

# Academic Regulations and Procedures of the School of Dental Medicine

(Approved by the SDM Academic Standing Committee, August 7, 2008)

## Introduction

The Academic Regulations and Procedures Manual, along with other University policies is the official statement on **policies, procedures, and regulations** for students attending Stony Brook University School of Dental Medicine. Any individual who enrolls in the Stony Brook University School of Dental Medicine voluntarily places himself/herself under the rules and regulations of the University and the School, and agrees to abide by them. Therefore, students, faculty and administrative personnel need to be familiar with these regulations.

The School of Dental Medicine faculty has established these policies and procedures in compliance with the Commission on Dental Accreditation. Students should refer to the following resources, available in the Office of Student Affairs, for additional information regarding applicable policies and procedures, and academic and professional standards: *Stony Brook University School of Dental Medicine Bulletin* and the SUNY Stony Brook University Academic Handbook. Student behavior is also governed by the student generated and enforced Dental Student Honor Code.

These policies and procedures were endorsed by the School of Dental Medicine Faculty Council to serve as guidelines for actions and decisions regarding academic affairs. The Academic Standing Committee (ASC) is the body the faculty has charged with interpreting and applying the provisions herein. While every effort is made to provide accurate and current information, the School of Dental Medicine reserves the right to change policies, procedures, programs, and other matters without notice when circumstances dictate.

## Progress through the Curriculum

### Requirements for Promotion from Year to Year

In general, a student will not be advanced to the next academic year until he or she has completed all of the requirements of the prior year.

Year I: Successful completion of all courses, laboratory exercises, minimal clinical accomplishments, and competency examinations. Maintained acceptable academic ethics and professional behavior, as delineated in the Dental Student Honor Code, as well as, but not limited to the ADA Code of Professional Conduct, applicable state and federal laws, and generally accepted standards of professional behavior.

Year II: Successful completion of all courses, laboratory exercises, minimal clinical accomplishments, and competency examinations. Maintained acceptable academic ethics and professional behavior, as delineated in the Dental Student Honor Code, as well as, but not limited to the ADA Code of Professional Conduct, applicable state and federal laws, and generally accepted standards of professional behavior.

Year III: Successful completion of all courses, laboratory exercises, minimal clinical accomplishments, competency examinations, and achieving a passing score on Part I of the National Board Examination (Students are expected to take Part I at the end of Year II, so that if necessary, it may be retaken before Year IV). Maintained acceptable academic ethics and professional behavior, as delineated in the Dental Student Honor Code, as well as, but not limited to the ADA Code of Professional Conduct, applicable state and federal laws, and generally accepted standards of professional behavior

Year IV: Successful completion of all courses, laboratory exercises, minimal clinical accomplishments, competency examinations, and achieving a passing score on Part II of the National Board Examination. Maintained acceptable academic ethics and professional behavior, as delineated in the Dental Student Honor Code, as well as, but not limited to the ADA Code of Professional Conduct, applicable state and federal laws, and generally accepted standards of professional behavior

## **Requirements for Graduation**

The D.D.S. degree will be conferred by SUNY Stony Brook University upon persons who have complied with the following requirements:

1. Filed satisfactory evidence of having complied with the requirements for admission;
2. Attended four separate years of dental instruction, the last two years of which must have been enrolled in the Stony Brook University School of Dental Medicine;
3. Satisfactorily completed all course work, examinations, mandatory academic exercises, minimal clinical accomplishments, and competency exams;
4. Achieved passing scores on Part I and Part II of the National Board Examination;
5. Maintained acceptable academic ethics and professional behavior, as delineated in the Dental Student Honor Code, as well as, but not limited to the ADA Code of Professional Conduct, applicable state and federal laws, and generally accepted standards of professional behavior;
6. Paid all tuition, fees and fines in full;
7. Completed the ADEA Senior Survey;
8. Completed all exit surveys monitored by the Office of Academic Affairs.

All requirements for the DDS degree must be met within six years (All courses and requirements of Years I and II must be completed in three years and all courses and requirements of Years III and IV must be completed in 3 years.) after the first enrollment at the Stony Brook University School of Dental Medicine, or within four years if a student transfers into the School of Dental Medicine after the first year. This time limitation does not apply to students in conjoint degree (e.g., DDS/PhD) or other approved programs, e.g., a concurrent or consecutive MPH, JD, MA, etc. Student eligibility for loans carries time limits as well. This time constraint may not apply to students accepted with documented learning disabilities, or physical conditions which preclude them from taking a full course load; the time required for them to receive the DDS degree will depend on the nature of their disability, and reasonable accommodations as determined in consultation with the Office of Disability Services.

## **Postdoctoral Certificate Programs**

The program of study and sequence of courses for the postdoctoral programs are established by the program director of each program. It is the responsibility of the individual program director to monitor the performance of each student enrolled in their program to ensure an adequate level of competence at each stage before proceeding on to the next phase of the program.

## **Professional Behavior**

Dental students are preparing for a career that demands the highest standards of honor, ethics, and professional behavior and appearance. All students are required to sign and act in accord with the principles of the Student Honor Code. Stony Brook University School of Dental Medicine promotes a sense of mutual respect among patients, faculty, staff, residents, and students. Certain behaviors, such as violence, sexual harassment, and discrimination are inherently destructive to the teacher/student, student/patient, and student/student relationships. Other behaviors, such

as making demeaning or derogatory remarks, or giving destructive criticism, are also inappropriate and interfere with professional development. Students are expected to become familiar with and follow any written rules of conduct and professional behavior at any academic, clinical or research site in which the student trains. See, for example, University Hospital Ethics & Compliance Guide and the Honor Code of the Stony Brook University School of Dental Medicine

## **Academic Integrity**

The fundamental rules of academic integrity are of prime importance and breaches are taken seriously. The following are examples of breaches of academic integrity:

- **Cheating**

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but also to avoid the appearance of cheating and to guard against facilitating cheating by others. Students who cheat, and students who help others cheat, are equally guilty of wrongdoing. Students should also do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks, in or out of class.

- **Fabrication**

Students and professionals are expected to be honest in their representations of fact and not report as true information they do not know to be true. Reporting false information in research or patient care settings is forbidden.

- **Plagiarism**

Honesty requires full acknowledgement of any ideas or materials taken from another source for either written or oral use. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism. The language or ideas taken from others may range from isolated formulas, sentences, or paragraphs to entire sections of books, periodical articles, speeches, or the writings of others. Plagiarism also includes offering someone else's work as one's own or submitting, without acknowledgment, materials assembled or collected by others in the form of projects or collections.

- **Scientific Misconduct**

Students involved in research are expected to conduct themselves according to the highest standards of scientific integrity. Anyone conducting research involving human subjects is required to undergo training in the ethical conduct of research and have their research protocol reviewed by the Committee Overseeing Research Involving Human Subjects.

- **Appropriate Identification**

It is improper for dental students to present themselves to patients or others as licensed dentists. In the clinical setting, students should wear, in a highly visible location, an official Stony Brook name badge which shows the name and picture as identification as a dental student.

## **Communications**

Each student is given an official e-mail address and access to CBase, the web-based student academic record. Official communication from the school (Deans, course directors, faculty, etc.) occurs via the **official e-mail address** that each student has been assigned. Students are responsible for accessing their e-mail on a regular basis. The official format for email address is: [firstname.lastname@hsc.stonybrook.edu](mailto:firstname.lastname@hsc.stonybrook.edu).

# **Student Participation in Curriculum**

## **Class Attendance**

Attendance at all classes, laboratory sessions, and clinic sessions is **mandatory** at the School of Dental Medicine.

Classes are scheduled to begin "on the hour," and end "10 minutes before the hour." Course directors must inform students of their policy for admitting students who come "late" to a class session.

It is suggested that the instructor give a short break during the class session if the class is scheduled to meet for more than one hour.

## **Absences**

Excused absences can only be granted by the Office of Academic Affairs. Students should notify the Associate Dean for Academic Affairs, (631) 632-3119, of illness, deaths in the immediate family, or other unusual circumstances that may necessitate an absence from mandatory classes, laboratory work, clinic sessions, or other required activities. To determine the possibility for, and nature of, the make up work (which is at the discretion of the course director), all appropriate course directors (clinical, laboratory, and didactic) should be consulted by the student. The course directors must sign the Excused Absence Form which is then returned to the Office of Academic Affairs for final approval.

## **Vacations and Religious Holidays**

The academic calendar specifies the days on which there are no mandatory academic activities. Students who wish to be excused from mandatory academic activities for religious reasons should seek approval two (2) weeks before the beginning of a course. If the absence is approved, the Associate Dean for Academic Affairs will notify the appropriate course directors.

## **Withdrawal from the School of Dental Medicine**

Students may withdraw from the School of Dental Medicine but must notify the Associate Dean for Academic Affairs in writing of this request. Students who wish to return must apply through the Office of Admissions, in accordance with the guidelines below.

## **Leaves of Absence**

A voluntary leave of absence by a student must be approved by the Associate Dean for Academic Affairs. A leave of absence may be granted to enable a student to resolve personal, health, or academic problems. A request for a leave of absence must be presented in writing, addressed to the Associate Dean for Academic Affairs.

Leaves of absence to resolve personal or health problems may be granted after a student has submitted a written request to the Associate Dean for Academic Affairs. When health is at issue the request should contain documentation and a recommendation from the student's physician or other health care provider. All submitted materials will be kept in confidence, to the extent provided by law.

Leaves of absence for academic remediation may be granted upon written request to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will determine if the student needs time to repeat or otherwise make-up academic work. A student will not be granted a leave of absence solely to avoid completing course requirements in a timely manner.

Leaves of absence to participate in an educational program or research require submission of a petition specifying the goals and scope of study to the Associate Dean for Academic Affairs.

A student wishing to return from a leave of absence should request, in writing at least 30 days prior to the expiration of the leave, authorization to do so from the Associate Dean for Academic Affairs. The petition should include the anticipated date of return and should document that the reason for the leave has been met. For leaves granted for health reasons, documentation from the student's health care provider must be included, and must specify that the return to the program does not create a risk of harm to the student, other students, patients, faculty, and staff. Students on academic leave must document successful remediation. Returning students, whose clinical skills may have diminished during their absence, may require an individualized program of remediation.

Readmission of students on leave of absence to the School of Dental Medicine is dependant on the availability of space and the satisfactory completion of all required examinations.

## **The Academic Standing Committee (ASC)**

The Academic Standing Committee is appointed by the Faculty Council to monitor students' adherence to professional and academic standards. The meetings are scheduled regularly; however special meetings are called as needed. Elected student representatives serve on this committee. The meetings are closed, but for invitees, and the deliberations are confidential, to the fullest extent provided by law.

The Committee is charged with reviewing student's academic performance and determining each student's academic status as outlined below. Students in good standing automatically advance to the next unit of instruction or academic year.

Students at risk of losing good standing status may receive a letter of warning from the Associate Dean for Academic Affairs if recommended by the ASC. However, it is the student's responsibility to assess their progress through the results of formative and summative assessments. Any student who is concerned about his/her progress should request remedial assistance from course directors and faculty. The student may also request counseling and assistance from the Associate Dean for Academic Affairs.

If a student loses good standing status, the Committee will place that student on Academic Probation, review that student's record, and recommend appropriate action such as:

1. Repeat a course.
2. Repeat an entire year.
3. Placement in an individualized modified program of study.
4. Individualized remediation for issues related to ethics or professional behavior.
5. Suspension.
6. Dismissal from the School of Dental Medicine.

The Associate Dean for Academic Affairs will notify any student whose record is being reviewed by the Committee on Academic Standing if that review might result in the student's being suspended or dismissed. A student at risk of being suspended or dismissed will be invited to meet with the Committee before any decision is made. Any student whose record is being reviewed may ask, or be asked, to appear before the Committee. A student may bring one individual to the meeting as an advisor. The student must notify the Associate Dean for Academic Affairs of the identity of the advisor, in writing, no less than seven (7) calendar days prior to the meeting. The advisor does not have privilege of the floor. Moreover, students may prepare a written statement to distribute to the committee before or during the meeting. The recommendations of the Committee on Academic Standing shall be transmitted, in writing, through the Office of Academic Affairs, to the student, within ten (10) calendar days of the committee's review and decision.

A student may appeal the recommendation by the Academic Standing Committee to the Dean of the School of Dental Medicine. The appeal must be submitted in writing to the Dean within fourteen (14) calendar days of being notified of the Committee action. The Dean shall respond in writing his decision regarding the appeal within fourteen (14) calendar days. The student may appeal the decision of the Dean to the Office of the Vice President of the Health Sciences Center within seven (7) calendar days of notice by the Dean.

## Academic Standing

A student in **good standing** has accomplished the following:

- Successful completion of all courses, laboratory exercises, minimal clinical accomplishments, and competency examinations;
- Passed Part I of the National Board Examination prior to entry into Year IV and passed Part II of the National Board Examination prior to graduation;
- Conducted themselves in accordance with high standards of professional and academic ethics.

If a student loses good standing status, he/she will be placed on Academic Probation. Only students in good standing will be permitted to begin a new academic year, except on the specific recommendations of the ASC. If such permission is given, the Committee shall stipulate, in advance, the specific method and time limit the student has to restore their good standing status. At the completion of the indicated time period, the Committee will re-evaluate the progress of that student, and recommend either re-instatement of good academic standing status or dismissal from the School of Dental Medicine.

## Evaluation of Students

### Grading and Evaluative Comments

**A - Superior, Excellent.** Exceptional achievement; student performing at highest level of knowledge or skill expected at his/her level of development.

**B - Good.** Student performing above average level of knowledge or skill expected at his/her level of development.

**C - Average.** Student performing at level expected at his/her stage of development; performance may deviate somewhat both above and below the norm of performance, but not sufficiently to warrant the next higher or lower grade.

**F - Failure.** Level of performance is unacceptable;

**H - Honors.** Corresponds to A level of performance.

**S - Satisfactory.** Covers B and C levels of performance.

**U - Unsatisfactory.** Corresponds to F grade.

**I - Incomplete.** Used when a student does not complete the required course work by the stated end of a course due to circumstances beyond their control (i.e. illness, death in the family, other documented personal problems, etc). (NOTE: not to be used for patient care courses)

**R - Requirements incomplete.** Used **only** for patient care courses when students do not complete the minimal clinical accomplishments by the end of the academic year.

**W - Withdrawal.** Used if a student is given permission to withdraw from a course in progress prior to taking the final examination or completing the equivalent course requirements, with the expectation of taking it over again in the future. This grade will also be used for any uncompleted courses in the event that a student withdraws from the School of Dental Medicine prior to the completion of these courses.

## **Grade Point Average and Student Ranking**

It is the policy of the School of Dental Medicine to not calculate a GPA for, or rank students in a given class, except to determine award recipients. A weighted grade point average will be calculated for students with high academic achievement for this purpose. The graduating seniors with the highest and second highest academic averages at the time award recipients are determined will have their diplomas endorsed “With Highest Honors” and “With High Honors,” respectively.

## **Postdoctoral Specialty Certificate Programs**

Students enrolled in specialty certificate programs will be evaluated at time intervals as specified by the accrediting specialty organization or every six months, whichever is the shorter interval, by the program director and faculty. Ratings will be made using a scale of 1 - 5, and will be entered on a record maintained in the Office of Academic Affairs by the program director, and signed by the student at the time of each evaluation to indicate that they have been informed of their progress in the program.

Grades of I, R and W described above may be used, if applicable.

## **Grade / Comment Reconsideration**

At the completion of each course, it is the responsibility of course directors to make grades and evaluation reports available on CBase as soon as is practical. Students are responsible for checking their own grades and completing the course evaluations necessary to gain access to them. A request for reconsideration of a grade must be filed within **10 days** of the date of its posting by the course director. A student who has a question regarding a course grade or evaluation should request reconsideration by the course director or use the appeal process, if any, described in the course syllabus. If the problem remains unresolved, the student may appeal to the chair of the appropriate department. If the issue is not resolved at the department level, either party may appeal the matter to the Dean through the Associate Dean for Academic Affairs.

## **Failing a Particular Course or an Academic Year**

### **Remediation for Failures in a Course**

Make-up examinations may be offered by a course director for unit and final examinations. This is not a requirement of the School of Dental Medicine, and is at the sole discretion of the course director. Policies related to make-up examinations, including the nature of the exam and the utilization of make-up exam grades in determining the course grade are stated in the course outline on CBase.

Students receiving an “F” or “U” grade in a course must be offered a make-up examination for the course, unless the course director determines a student to be “not remediable, except through repeating a course.” The determination of “not remediable, except through repeating a course” must be forwarded in writing to the Academic Standing Committee through the Associate Dean for Academic Affairs, with supporting documentation. The Committee may, after evaluating the records, determine that a make-up examination be offered. All make-up examinations offered to resolve an “F” or “U” grade in a course must be completed and graded by July 31<sup>st</sup> of that academic year, unless the course end date is after July 31<sup>st</sup>, in which case the deadline will be extended until two weeks after completion of the course.

Students who pass the course make-up examination will receive a grade of “C” on their transcript, regardless of performance on the examination. The ASC will review the record of any student who fails a course make-up examination and make a recommendation as stated above (see Academic Standing Committee).

Should a student receive a passing grade after repeating a course, the grade of F/A, F/B, F/C, U/H, or U/S will appear on the student’s transcript, depending on the grade received in the repeated course.

Should a student receive a grade of “F” in a course that is being repeated, he/she will be offered a course make-up examination. The ASC will recommend dismissal for any student who initially fails a course (including make-up examination) and the repeat of the course (including make-up exam).

### **Remediation for “I” or “R” Grades in a Course**

Students receiving an “I” grade in a course must complete any outstanding examinations, projects, or remediation determined by the course director by the start of the next academic year, or the grade will be converted to an “F.” Under unusual circumstances, the Associate Dean for Academic Affairs may extend this deadline.

The ASC will evaluate the record of any student receiving an “R” grade in a clinic course. The Committee may recommend that a student remain in that academic year until the “R” grade is resolved. The Committee may recommend that a student advance to the next academic year. However, under no circumstances may a student receive credit in a discipline in the next academic year, in which he/she has received a grade of “R,” until all outstanding minimal clinical accomplishments have been completed, and the “R” has been converted to an “S” or “H.” **Students are advised that receiving a grade of “R” may ultimately delay their graduation from the School of Dental Medicine.**

### **Remediation Requiring Repetition of a Year**

After evaluation of a student’s record, the ASC may recommend that a student repeat the entire academic year. The student will be exempt from repeating any course in which a grade of “A” or “H” was received, unless the committee determines that repetition of the course is necessary for maintaining skills (e.g. laboratory or clinic courses).

After successfully repeating an academic year, only those grades earned during the repeat year will be reflected on the transcript. Courses not repeated due to “A” or “H” grades will reflect those grades on the transcript for the repeat year.

Should a student receive a grade of “F” in a course that is being repeated, he/she will be offered a course make-up examination. The ASC will recommend dismissal for any student who initially fails a course (including make-up examination) and the repeat of the course (including make-up exam).

### **Remediation Requiring a Modified Program of Study**

In unusual circumstances, after evaluation of a student’s record, the ASC may recommend that a student be placed on a modified program of study. The ASC and the Associate Dean for Academic Affairs will determine the structure of this individualized program which will consist of repeating any courses in which the student received a grade of “F” or “U,” and one or several courses from the following academic year’s curriculum.

Should a student receive a passing grade after repeating a course in a modified program of study, the grade of F/A, F/B, F/C, U/H, or U/S will appear on the student’s transcript, depending on the grade received in the repeated course.

Should a student receive a grade of “F” in a course that is being repeated, he/she will be offered a course make-up examination. The ASC will recommend dismissal for any student who initially fails a course (including make-up examination) and the repeat of the course (including make-up exam).

The modified program may not extend the total academic program for a student beyond six years. This time limitation does not apply to students in conjoint degree (e.g., DDS/PhD) or other approved programs, e.g., a concurrent or consecutive MPH, JD, MA, etc. This time constraint may not apply to students accepted with documented learning disabilities, or physical conditions which preclude them from taking a full course load; the time required for them to receive the DDS degree will depend on the nature of their disability, and reasonable accommodations as determined in consultation with the Office of Disability Services.

## **Remediation for Issues Related to Ethics or Professionalism**

Student's who have committed acts that are unethical, have acted in an unprofessional manner, as noted above, or whose formative and summative evaluations of professionalism have been unsatisfactory will be brought to the attention of the ASC. See above section titled "Professional behavior."

After evaluation of the record, the ASC may place the student on Academic Probation, and require an individualized remedial program. Depending on the severity of the infraction, the ASC may recommend immediate dismissal for cause.

## **Reinstatement to Good Standing**

After a student who has been placed on Academic Probation has completed the required remediation, the Academic Standing Committee will review the results on the remediation and the student's academic record and determine whether or not the student will return to good standing.

A student who has been placed on Academic Probation for failing a course will be returned to good standing upon satisfactory completion of the course.

A student who has been placed on Academic Probation for failing to pass Part I or II of the National Boards by the prescribed time will be reinstated to good standing upon passing the examination.

A student who has been placed on Academic Probation for failing to maintain acceptable academic ethics and professional behavior will be reinstated to good standing upon satisfactory completion of the program of remediation specified by the Academic Standing Committee, and receiving satisfactory formative and summative assessments of professional behavior.

The Associate Dean for Academic Affairs has the authority to determine the student's status pending review by the Academic Standing Committee, until such time that the Academic Standing Committee convenes.

## **Suspension**

The faculty, through its Academic Standing Committee, reserves the right to recommend the suspension of any student whose conduct or academic performance is judged to render the student unfit for the training in or the practice of dentistry, or whose health status is such that they pose a risk of harm to themselves, other students, patients, faculty, and staff, as per 10NYC RR405. In addition, an administrative suspension may be instituted by the Associate Dean for Academic Affairs when a student poses an imminent risk of danger to self, others or the institution. An administrative suspension begins immediately and the student may not participate in school activities. The student has fourteen days from being notified of the suspension to appeal the decision to the Dean.

While an administrative suspension may begin immediately, an ASC recommended suspension begins fourteen days after the student receives notification of the ASC decision and the student may continue to participate in school activities during that period. If the student wishes to appeal the ASC decision to the Dean it must be done within the 14 day period.

A student's suspension becomes official if the student fails to appeal in fourteen days or when and if the Dean denies the appeal. At that point the student is removed from the class list and from courses in the remaining academic year.

**Auditing:** When a student has failed a year, has been suspended, or has been given permission to repeat the year, he or she may be granted permission by the ASC and Associate Dean for Academic Affairs to sit in on non-clinical classes. The student will not receive any grade or academic credit during the period of suspension unless specific exceptions are made because this policy would cause an undue hardship, e.g. a student who had completed more than 80% of a course at the time of suspension. Although the student is not matriculated during suspension, he/she is expected to maintain a high standard of professional behavior and follow the rules and regulations set forth by the

School of Dental Medicine. In no circumstances will a suspended student or student on leave be permitted to participate in clinical activities.

## **Dismissal**

The Academic Standing Committee may recommend dismissal if a student:

- fails three courses;
- fails a single course while on academic probation;
- has been cited for lack of acceptable academic ethics or professional behavior;
- is unable to pass either Part I or II of the National Board Examination after three attempts.
- fails to proceed through the curriculum in accordance with the time requirements specified herein.

The decision to dismiss shall be made only after full consideration of a student's entire academic record. Unless the Academic Standing Committee or the Dean determines otherwise, a student who is recommended for dismissal will be allowed to continue to attend classes pending a final decision by the Dean. The standing rules of the Academic Standing Committee regarding dismissal will be adhered to:

### **ARTICLE VI. DISMISSAL**

- (a) A student may be recommended for academic dismissal or dismissal for cause as outlined in the document on Academic Regulations and Procedures.
- (b) The procedures to be followed for dismissal will be patterned, in part, after the recommendations of the American Association of Dental Schools. These procedures are:
  1. The student shall receive a written statement that he/she is being considered for dismissal, and that a special meeting is to be held (on the stated date) to consider the matter.
  2. In the statement, the student shall be advised that he/she may present witnesses appearing for the student. A list of such witnesses shall be delivered to the Chairman of the Committee at least two working days before the date set for the meeting. Neither the student nor the Committee shall be represented by counsel at this meeting.
  3. The meeting shall be conducted no later than ten working days, or earlier than five working days, from the time notice of the meeting is delivered to the student.
  4. The student shall be given copies of the Standing Rules of the Academic Standing Committee and the Academic Regulations and Procedures.
  5. The meeting shall be conducted with at least two-thirds of the members of the Academic Standing Committee present.
  6. The meeting shall begin with a review of the total record of the student, including, but not limited to, academic grades, reports, and evaluations.
  7. The student shall have the opportunity to present his/her version of his/her performance, using any relevant evidence, exhibits, and oral testimony.
  8. The Committee shall base its recommendations solely upon the evidence presented at the meeting.
  9. Motions by the Committee and discussions shall be conducted in executive session.

10. Deliberations of the committee and all supporting documents shall be forwarded in writing to the Dean within two working days following the meeting.
11. The Dean shall report his decision in writing to the student within five working days with a copy to the Chairman of Academic Standing Committee.
12. The student may appeal the decision of the Dean to the Office of the Vice President of the Health Sciences Center within five working days of notice by the Dean.

## **Guidelines for Accommodation for Students with Disabilities**

The School of Dental Medicine has some "non-academic requirements" for matriculates that are delineated as "Technical Standards" that dental students are expected to meet. All students who matriculate here sign the Technical Standards document affirming either that they meet the standards or by specifying how they may not. Any student who believes he or she has a physical, psychological, and medical or learning disability that may impact on course or clinical work should contact both the Associate Dean for Academic Affairs and Disability Support Services (631-632-6748). The latter office will, in consultation with the School of Dental Medicine, verify the student's disability and determine what accommodations are necessary and appropriate. All information and documentation are confidential.

A student who has a verified disability that affects his or her academic performance and who wishes special accommodations to be made has the responsibility of notifying course directors *at the beginning* of each course and specifying the approved accommodations. Students failing to notify course directors at the beginning of the course of their disability and needs may lose their right to special accommodations.

The determination by Disability Support Services, in consultation with the Office of the Associate Dean for Academic Affairs, that a student's disability warrants special accommodations may govern include provisions covering all examinations given as part of our curriculum. Our internal decisions about disability and accommodation, however, do not govern the National Boards. The National Board of Dental Examiners governs the administration of the National Board Examinations and the student wishing disability accommodations for National Board Examinations is responsible for contacting The National Board of Dental Examiners directly to request them.

## **Evaluation of Faculty and the Curriculum by Students**

The Office of Academic Affairs and the Curriculum Committee provide mechanisms for student input regarding course instruction, course presentations, and other School programs. Students will be required to complete forms and/or surveys, some of which are available on CBase, evaluating their courses, effectiveness of instruction, and other matters related to the School of Dental Medicine.

## **Student Records**

The Office for Student Affairs maintains a record for each student that includes an academic file. The file contains registration material, evaluation forms, academic summaries, and other relevant correspondence. The file contains information deemed necessary for the proper documentation of the student's progress through the School. Student grades and evaluations are electronically posted in CBase, and students are encouraged to review them regularly. This electronic posting constitutes official notification of grades.

The maintenance and utilization of the file are guided by national standards. A student has the right to inspect his/her academic file. Before the file is open to the student's inspection, it is checked for material not covered by the Family Rights and Privacy Act of 1974 (Buckley Amendment). Students wishing to review their official record must submit a written request through the Associate Dean for Academic Affairs. Any School of Dental Medicine faculty member who has a legitimate need to know may review a student's academic file after gaining permission from the Associate Dean for Academic Affairs.

Official copies of students' academic records in the School of Dental Medicine will be sent out to requesting institutions in support of applications to residencies, specialty training programs, licensing boards, etc. only upon **written request** from the student.

Official transcripts of studies completed at other institutions which have been presented to the School of Dental Medicine for admission or evaluation for credit for transfer and/or advanced standing cannot be copied or reissued. If a transcript of this work is needed, it must be obtained directly from the institution that originally issued the document.

NOTE: the University, Health Sciences Center and School of Dental Medicine reserve the right to withhold issuance of a copy of a student's academic record for any student who has failed to meet all financial obligations.

## **Student Health Policies**

### **Immunizations**

To protect themselves, their associates and their patients, all entering dental students must meet immunization requirements for the following: rubella, tetanus, polio, rubella, diphtheria, varicella, tuberculosis, and Hepatitis B. Additionally, students may be required to obtain Hepatitis B surface antibody testing 30 days to one year after completing the Hepatitis B series. (Students who choose not to complete the Hepatitis B series must contact the Office of Student Affairs to sign a declination and to be informed of the rights waived in case of infection.) Annual immunization with influenza vaccine is strongly recommended. Paying for these immunizations is the student's responsibility. Health requirements are determined through University Hospital Rules and Regulations and are consonant with the NYS Department of Health. Changes that might occur from year to year are reflected in the Student Health Services Health Form.

Prior to the beginning of each year of dental school, documentation of tuberculosis and immunization status is required of all dental students. It is the student's responsibility to ensure that documentation is mailed or faxed and is received by the Office of Student Affairs. (Students are encouraged to keep photocopies of all documentation for their own records.) Advancing to the next year of dental school is contingent upon compliance with these requirements. Students should carry documentation regarding their current immunizations and TB testing status to all clinical settings.

### **HIV**

Stony Brook University School of Dental Medicine has established guidelines for the management of Human Immunodeficiency Virus (HIV) seropositivity, and Acquired Immunodeficiency Syndrome (AIDS) in students of the Stony Brook University School of Dental Medicine. Individuals, whose behavior, for any reason, significantly deviates from guidelines at the practice site, thereby placing patients, staff, or colleagues at risk of exposure to HIV infection, may be suspended from participation at the practice site pending the prompt review by the Dean of the School of Dental Medicine. Students who wish to know their HIV antibody status may be tested, at the student's expense, at the locations listed in the Clinic Manual. Testing will be done confidentially and reported only to the individual tested and to any agency required by state and local health codes.

### **Student Health Insurance**

All students are required to obtain health insurance for inpatient and outpatient care. The School of Dental Medicine annually endorses a specific insurance plan. Currently that plan is Empire Blue Cross/Blue Shield. Information about the plan can be found through Prestige Health Insurance Plan Web Site. All dental students, except those currently covered under the health insurance policy of a parent or spouse, must enroll all four years with a plan from a list available in the Office of Student Affairs.

## **Registration and Fees**

### **Registration**

The Office for Student Affairs registers all dental students with Stony Brook University for each term of enrollment. Enrollment in courses outside those prescribed in the dental curriculum is permitted only when the student is participating in an approved combined degree program, or secures the approval of the Associate Dean for Academic Affairs. Registration is not complete and enrollment may not occur until the student has paid fees, been released

from any Stony Brook University obligations, and complied with immunization and health insurance requirements. Dental students, who have not complied with the above, will not be permitted to attend classes or clinical experiences.

## **Academic Fees**

Students are expected to pay the annual rate charged for the academic year regardless of the beginning and ending dates. School of Dental Medicine fees, as approved by the Stony Brook University Board of Trustees, will be billed by the Stony Brook Office of the Bursar.

## **Other Fees**

The University and the School of Dental Medicine assess other, non-academic fees. Unless waived, fee bills for both fall and spring registrations will include an assessment for one-half the required health insurance annual premium.

These fees are subject to change based on University administrative action. Enclosures with fee bills for each billing period provide details of the specific arrangements concerning the time, location, and dates for the payment process. For exact academic year rates, contact the Office of the Bursar at (631) 632-9316.

## **Refund Policy**

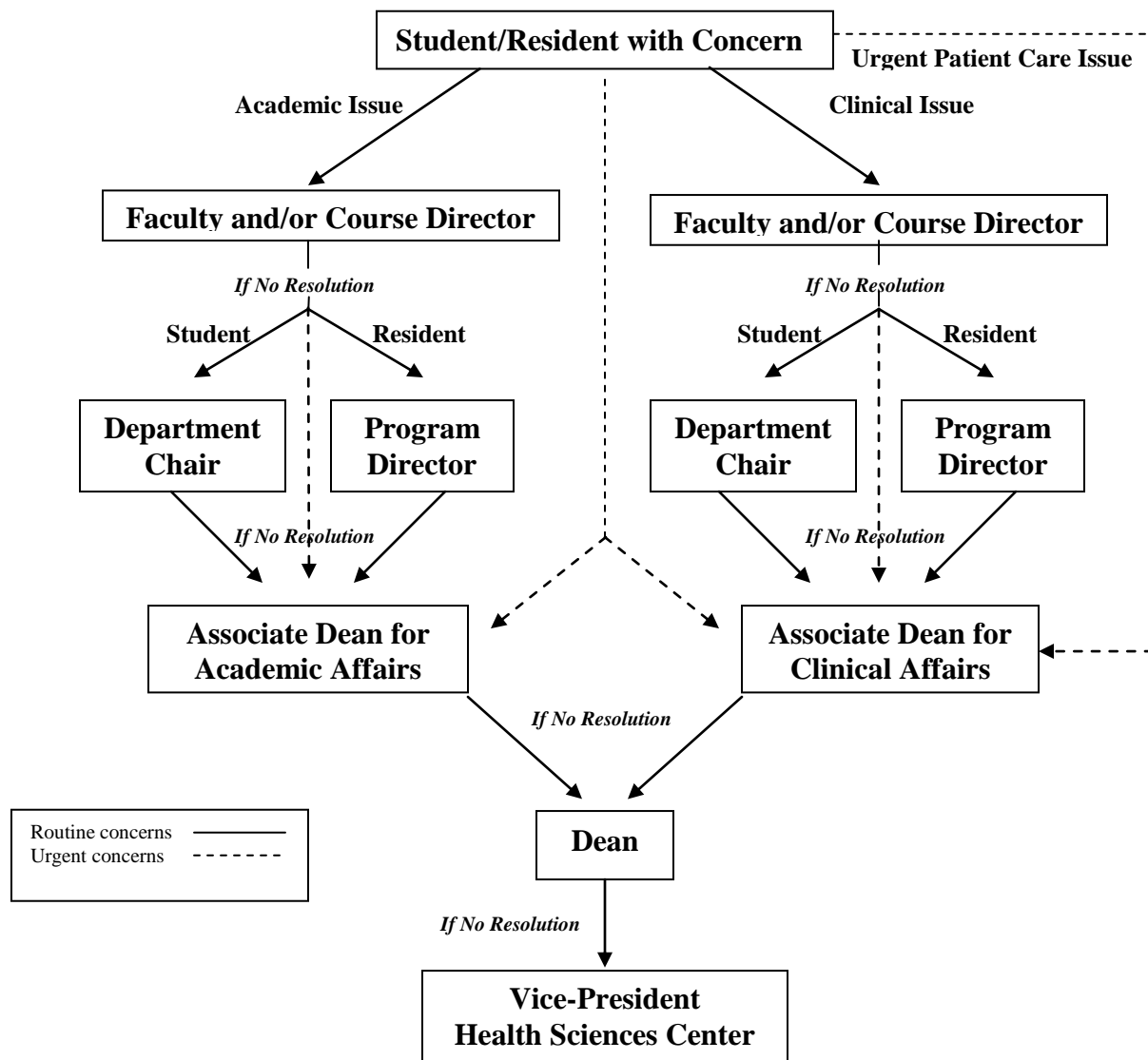
Refunds to all dental students who withdraw will be made in accordance with the term attendance schedule. Refund dates will be governed by the official starting date of classes for each term based on a schedule set by the Office of the Bursar.

## **Student/Resident Concerns**

The following policy relates to student/resident concerns. The appeals process for recommendations of the Academic Standing Committee is stated above.

University Hospital Residents (General Practice or Oral and Maxillofacial Surgery) should contact their program director(s) or the University Hospital House Staff Office for official policies related to their program(s). University Hospital Residents may feel free to contact the administration of the School of Dental Medicine regarding any matter related to the School of Dental Medicine, the Dental Care Center, or patient care.

The School of Dental Medicine supports the ability of students/residents to access counseling of a personal or academic nature, to seek resolution of issues related to coursework and patient care, and to request remediation related to clinical, technique, and didactic courses. Students/residents should feel free to contact the Associate Dean for Academic Affairs or the Associate Dean for Clinical Affairs to discuss concerns of any nature. Students/residents are encouraged to seek personal counseling or other services through various University offices. Additional information is available through the Stony Brook University web-site. Students/residents are advised that counseling services are available through the Student Health Service (631-632-6740). Students/residents with issues related to diversity may contact the Office of Diversity and Affirmative Action (631-632-6280). Students/residents with issues related to a disability, or requests for reasonable accommodation, may contact Disability Support Services (631-632-6748). Students/residents may also contact the University Ombuds Office (631-632-9200) for any matter which they would like to discuss in a confidential manner. Students/residents with concerns related to didactic, technique, or clinical courses, including issues regarding grades/assessments should feel free to seek resolution through the following process:



## Complaints to Commission on Dental Accreditation

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the 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 treatment received by patients or 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.

## Student/Resident Parking

### Campus Parking Lots

Students/residents with motor vehicles who wish to park on campus must first apply on-line for a parking permit issued by the Office of Parking Services. All students/residents are permitted to park in designated parking lots on

campus, subject to University regulations. The closest parking lot to the School of Dental Medicine is “P” lot. University buses offer scheduled service between the School of Dental Medicine, the Health Sciences Center, parking lots, and other locations on campus.

## **School of Dental Medicine Parking Lots**

There are a limited number of parking spaces at the School of Dental Medicine. The number of spaces is not sufficient to accommodate all students and residents, along with faculty, staff, and patients. It is imperative from educational and patient care standpoints that clinic patients be able to park at the Dental Care Center. There are designated parking areas for patients, faculty and staff, and students/residents. Parking at the School of Dental Medicine is a revocable at will privilege and subject to all parking requirements, for those students and residents who are permitted to do so. The following protocol has been developed to accommodate the greatest number of students and residents, and must be strictly adhered to:

- Oral & Maxillofacial Surgery and General Practice Residents are employees of University Hospital, are issued faculty/staff permits, and are permitted to park in faculty/staff lots, where space is available.
- All other residents will be offered a yearly parking permit, at the prevailing rate, at the start of the academic year, subject to the terms of the parking regulations at the School of Dental Medicine.
- All Year III and Year IV Dental Students will be offered a yearly parking permit, at the prevailing rate, at the start of the academic year, subject to the terms of the parking regulations at the School of Dental Medicine.
- If any parking spaces remain after all residents, Year III, and Year IV Students have been accommodated, a limited number of yearly parking permits will be offered by lottery to Year II Dental Students, at the prevailing rate, subject to the terms of the parking regulations at the School of Dental Medicine.
- The remaining Year II and all Year I Dental Students must park in “P” lot, and use campus bus service to reach the School of Dental Medicine.
- Year I and Year II Dental Students may purchase parking permits for Health Sciences Center parking lots while attending classes there.

### **Penalties for non-compliance with the parking protocol:**

- Students/residents observed parking without an appropriate permit at the School of Dental Medicine will receive a parking ticket and a warning.
- On the third offense the student/resident will lose the privilege of parking, and will not be permitted to purchase a parking permit for designated student/resident parking the following year.
- On the fourth offense, a memo detailing the student/resident’s lack of compliance with regulations, which shall be construed as unprofessional behavior, will be placed in the student/resident’s academic file, and may be added to the student’s Dean’s letter of recommendation.

## **Educational Privacy: Policies on Access to Student Records**

[The Family Educational Rights and Privacy Act \(FERPA\)](#) sets forth requirements designed to protect the confidentiality of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- If a student believes their educational record is inaccurate or misleading, they have the right to request an amendment. Students should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University

decides not to amend the record as requested by the student, the University will notify the student of the decision. If appropriate, additional information regarding the possibility of a hearing will be provided to the student.

- Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Once exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the US Department of Education concerning alleged failures by State University to comply with the requirements of [FERPA](#) The Office's address is:  
Family Policy Compliance Office  
US Department of Education  
Washington, D.C. 20202- 4605

The University, in accordance with [FERPA](#), has designated the following information about students as public (directory) information:

- Name
- Address (local and home, including email)
- Date and Place of Birth
- Telephone (local and home)
- Program of Study (including college of enrollment and major)
- Enrollment status (e.g. full-time, part-time, withdrawn)
- Dates of attendance
- Degrees and Awards Received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Likenesses used in university publications

Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a Change of Information Form which can be obtained from the Office of the University Registrar or any college/ extended campus office. At least 10 days should be allowed for processing of these requests. The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, and other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

Applicable regulations include:

- The Family Educational Rights and Privacy Act (FERPA)
- The USA Patriot Act (amends FERPA)
- NY State law (regulates use of students' social security and identification numbers)
- University Policy 507 (Student Access to Academic Records)

Copies of a summary are distributed to the School of Dental Medicine on an annual basis.