governing the complainant. The complainant shall then have the opportunity to cross-examine the defendant and the defendant's witnesses.

Judicial Council members may at any time ask questions for additional information or clarification of the evidence presented by the complainant, defendant, or any witness. The Faculty Co-Chair may also set time limits on arguments and rules of order so long as such rules do not inhibit due process or the rights of the defendant. The Faculty Co-Chair may exclude evidence or cross-examination deemed irrelevant.

### **Deliberations**

At the end of the hearing, all Judicial Council members except for the Hearing Panel will be excused. All members will be reminded about the confidential nature of the hearing. Only the Hearing Panel can participate in deliberations and vote on the case.

The Hearing Panel considers all evidence presented during the Consultative Resolution meeting and at the Judicial Council Hearing. In rare cases that were moved directly to Formal Proceedings, only evidence presented at the Judicial Council Hearing will be considered. Discussion of a student's prior record of misconduct and contents of a student's confidential file 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.

### **Voting**

The Hearing Panel shall only consider the evidence presented at the Consultative Resolution and Judicial Council Hearing in determining guilt or innocence. A simple majority vote by **secret ballot** shall be used to decide one of the following:

- Not Guilty
- Guilty/Sanctions Recommended (see below)

Voting members are not allowed to abstain. The Faculty Co-Chair shall tally the votes. In the event of a tie, there will be a revote where the Faculty Co-Chair will participate as a voting member.

### **Hearing Panel Decision**

There are only two Hearing Panel outcomes:

#### **Outcome A: 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 via UBIT e-mail with read receipt, but neither the decision letter nor other materials pertinent to the review shall be maintained in any official file. Procedures end.

#### **Outcome B: Guilty/Sanctions Recommended.**

If the vote is Guilty/Sanctions Recommended, the Hearing Panel must recommend sanction(s) to the School of Dental Medicine Dean. The sanctions recommended by the Hearing Panel shall be in accordance with the severity of the infraction.

**In cases where there are multiple defendants for the same violation, and the defendants did not act collectively,** sanctions will be levied independently.

**In cases where there are multiple defendants for the same violations, and the defendants acted collectively,** the recommended 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 are all elements that will be considered when making sanction recommendations. The student's confidential file shall remain sealed until Hearing Panel sanction deliberation.

When recommending sanctions, contents of the student's confidential file **will be used** if the student is found guilty (refer to Section III, Confidential File). This content can be used to determine the severity of the sanctions.

### **Hearing Panel Recommendations**

The Hearing Panel has the authority to recommend one or more of the following sanctions:

- a. **Warning** - Provide written notice to the student that he/she has violated a university academic integrity standard, School of Dental Medicine Honor Code, and or UB Student Code of Conduct, and that the repetition of the wrongful conduct may be cause for more severe sanctions.
- b. **Revision of Work** - Require the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of "I" [Incomplete] pending replacement or revision of the work.)
- c. **Reduction in Assignment Grade.** Reduce the student's grade with respect to the particular assignment.
- d. **Reduction in Course Grade.** Reduce the student's final grade in the course.
- e. **Failure in the Course** - Fail the student in the course, to be indicated on the transcript by a grade of "F" without comment or further notation.
- f. **Administrative Probation** - To be upon stated terms, including but not limited to requiring counseling and/or community service, and/or removal from rendering patient care. Any subsequent violation may be possible grounds for dismissal from the School of Dental Medicine.
- g. **Dismissal from the School of Dental Medicine.** The term "dismissal" means that a student is ineligible for continuation in any degree program within the School and is permanently removed from all privileges offered by association with the School of Dental Medicine.

### **h. any of the following University sanctions:**

#### **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 University at Buffalo Office of Academic Integrity may impose this sanction

#### **Suspension from the University**

- The student is suspended for a defined time period with stated conditions which will include a permanent notation on the transcript.

#### **Expulsion from the University**

- The term “expulsion” means permanently removing from a student all privileges offered by association with the University.

**In cases involving an appeal of the Consultative Resolution decision, the following options may be considered:**

**Option A: 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.

**Option B: Findings Sustained**

Hearing Panel finds the student guilty of misconduct and agrees with the sanction(s) previously imposed or recommended.

**Option C: Finding of a Different Sanction**

Hearing Panel finds the student guilty of misconduct, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be recommended to the School of Dental Medicine Dean.

**Judicial Council Decision Notification**

**In decisions where the Hearing Panel recommends Dismissal of the Case, Not Guilty, or Findings Overturned**, the Faculty Judicial Council Co-Chair shall notify the student and complainant of this decision in writing to their UBIT e-mail with read receipt, with a copy to the Dean, Associate Dean for Student Affairs, and Director of Student Services, within **five [5] 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 where the Hearing Panel finds the defendant guilty and is recommending sanctions:**

The Faculty Co-Chair must meet with the School of Dental Medicine [SDM] Dean to provide written notification of the Hearing Panel’s findings and the recommended sanction(s). This meeting must occur within **five [5] academic days** of the Judicial Council hearing based on the Dean’s availability. The Associate Dean for Student Affairs or their representative shall be present at this meeting to serve as student advocate and to guide the judicial process.

**School of Dental Medicine Dean Decision Notification**

The SDM Dean shall consider the Hearing Panel’s findings and recommendations. Then, the SDM Dean shall render a final decision by composing a letter that includes:

- the violations the student is (or students are) charged with;
- the Hearing Panel’s recommended sanction(s) and;
- whether or not the SDM Dean concurs with the Hearing Panel’s recommendations. If the SDM Dean disagrees with the recommendations, the SDM Dean can impose alternative sanctions.

Notification of the SDM Dean’s decision, with information regarding the student’s right to appeal that decision, must be given to the student within **ten [10] academic days** of the SDM Dean’s receipt of the Hearing Panel’s findings and recommendations. For all cases involving academic dishonesty, the Office of Academic Integrity will receive a copy of the letter. For all other cases, the Dean of the Graduate School will receive a copy of the letter.

The SDM Dean will notify the student(s) of the decision in person. The student must countersign a copy of the letter. If the student refuses to countersign, it will be the default understanding that they have received the decision and are bound to comply with the information enclosed. A copy of the SDM Dean’s decision letter will be sent to the student’s UBIT e-mail with read receipt. In all cases, except when the complainant is another student, a copy of the decision letter will be provided to the complainant. The Associate Dean for Student Affairs and the Director of Student Services will receive a copy of all decision letters. These will be placed in the student’s confidential file.

## **Violations Involving University Sanctions Procedures**

### ***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 University at Buffalo Office of Academic Integrity may impose this sanction.

If the School of Dental Medicine Dean chooses to impose this sanction, they **must** complete the Academic Dishonesty Report Form:

[https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout\\_id=20](https://cm.maxient.com/reportingform.php?SUNYBuffalo&layout_id=20). The School of Dental Medicine Dean has **ten [10] academic days** of receiving the Judicial Council recommendations to submit the Academic Dishonesty Report, receive notification from the Office of Academic Integrity that the sanction has been approved, and meet with the student to present the decision letter.

### ***Suspension from the University.***

The student is suspended for a defined time period with stated conditions which will include a permanent notation on the transcript. For academic integrity violations where suspension is recommended, the School of Dental Medicine Dean **must** request the sanction by contacting the Office of Academic Integrity. In turn, the Office of Academic Integrity will coordinate with the UB Office of the President to obtain approval. The School of Dental Medicine Dean has **ten [10] academic days** from receiving the Judicial Council recommendations to submit the sanction request to the Office of Academic Integrity, receive notification that the sanction has been approved, and meet with the student to present the decision letter.

For all other violations where suspension is recommended, the School of Dental Medicine Dean **must** request the sanction by contacting the Dean of the Graduate School. In turn, the Office of the Graduate School will coordinate with the UB Office of the President to obtain approval. The School of Dental Medicine Dean has **ten [10] academic days** of receiving the Judicial Council recommendations to submit the sanction request to the Graduate School, receive notification that the sanction has been approved, and meet with the student to present the decision letter.

### ***Expulsion from the University.***

The term "expulsion" means permanently removing from a student all privileges offered by association with the University. For academic integrity violations where expulsion is recommended, the School of Dental Medicine Dean **must** request the sanction by contacting the Office of Academic Integrity. In turn, the Office of Academic Integrity will coordinate with the UB Office of the President to obtain approval. The School of Dental Medicine Dean has **ten [10] academic days** of receiving the Judicial Council recommendations to submit the sanction request to the Office of Academic Integrity, receive notification that the sanction has been approved, and meet with the student to present the decision letter.

For all other violations where expulsion is recommended, the School of Dental Medicine Dean **must** request the sanction by contacting the Dean of the Graduate School. In turn, the Office of the Graduate School Office will coordinate with the UB Office of the President to obtain approval. The School of Dental Medicine Dean has **ten [10] academic days** of receiving the Judicial Council recommendations to submit the sanction request to the Graduate School, receive notification that the sanction has been approved, and meet with the student to present the decision letter.

## **JUDICIAL COUNCIL APPEALS PROCESS**

### **Right to Appeal University Sanctions**

Students cannot appeal university level sanctions.

### **Right to Appeal School of Dental Medicine Sanctions**

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

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. Such appeal request must describe the specific due process violation(s) claimed and must be submitted in writing.

### **Student Status During the Appeals Process**

In cases of didactic and pre-clinic related offenses, the student shall be assigned a grade of Incomplete ("I") pending resolution. Students may still attend didactic and pre-clinic courses pending resolution of the appeal.

In cases of clinic-related offenses, the student loses patient care privileges while his or her patient records are audited for appropriateness of patient care and/or skill level. These will be assessed by the Associate Dean of Clinical Affairs within ten (10) academic days of receiving the appeal letter.

Following successful review of the patient records audit and/or skill assessment, clinic privileges may be restored by the Associate Dean of Clinical Affairs during the appeal. If clinical privileges are to be restored, the student must be notified via UB IT e-mail, with read receipt, within ten (10) academic days of the Associate Dean of Clinical Affairs receiving the appeal letter.

### **Appeal Process**

- **Appeals involving academic integrity violations** should be submitted to the University at Buffalo Director of the Office of Academic Integrity no later than **ten [10] academic days** after the Dean of the School of Dental Medicine has notified the student of their decision.
- **Appeals in all other cases** should be submitted to the Dean of the Graduate School no later than **ten [10] academic days** after the Dean of the School of Dental Medicine has notified the student of their decision.

### **Appeal Decision**

Upon review of relevant materials, if the University at Buffalo Dean of the Graduate School or the University at Buffalo Director of the Office of Academic Integrity **does not find** that the statement of appeal provides reasonable grounds to appeal based on violation of due process, nor raises doubt concerning the adequacy of prior review, the Dean of the Graduate School or Director of the Office of Academic Integrity shall notify the student of their decision via UB IT e-mail address, and shall copy the complainant, the Faculty Co-Chair of the Judicial Council, the Associate Dean of Student Affairs, and the Dean of the School of Dental Medicine within twenty **(20) academic days of receipt of the student's request for appeal**.

Alternatively, if the Dean of the Graduate School or the Director of the Office of Academic Integrity deems it necessary to further consider the circumstances of the case, they shall begin to assemble a committee within **twenty (20) academic days of receipt of the appeal**. The appeal will be conducted in accordance with the Academic Grievance Policy, Section III: Graduate School Level Appeal, located in the Graduate School Policy Library (<https://www.buffalo.edu/grad/succeed/current-students/policy-library.html>). The Committee review process is conducted during academic days in accordance with the UB Academic Calendar posted at: <https://registrar.buffalo.edu/calendars/>.

## **III. Confidential File**

### **A. Consultative Resolution**

If a student is found guilty, a copy of the Administrative Representative's decision letter, along with any written comments made by the student, 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 written request for a period of at least **four years**.

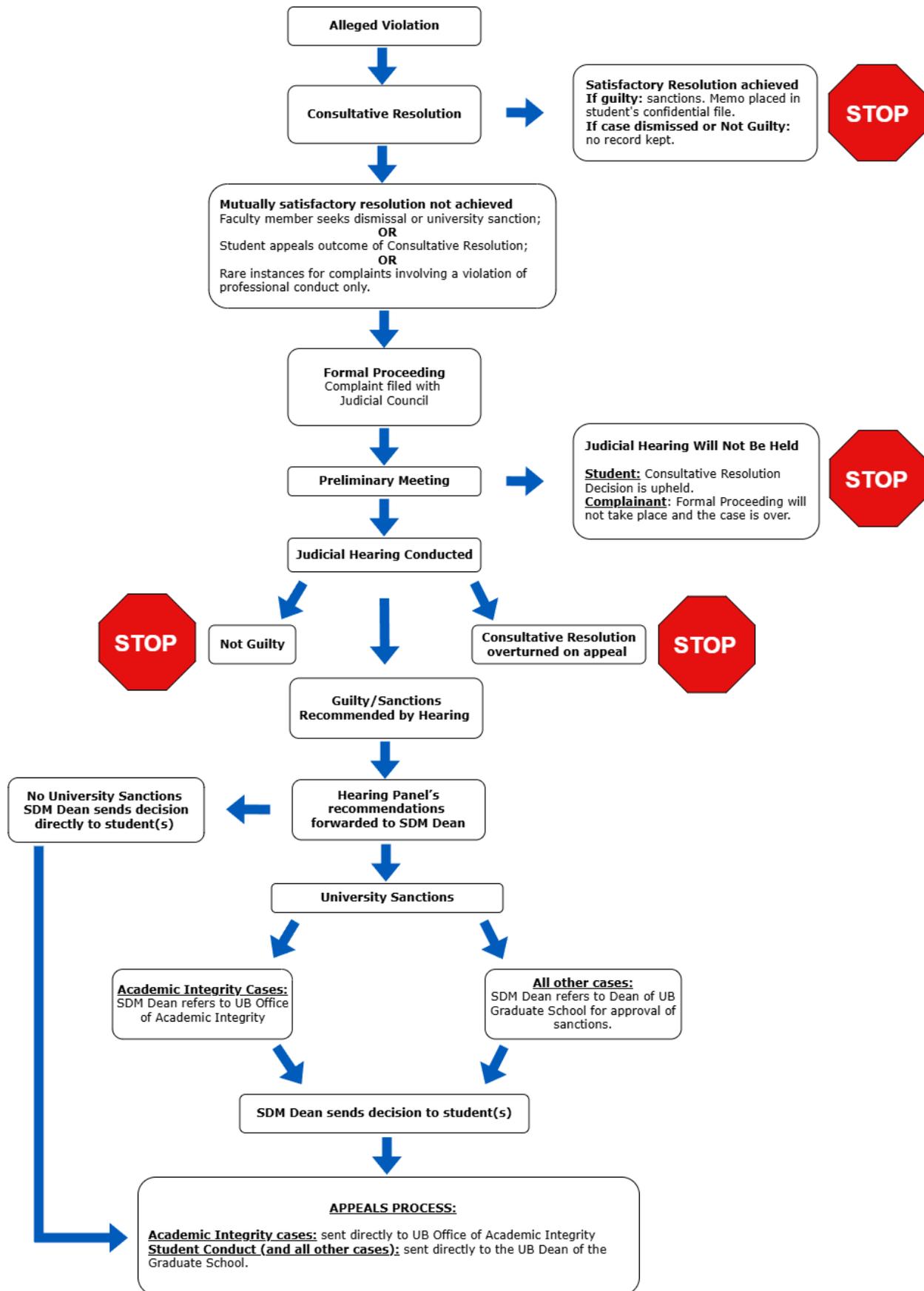
### **B. Formal Proceedings**

If a student is found guilty, a record of the Preliminary Meeting and the Judicial Council 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 records should consist of the following materials:

- A copy of the decision letter, (including any written comments made by the student and appended to the letter);
- All written communication between both parties and the SDM Faculty Co-Chair of the Judicial Council;
- All written evidence/documentation and;
- The audio tape and/or online recording of the hearing.

Copies of any written contents from the Formal Proceedings file shall be afforded to the student upon written request. The student must make a request in writing to the School of Dental Medicine Office of Student Affairs. The student will not be provided a copy of any Formal Proceeding audio or video recording. However, the student will be provided the opportunity to listen to the audio (or video) recording of the Formal Proceedings by coming to the SDM Office of Student Affairs. The student may not bring any electronic devices (phones, tablets, smartwatches, etc.) while listening to the Formal Proceeding the audio recording.

## Judicial Process Outline



## APPENDIX H: National Board Dental Examination Policy

Approved by the Faculty on March 2, 2016

### Preamble

Currently, 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. Starting with the Dental Class of 2022, a new Integrated National Board Dental Examination will be offered that will replace both Part I and Part II examinations. In preparation for this, UBSDM has omitted the passing of the Part II Board Examination as a graduation requirement beginning with the Class of 2017. Successful completion of the Part I NBDE remains in place and is an important indicator of the student's preparedness to render comprehensive oral health care during the third and fourth years.

The School requires completion of the Part I NBDE prior to the third year. 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 Part I Policy for Predoctoral (DDS) Students**

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.

# APPENDIX I: DDS Background Check Policy

## 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 background checks and/or drug testing for employment purposes. Although the Joint Commission on Accreditation of Healthcare Organizations [JCAHO] (<https://www.jointcommission.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 UB SDM Doctor of Dental Surgery Program (DDS) must submit to and complete a background check from a vendor designated by the DDS Admissions Committee. It is the student's responsibility to pay for all charges incurred by the designated company. A provisionally accepted applicant must initiate their background check within the timeframe listed on their offer of acceptance. Students who refuse to submit to the background check, or failure to submit their background check in the time allotted, will have their admission offer revoked.

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. A new background check is also required for any student who is formally readmitted to the DDS Program (appendix J).

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

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 as well as University at Buffalo Rules and Regulations.

## 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 Director of Admissions. The information contained in the background check 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 background check may include a review of the provisionally accepted applicant's or returning student's criminal history for at least seven years prior to the requesting date. The background check 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

## **Background Check Review Process**

### **I. Provisionally Admitted Students**

After the background check has been initiated, a final report is made accessible to the school. The report is then reviewed by the Director of Admissions. In cases where the **background is cleared by the vendor and no violations were indicated** on the DDS Statement of Confirmation, the provisionally admitted student is sent notification that their background check is satisfactory for full admission.

In addition to completing the background check, provisionally admitted students are required to submit attestation regarding their personal behavior. If a student indicates in the affirmative to any Statement of Confirmation questions, they will be required to submit additional documentation for further evaluation.

In cases where a provisionally accepted student has been arrested and/or charged with any criminal activity, they must report this activity in writing, and include the appropriate information including court documents, arrest records, and a detailed description of the incident to the Director of Admissions.

### **II. Returning Dental Students**

After the background check has been initiated, a final report is made accessible to the school. The report is then reviewed by the Associate Dean for Academic Affairs. In cases where the background is cleared by the vendor and no violations were indicated, the returning DDS student is sent notification that their background check is satisfactory to resume their studies.

In addition to the background check, returning DDS students are required to submit attestation regarding their personal behavior. If a student indicates in the affirmative to any Statement of Confirmation questions, they will be required to submit additional documentation for further evaluation.

In cases where a returning DDS student has been arrested and/or charged with any criminal activity, they must report this activity in writing, and include the appropriate information including court documents, arrest records, and a detailed description of the incident to the Associate Dean for Academic Affairs.

### **Background Check Review Committee**

The DDS Background Check Committee is comprised of the Associate Dean for Student Affairs, the Associate Dean for Academic Affairs the Director of Admissions, the Director of Academic Services, and the Director of Student Services.

If the provisionally admitted student's, or returning DDS student's background check includes adverse information, the Background Check Review Committee will meet to discuss those findings.

Prior to the meeting to discuss findings, the committee may require the student to provide additional information (e.g., court documents, arrest record etc.) and/or submit another vendor background check be conducted at the student's expense. Any provisionally admitted student, or returning student, who elects to dispute any aspect of their background check must contact the vendor directly.

Students who fail to respond to the Background Check Review Committee's request for additional information are subject to withdrawal of the admissions offer for admission or dismissal from the DDS Program. After receiving all student documentation, the Background Check Review Committee will convene.

When assessing the candidate for formal admission, or a return to the DDS Program, the Background Check Review Committee 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.

## **Background Check Notification of Decision**

### **I. Provisionally Accepted Students**

After the Background Check Review Committee assesses their findings, a notification will be sent to the student via their AADSAS application e-mail.

- In cases where there are **no areas of concern**, the student will receive full admission to the DDS Program.
- In cases where the committee **has concerns**, the student will have their admission to the program rescinded.

### **II. Continuing DDS Students**

After the Background Check Review Committee assesses their findings, a notification will be sent to the student via e-mail.

- In cases where there are **no areas of concern**, the student will be able to resume the DDS Program.
- In cases where the committee **has concerns**, the returning student is unable to reenroll in the DDS Program.

## **Right to Appeal**

### **I. Provisionally Accepted Students**

All Background Check Review Committee decisions are final and are not subject to appeal.

### **II. Continuing DDS Students**

A student who wishes to appeal their background check decision must submit a letter of appeal to the Dean of the School of Dental Medicine within five (5) academic days of receiving their Background Check Review Committee decision. The School of Dental Medicine Dean shall consider the students' appeal request, background check results, and the Background Check Review Committee decision.

The SDM Dean will then render a final decision. The SDM Dean's final decision shall be submitted via e-mail to the student within ten (10) school days from receiving the appeal request. The Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will each receive a copy of the Dean's decision letter.

## **Disclaimer**

The DDS Student Background Check **does not**:

- **guarantee the safety of School of Dental Medicine [SDM] students, patients, faculty or staff.**
- **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 SDM is not responsible for any determination by an experiential site and/or state board of dentistry.

## APPENDIX J: 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 formally withdraw (in writing) from the DDS program may apply for readmission to the 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.

Readmission requests must be submitted **no later than two years** from the last semester of a student's last enrollment in the DDS program.

The request for readmission, including any supporting documentation, must be submitted in writing via e-mail and received by the Associate Dean of Student Affairs on or before the School of Dental Medicine's DDS application deadline for the following academic year.

Application for readmission is made by writing a letter to the Associate Dean for Student Affairs.

**The applicant's letter must include:**

- Request readmission for a specific semester and point in the DDS program (e.g. fall semester, second year student)
- Detail the reason(s) for withdrawing from the program
- Describe relevant activities undertaken during the withdrawal period
- Explain why they feel readmission is warranted
- Official transcripts from any coursework completed since withdrawing from the DDS program (if applicable).
- At least one recommendation letter in support of the applicant's request for readmission and ability to successfully complete the DDS curriculum (additional letters will be accepted)

The Associate Dean of Student Affairs and the Director of Admissions will review the request. If they recommend readmission, the student must meet with two members of the DDS Admissions Committee (mutually exclusive of the Associate Dean and Director), to further explain their candidacy for readmission.

At the conclusion of the interview, the two committee members will meet with the Associate Dean of Student Affairs and the Director of Admissions. Collectively, they will make a recommendation to the SDM Dean. The SDM Dean shall consider the recommendation and render a final decision. The applicant shall be notified in writing of the final decision via e-mail.

# APPENDIX K: 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 dental students. It introduces students to lifelong involvement in organized dentistry and provides services, 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 the 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, Co-Historians, Pre-dental liaison, the ASDA/BOCA Outreach Coordinators (2), ASDA Alumni Representative, Lunch & Learn Coordinator, Social Media Chair, ADEA Representatives (one from

each class), Editor-in-Chief, and Co-Editor. 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. Responsible for communication with Administration and Faculty on behalf of the organization
- h. Serve as the voice of the association.
- i. Review the ASDA-Buffalo Constitution and Bylaws yearly.
- j. The President will have held the President-Elect position the previous term.
- k. 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 ASDA members informed of school events through use of electronic calendar.
- f. 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. Keep classes and clubs updated on their funds with financial reports at each general body meeting.
- d. 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.
- e. 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 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. Co-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, Editor-In-Chief, and Social Media Chair 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.
  - d. Plan and implement pre-dental events to educate pre-dental students on dental education, the application process, and other information pertinent to a pre-dental student.
- K. Fundraising Chair
- a. Plan and organize fundraising activities and events to raise revenue for the association.
  - b. Coordinate the annual cannoli sale
  - c. Responsible for planning and executing the annual vendor fair.
  - d. Work with other executive members to create opportunities to raise funds.
  - e. 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. Work with other executive members to support their roles through social events
  - c. 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. Co-Editor
  - a. Assist the Editor-In-Chief with the above listed duties in a capacity deemed appropriate by both parties.
  - b. Assume the duties of Editor-In-Chief following completion of said term.
- P. ASDA/BOCA Outreach Coordinators
  - a. Comprised of two people, preferably of the graduating year.
  - b. Appointed position, selected by the President and President-Elect of ASDA and BOCA, as well as the immediate past ASDA/BOCA Outreach Coordinators.
  - c. Responsible for all outreach initiatives of the association.
  - d. Responsible for notifying the student body of all outreach opportunities as well as documentation of student volunteer hours through the use of a post-evaluation survey.
- Q. Social Media Chair
  - a. Responsible for promoting all ASDA at Buffalo events through all social media applications available.
  - b. Encouraged to work with any executive member to promote all of the association's initiatives.
- R. ASDA Alumni Representative
  - a. Responsible for attending all UB Dental Alumni Meetings and all alumni events or receptions.
  - b. Responsible for maintaining relationships with UB Dental Alumni.
  - c. Encouraged to explore new ways to connect the current dental students with UB Dental Alumni.
- S. Lunch & Learn Coordinator
  - a. Responsible for coordinating all Lunch & Learn programs
  - b. Encouraged to work with, help, or provide assistance to any student interested in putting on a Lunch & Learn.
  - c. Responsible for taking feedback from students and providing topics of interest to the student body.
- T. 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.
- U. Class ASDA Representatives-at-Large
  - a. Responsible for reporting to any Executive member of ASDA at Buffalo or Ex-Officio member.
  - b. Assist other ASDA Representatives-at-Large with planning and coordinating other ASDA projects.
- V. ADEA Representatives
  - a. Serve 3-year term as ASDA Liaison to ADEA that begins as an incoming 2<sup>nd</sup> year. This will result in one ADEA Representative per class for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 4<sup>th</sup> year term. These Representatives may hold concomitant office with the exception of President-Elect.
  - E. Candidates for ASDA Social Media Chair must be in good academic standing and must be a member of their respective class throughout the term of office.
  - F. Candidates for ASDA Lunch & Learn Coordinator must be in good academic standing and must be a member of their respective class throughout the term of office.
  - G. Candidates for ASDA Alumni 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 Alumni Representative until the end of their 4<sup>th</sup> 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 Elect will succeed the President, Treasurer, Fundraising Chair, or Legislative Liaison 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 only 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 Committee
  - A. The duties of the Fundraising 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.