

THE UNIVERSITY OF TEXAS
DENTAL BRANCH AT HOUSTON

***Student Guide
to Academic Studies
2009-2010***



THE UNIVERSITY *of* TEXAS
DENTAL BRANCH AT HOUSTON

A part of The University of Texas Health Science Center at Houston

THE DENTIST'S PLEDGE

I, as a member of the dental profession, shall keep this pledge and these stipulations.

I understand and accept that my primary responsibility is to my patients, and I shall dedicate myself to render, to the best of my ability, the highest standard of oral health care and to maintain a relationship of respect and confidence. Therefore, let all come to me safe in the knowledge that their total health and well-being are my first considerations.

I shall accept the responsibility that, as a professional, my competence rests on continuing the attainment of knowledge and skill in the arts and sciences of dentistry.

I acknowledge my obligation to support and sustain the honor and integrity of the profession and to conduct myself in all endeavors such that I shall merit the respect of patients, colleagues and my community. I further commit myself to the betterment of my community for the benefit of all society.

I shall faithfully observe the Principles of Ethics and Code of Professional Conduct set forth by the profession.

All this I pledge with pride in my commitment to the profession and the public it serves.

Welcome to
The University of Texas Dental Branch at Houston
A part of the University of Texas Health Science Center at Houston

On behalf of the faculty, students, staff and administration of The University of Texas Dental Branch, welcome to the 2009-10 academic year!

The Student Guide to Academic Studies is designed to familiarize you with the policies and procedures needed to successfully navigate our curriculum. It is every student's responsibility to learn and adhere to the information in this guide. You will refer to it often as you progress through the D.D.S. program.

As a former UTDB student myself, I can assure you that while your dental education will be challenging and demanding, it will be transforming as well. You will gain the knowledge and skills to become a practitioner, one who does not simply perform procedures but who treats patients and makes a difference in their lives. You will make friendships here that last a lifetime, forged as they are in the shared experience of becoming competent, caring professionals. And in the process, one of the lives you change will be your own.

I encourage you to take advantage of the many opportunities for learning and growth that will be part of your dental education. The faculty will help you, guide you, advise you, stimulate you to learn and challenge you to excel in pursuit of your goals. But as with any professional education, you will set the tone of your own experience. Be inquisitive. Be open to learning. Do more than is expected. These years truly do exemplify the saying, "You get out of it what you put into it." I can assure you that if you do, the rewards will be tremendous – not just during your time at the Dental Branch – but lifelong.

We look forward to working with you throughout your Dental Branch experience and in the years to follow. Best of luck on your dental school journey!

Sincerely,

John A. Valenza, D.D.S.
Interim Dean and Professor

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INTRODUCTION

The *Student Guide to Academic Studies* is designed to provide students with a readily available source of information about the University of Texas Dental Branch at Houston curriculum, academic policies, available services, and other items of interest. Analogous material regarding clinical activities is found in the *Clinic Manual*. Because this information is essential to function successfully within the curriculum, students are expected to be familiar with the material contained in the Guide and keep it available for reference throughout the year. Failure to abide by the information set forth in the Guide renders a student subject to academic or disciplinary action. Circumstances may dictate a change in the Guide in the future. If such changes occur, students will be appropriately notified. Should any additional information or clarification be required, students are encouraged to contact the Office of Academic Affairs.

CURRICULUM

The University of Texas Dental Branch at Houston employs a curricular model designed to maximize the student's learning experience. There is intentional integration of the various disciplines to aid the student in assimilating the knowledge base necessary for developing a sound decision-making process and technical skills necessary in dentistry. The building blocks of this model are the various courses, laboratories, and clinics offered at the The University of Texas Dental Branch at Houston. Each course is overseen by a course director who has the responsibility of organizing the educational material contained in the course as well as the efforts of the other faculty who act as course contributors. The ultimate responsibility for each course lies with a specific department chairman, who is usually the chairman of the department of which the course director is also a member.

COURSE SYLLABI

All course directors will provide a written guide, or syllabus, which contains necessary information for successful completion of the course. There is a consistency in format among the course syllabi. Goals are stated for each course, describing the overall aim of the course, i.e., what the student should know, or be able to do, when the course has been successfully completed. Every course syllabus contains a list of behavioral objectives. Achievement of these objectives allows the student to reach the goals. The syllabus also contains a list of resources used in achieving the course objectives. These resources may include both media and human resources. All syllabi have a suggested study plan and state the specific requirements of the course. The suggested study plan is the most efficient way to master the information contained in the course. The requirements of a course are those specific items which must be accomplished in order to successfully complete the course. Finally, all course syllabi list the evaluation methods to be used in determining the course grade. This section states not only the type of examination/evaluation which will be administered, but also the relative weights of various other evaluation instruments, e.g., quizzes, laboratory projects, etc. The clinical course syllabi contain all of the above information, and in addition, information on competencies, criteria to achieve competency, and clinical standards of care.

ELECTIVES AND CONTINUING DENTAL EDUCATION PROGRAMS

Electives

The electives program at the The University of Texas Dental Branch at Houston is designed to offer enrichment courses in a variety of areas beyond the scope of the required predoctoral curriculum. **The electives requirement for graduation is 4 credit hours and it is the student's responsibility to register and complete these electives prior to graduation.** The list of electives currently offered can be found in Appendix A.

Registration for electives through UTLINK **STUDENT.net** will be for the entire academic year. Call numbers for each elective are furnished in the Electives Catalog, Appendix A. Elective Add/Drop dates through UTLINK are as follows:

Fall 2009, DBEB	August 10, 2009 – August 28, 2009
Spring 2010, DBEC	August 10, 2009 – January 18, 2010
Summer 2010, DBEA	August 10, 2009 – June 14, 2010

If an instructor's approval is required, the student must obtain an approval code from the instructor prior to registering for, or dropping, that elective.

All students may participate in a Table Clinic elective (5001). Each student may participate twice, but the table clinic cannot be duplicated. The number of students participating in the same table clinic may not exceed three (3). All table clinics are presented at the Greater Houston Star of the South Dental Meeting. In order to be eligible for travel awards to attend the American Dental Association Annual Session, the student must develop and present the table clinic individually.

Honors electives will be offered to students by invitation of the individual department's course directors.

Students who wish to register for electives which are TBA (to be arranged) **must** contact the instructor before registration to avoid conflict with rotation assignments.

Students should make certain of their interest in an elective before registering. If the description of a course is insufficient to enable a decision on enrollment, students **should obtain additional information from the instructor prior to registering.**

Final elective grades are reported to the Registrar's Office as Pass ("P") or Fail ("F").

Continuing Dental Education Programs

Students attending The University of Texas Dental Branch at Houston are required to participate in 2 approved Continuing Dental Education Programs during the third and/or fourth year of dental school. Participation in this activity helps introduce students to the concept of lifelong learning and the quality and advantages of continuing dental education. In a world that changes so rapidly, the only way to be an informed dental practitioner is through participation in high quality continuing dental education programs.

To participate in a Continuing Dental Education Program, students must register for the Program in the same manner that all other participants register. Available courses are posted by Room 203. The Office of Continuing Dental Education (Room 203, telephone 500-4028) can assist students with registration. Students must have approval from the Office of Continuing Dental Education to attend any Continuing Education Program. In addition, once a student has been registered to attend the program, it is their responsibility to notify the Office of Continuing Dental Education if they are unable to attend the program for any reason.

Students will attend the two Continuing Education Programs at no personal cost for the program or meals, but will be responsible for the cost of any required course materials, supplies, or equipment.

Students must resolve any conflicts with scheduled examinations or special activities with required attendance prior to participation in any Continuing Education Program. Students must attend the entire course. If the program is a two-day program, they must attend all of both days.

At the completion of the course, the student must complete a "Continuing Dental Education Program Synopsis and Critique Form," have it certified by the Office of Continuing Dental Education, and return it to the Office of Academic Affairs. This will serve as verification of the student's participation in the program.

Questions regarding this program, should be directed to the Office of Academic Affairs (Room 16A, telephone 500-4166), or the Office of Continuing Education (Room 203, telephone 500-4028).

COURSE EXEMPTION

Due to the advanced educational level of some students, it may be possible for such students to be exempt from certain courses.

The criteria for course exemption have been developed by each department. All decisions regarding exemptions are vested in the department and are not subject to appeal. Students who wish to apply for exemption must petition each department chair individually, in writing, and present any available documentation of successful completion of the material, e.g., transcript, national board scores, etc. Following a review of the petition, the department chair will inform the student within two weeks, in writing, of the decision regarding the student's request for exemption. Courses that are in departments chaired by the The University of Texas Medical School at Houston must also receive approval from the Associate Dean of Academic Affairs at The University of Texas Dental Branch at Houston.

Students who are repeating an academic year must repeat the entire year, both didactic and clinical. Students will not be exempted from previously completed courses.

EXAMINATIONS AND GRADING

Examinations are administered by the course directors. The date, time and location of major exams are published in the syllabi and the student schedule. If a student does not attend an examination on the specified date and time, the student must contact the course director. If the student cannot produce acceptable documentation for an excused absence to the Office of Student Affairs, a grade of zero ("0") will be recorded. A student with an unexcused absence may be granted a make-up exam, however, a penalty will be applied. Students producing adequate documentation to the Office of Student Affairs will be granted an "excused absence" and a make-up exam, without penalty, may be administered by the course director. The format of the make-up exam is at the course director's discretion, it does not have to be the same as the original exam.

All exams are required to be graded within seven days following the examination. At the discretion of the course director, grades may be posted in Blackboard or anonymously, using a code of the student's choice. In such cases, students requesting that their grades be posted must write "post grade" at the top of their examination, followed by the code.

EXAMINATION REVIEW

The course director, at their discretion, may post an exam key for student review or schedule a review of the examination. Students who desire to individually review their course examinations must do so by arranging an appointment with the course director within 14 days of the date the exam grades were made available.

GRADE REPORTING

At the end of the course, the course director reports all final course grades to the Registrar through UTLINK FACULTY.net. At the end of each semester, students may access their grades through UTLINK STUDENT.net. If any course grades have not been reported, the student should contact the Course Director and The Office of Academic Affairs.

Equivalent numerical grades, letter grades and performance are listed below:

Numerical Grade	Letter Grade	Performance
90-100	A	Exceptional
80-89	B	Above average
70-79	C	Average
0-69	F	Failing
—	IU/IS	Incomplete
—	**	No grade

An "IU" (incomplete-unsatisfactory) will be assigned if a student fails to complete all course requirements. The "IU" will be recorded and remain until a make-up examination is taken or other course requirements are completed.

An "IS" (incomplete-satisfactory) may be assigned if a student presents an appropriately documented excuse to the Office of Student Affairs for failing to attend a scheduled examination, missing a deadline or failing to complete other course requirements. The "IS" will be removed when the examination or other requirements are completed.

Failure to remove a course grade of “incomplete” (“IU” or “IS”) by the end of the following semester results in a course grade of “0”. This policy applies to didactic and pre-clinical courses. It does not apply to clinical or elective courses.

Final elective grades are reported to the Registrar’s Office as Pass (“P”) or Fail (“F”).

COURSE FAILURES

Students are required to obtain a passing grade in every course. Failure of any course during any semester or failure to maintain a passing status will result in repetition of an academic year, dismissal, or other action as prescribed by the Associate Dean for Academic Affairs following receipt of the recommendation of the respective Student Evaluation and Promotion Committee.

If remediation is approved by the Evaluation and Promotion Committee, the time frame for remediation of failed or incomplete courses will be established by the Course Director; however, only one attempt at remediation will be allowed.

If a student successfully remediates a course, the student will receive a 70; however, the original grade will appear on the grade report along with the 70. Students receiving a grade of less than 70 for remediation will receive the failing grade. Likewise, the original grade for the course will appear on the grade report, along with the failing remediated grade. Students who are unsuccessful in their attempt to remediate a course failure will be considered for appropriate academic action by the respective Student Evaluation and Promotion Committee.

GRADE GRIEVANCE

If a student disputes the grade received on a course examination, it is the student's responsibility to arrange an appointment to discuss the grievance with the appropriate faculty member. The faculty retains the primary responsibility for student evaluation and assignment of grades. A faculty member's judgment in such cases is final unless there is substantial evidence of discrimination, differential treatment, or error. If, after meeting with the appropriate faculty member, the student feels that the grade grievance has not been adequately addressed, the student may appeal the grievance in writing to the Associate Dean for Academic Affairs within five working days. The Associate Dean for Academic Affairs will review the case and submit a written recommendation to the Dean within ten working days. The Dean will respond in writing to the student's grievance within five working days. In academic issues the determination of the Dean is final and not subject to further appeal.

PROGRESS EVALUATION

Student progress will be evaluated at least five times annually by the respective Student Evaluation and Promotion Committee. These committees are charged with reviewing student progress and recommending action to the Associate Dean for Academic Affairs. The ultimate decision in matters of academic standing lies with the Dean based on the recommendations of the Student Evaluation and Promotion Committees and the Associate Dean for Academic Affairs. The Student Evaluation and Promotion Committees will base its recommendations on the following academic measurements:

- Didactic performance
- Preclinical lab performance
- Clinic performance
- Course failure
- Professional and ethical conduct

END OF FALL SEMESTER EVALUATION

At the end of the Fall Semester, every student is expected to have successfully completed all courses plus all pre-clinical and clinic experiences required in the Fall Semester with a cumulative average of 76 or above. Students who fail to perform satisfactorily will be recommended for corrective action to the Associate Dean for Academic Affairs by the respective Student Evaluation and Promotion Committee. These students will receive written notification defining their deficiencies and the corrective action they must take. Any student whose record or conduct indicates that they are not qualified to continue the study of dentistry will be considered for academic action that could include dismissal. A detailed explanation of "Dental Student Evaluation and Promotion Policies and Procedures" is available in the Office of Academic Affairs and on the UTDB web site under Academics and then under Student Guides.

END OF YEAR EVALUATION

At the end of an academic year, to include the summer session, every student is expected to have successfully completed all courses and clinic requirements for the year with a cumulative grade average of 76 or above.

In order to be considered for **promotion**, a student must complete the following requirements:

- Successful completion of all courses and clinical procedures for a given year.
- Maintenance of a minimum cumulative grade average of 76 for didactic courses.
- Maintenance of a minimum cumulative grade average of 76 for preclinical laboratory courses.
- Maintenance of a minimum cumulative grade average of 76 for clinical courses.
- Maintenance of acceptable professional and ethical standards.

To be promoted to the fourth year, students must meet the five requirements above, and, in addition,

- Pass Part I of the Dental National Board Examination.

Students who fail to perform satisfactorily will be recommended for corrective action to the Associate Dean for Academic Affairs by the respective Student Evaluation and Promotion Committee. These students will receive written notification defining their deficiencies and the corrective action they must take. Any student whose record or conduct indicates that they are not qualified to continue the study of dentistry will be considered for academic action that could include dismissal. Meetings may be called at any time during the year to discuss a student's record or conduct. A detailed explanation of "Dental Student Evaluation and Promotion Policies and Procedures" is available in the Office of Academic Affairs and on the UTDB web site under Academics and then under Student Guides.

DEAN'S STUDENT EXCELLENCE LIST

Students whose academic performance ranks them in the upper 10 percent of the class for the semester, based on the semester GPA, will be considered for the Dean's Student Excellence List.

EVALUATION FOR GRADUATION

Completion of DDS Program

Students are expected to complete the DDS Program in four academic years. Due to extenuating circumstances, including leaves of absence, repeating a year, clinical activities, and academic performance, students may need more than four academic years to complete the program. If additional time to complete the program is granted, the program must be completed in no more than six academic years from the time of matriculation. Under extremely unusual circumstances, a student may petition, in writing, for an exception to this policy. The petition must be sent to the Associate Dean for Academic Affairs and is reviewed by the Evaluation and Promotion Committee.

In order to be considered for **graduation**, a student must complete the following:

- Successful completion, as validated by the departments, the Student Evaluation and Promotion Committees, and the Administration, of all courses and clinical procedures.
- Maintenance of a minimum cumulative grade average of 76 for didactic courses.
- Maintenance of a minimum cumulative grade average of 76 for preclinical laboratory courses.
- Maintenance of a minimum cumulative grade average of 76 for clinical courses.
- Satisfactory completion of all required competency examinations.
- Satisfactory completion of all extramural rotations.
- Satisfactory completion of a minimum of four credit hours of electives.
- Satisfactory completion of two UTDB Continuing Education courses.
- Pass Part II of the National Board Dental Examinations.
- Payment of all outstanding fees and return of all loaned equipment.
- Demonstrated evidence of satisfactory moral, professional and ethical behavior.

Issuance of DDS Diploma

Students, who have completed all of the criteria listed above, will be eligible to receive their diploma on the day of Commencement. However, if one or more of the criteria listed above is not met prior to the day of Commencement, the student will not be eligible to receive their diploma on the day of Commencement. The student's official graduating date will be the last day of the month when all the criteria has been met. (For example, if all clinical experiences are not completed until the middle of June, then the student's official graduating date will be June 30th). If this occurs, a new diploma with the new date must be ordered by the Registrar's Office and the time frame for receiving the diploma will be 4 to 6 weeks after the date ordered.

APPEAL PROCESS

A Dental Branch student may appeal any academic action to the Associate Dean for Academic Affairs, in writing, within five working days after receipt of the notice of the academic action. The student must provide the Associate Dean for Academic Affairs with a written statement clearly explaining all rationale for the appeal and include any documentation that exists in support of his or her position.

The Associate Dean for Academic Affairs will refer each appeal to an Ad hoc Appeals Committee. The Office of the Associate Dean for Academic Affairs will assist by scheduling the meetings of the ad hoc Appeals Committee.

- The Chair of the Ad hoc Appeals Committee, along with an alternate from among the faculty of the Dental Branch, will be selected and appointed by the Committee on Committees and approved by the Faculty Senate. The Chair will preside over the Ad hoc Appeals Committee and vote only in case of a tie. The length of term will be three years. The alternate will preside over the Ad hoc Appeals Committee in the event that the chair is unable to attend.
- Two members of the Ad hoc Appeals Committee will be selected by the Ad hoc Chair from among the Chairs of the four (4) Student Evaluation and Promotion (E&P) subcommittees. However, the overall E&P Committee Chair and the Chair of the subcommittee whose recommendation is being appealed will be ineligible to serve on the Ad hoc Appeals Committee. (In some cases this will be the same person.)
- In the event that the subcommittee chair whose subcommittee's recommendation is being appealed is also the Chair of the overall E&P Committee, two Ad hoc Appeals Committee members will be selected by the Chair of the E&P Committee by lot from the remaining three chairs of the E&P subcommittees.
- In addition, the student making the appeal may select two members from among the Dental Branch Faculty who are neither their Faculty Advisor nor members of the E&P Committee who decision is being appealed.
- Each of the four Ad hoc Appeals Committee members will have one vote. In the case of a tie vote, the Chair of the Ad hoc Appeals Committee will vote.

The Ad hoc Appeals Committee will review the student's appeal letter, written statement and/or documentation, meet with the student, the student's Faculty Advisor, the Chair of the Student Evaluation and Promotion Subcommittee that made the initial decision, and other involved individuals as appropriate, and submit a final recommendation to the Dean within five working days of the final Ad hoc Appeals Committee meeting. The student will be notified of the Dean's decision within seven working days following the Dean's receipt of the Ad hoc Appeals Committee's recommendation. The Dean's decision is final.

While the appeal of an academic action is under review and until the student receives notification of a final decision by the Dean, the student may continue her/his academic studies unless they are directed not to do so by the Associate Dean for Academic Affairs.

If an academic action is dismissal, a dismissed student must immediately discontinue participating in all Dental Branch educational activities unless an appeal is pending. All personal belongings must be removed from the Dental Branch facilities within five working days following receipt of the final notice of dismissal.

The Dental Branch Student Evaluation and Promotion Committee consist of four subcommittees: The First Year Dental Student Evaluation and Promotion Subcommittee, the Second Year Dental Student Evaluation and Promotion Subcommittee, the Third/Fourth Year Dental Student Evaluation and Promotion Subcommittee, and the Dental Hygiene Student Evaluation and Promotion Subcommittee. Each Subcommittee has a Chairperson. One of the four Chairpersons also serves as Chair of the Dental Branch Evaluation and Promotion Committee.

The Ad hoc Appeals Committee consists of the following voting members: A Chair that is selected by the Dental Branch Committee on Committees (who votes only in the case of a tie vote), the Chairs of two Student Evaluation and Promotion Subcommittees, and two faculty members selected by the student.

POLICIES AND RESPONSIBILITIES

PROFESSIONALISM

Professionalism is defined as, "the conduct, aims, or qualities that characterize or mark a profession or a professional person." While these characteristics may vary from profession to profession, the practice of dentistry requires professionalism which goes far beyond basic honesty and integrity. The University of Texas Dental Branch at Houston's faculty and administration are dedicated to the development of professionalism in all students. The aim of the institution is to create a learning environment which offers students the opportunity to develop standards of excellence which will sustain them throughout their professional careers.

While students will be evaluated on the basis of their intellectual and psychomotor abilities, students are also required to be exemplary in their grooming, personal conduct, and relationships with faculty, peers, and patients.

The students' responsibilities at The University of Texas Dental Branch at Houston may be classified in five broad areas, which are as follows:

- academic performance
- academic integrity
- professional conduct
- conduct associated with The UT Health Science Center at Houston, but not directly related to academic or professional training of the student
- off-campus conduct not associated with The UT Health Science Center at Houston, which may reflect adversely on the image and reputation of The UT Health Science Center at Houston.

Every effort is made to insure that classes begin and end at the appropriate times. Generally, classes last for 50 minutes, beginning promptly on the hour and ending at ten minutes before the next hour. Students are reminded the following behavior is considered *unprofessional*:

- audible signals on pagers or cellular phones during class
- talking on cellular phones during class
- use of electronic devices not directly related to course presentation
- **not attending class**
- taking handout materials before class starts but not attending the class
- being late for class
- leaving class after the presenter has started or before the presenter has concluded
- eating food during class except when a class is scheduled at lunchtime.

Different guidelines exist for the assurance of due process based upon whether the student difficulties are academic or disciplinary. Academic penalties result from failure to attain a required level of scholarship, professional conduct and performance. Disciplinary penalties arise from violation of prescribed institutional as well as civil and criminal codes of conduct.

Academic matters relate to academic performance and some aspects of professional conduct. Non-academic (disciplinary) matters relate to integrity, professional conduct and conduct not directly related to academic or professional training of the student.

Students who disrupt the learning of others in the academic arena will have the issue brought before the grade appropriate Student Evaluation and Promotion Committee and will be considered for academic action that could include probation or dismissal.

ACADEMIC INTEGRITY

It is imperative that students maintain high standards of integrity in their scholastic endeavors. It is the responsibility of the students and faculty to see that such standards are maintained.

The **Honor Pledge** is designed to encourage faculty and students to reflect upon the University's core institutional value of academic integrity. Students are asked to sign the following pledge on graded academic assignments not specifically exempted by the instructor:

I pledge that I have not given, received, or observed any unauthorized assistance on this assignment/examination.

Scholastic dishonesty involves, but is not limited to, one of the following acts: cheating, plagiarism, and collusion.

Cheating is defined as receiving unauthorized aid on an examination, quiz, paper, or laboratory project such as:

- Copying from another student's test paper or laboratory project.
- Using unauthorized materials during a test.
- Possession of unauthorized material during a test such as class notes, crib notes, etc. The presence of textbooks, electronic devices and/or other course material such as class notes, crib notes, etc. is prohibited for that test unless explicitly allowed by the Course Director.
- Knowingly using, buying, stealing, transporting, or soliciting, in whole or in part, the contents of an unreleased test.
- Collaborating with or seeking unauthorized aid from another student during a test.
- Substituting for another person, or permitting another person to substitute for oneself, when taking a test or performing a laboratory procedure, signing clinical patient records, class attendance records, or requisitions for supplies and materials.
- Bribing another person to obtain an unreleased test or information about an unreleased test.

Plagiarism means the appropriating, buying, receiving as a gift or obtaining by any means, another's work and the unacknowledged submission or incorporation of it into one's own written work and offered for credit.

Collusion means the unauthorized collaboration with another person in preparing academic assignments which are offered for credit.

The penalty for scholastic dishonesty, as described in the Board of Regents' *Rules and Regulations*, can be: disciplinary probation, withholding of transcript or degree, barring against readmission, failing grade, denial of degree, suspension from the institution for a period of time not to exceed one calendar year, or expulsion from the institution for a specific period of time not less than one year.

Suspected breaches of academic integrity will be reported to the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. Such breaches, if observed by students or faculty, are expected to be reported as soon as possible after the incident. If such charges are found to have merit, disciplinary proceedings will commence as described previously.

STUDENT CONDUCT AND DISCIPLINE

As a component of The University of Texas System and The University of Texas Health Science Center at Houston, The University of Texas Dental Branch at Houston is responsible for enforcing the policies for student conduct and discipline as provided in the Board of Regents' *Rules and Regulations*, Part One, Chapter VI, Section 3. The Associate Dean for Student Affairs of The University of Texas Dental Branch at Houston is responsible for executing these policies. All students are responsible for knowing and observing these regulations. The complete text of the Board of Regents' *Rules and Regulations* is available in the Office of the Dean and through the UT System Web site:

<http://www.utsystem.edu/bor/rules.htm>

Applicable Health Science Center policies can be found through the UTHSC-H Web site:

http://www.uth.tmc.edu/ut_general/admin_fin/planning/pub/hoop/complete_toc.html#chap6

The following is a summary of student disciplinary rules and policies:

Students are expected to abide by state and federal law, the Board of Regents' *Rules and Regulations*, the policies of both the The University of Texas Health Science Center at Houston and the administration of The University of Texas Dental Branch at Houston, and to show respect for properly constituted authority while observing correct standards of conduct. Any student must provide their name, address, and student status if questioned by a representative of The University of Texas Dental Branch at Houston or The University of Texas Health Science Center at Houston. Violation of any of these, or a failure to maintain a minimum standard of conduct, renders a student subject to disciplinary action, including immediate suspension when appropriate.

The following actions are specifically listed as grounds for student discipline:

- engaging in conduct prohibited by law or The University of Texas System rules, whether the conduct takes place on or off campus
- appropriating UTHSC-H resources for private gain
- computer hacking
- altering official records
- cheating on course work
- defacing or destroying university property
- engaging in speech likely to invite lawless action
- hazing
- engaging in conduct that threatens the health or safety of any person on campus
- obstructing or interfering with teaching or research
- illegally using, possessing or selling drugs or narcotics on campus

Policies and procedures related to clinic conduct and discipline are found in The University of Texas Dental Branch at Houston's Clinic Manual.

In addition to the offenses listed, The University of Texas Health Science Center at Houston reserves the right to bring disciplinary action against students for conduct not included on the list.

The use, possession, or distribution of alcohol by individuals on the premises of The University of Texas Health Science Center at Houston is prohibited. Alcoholic beverages may be served at The University of Texas Health Science Center at Houston's sponsored events when the sponsors comply with The University of Texas Health Science Center at Houston's relevant policies.

Students have the rights of assembly and free speech and may request the Dean of The University of Texas Dental Branch at Houston to specify places and conditions under which students and their organizations may petition, post signs, set up booths, or peacefully demonstrate. These rights and responsibilities also apply to extracurricular student activities on campus and to invited off-campus speakers while in The UT Health Science Center at Houston.

Solicitation is restricted in The UT Health Science Center at Houston. Sales and services are limited to those sponsored by organizations in accordance with the Board of Regents' *Rules and Regulations*.

The Associate Dean for Student Affairs of The University of Texas Dental Branch at Houston has the primary authority and responsibility for the administration of student discipline. It is the duty of the Associate Dean for Student Affairs to investigate allegations against students. In such cases, the Associate Dean for Student Affairs may proceed with the disciplinary process, including immediate interim disciplinary action pending a hearing, such as suspension or interim withholding of a student's grades, degree, or official transcript.

The Associate Dean for Student Affairs may summon the student for the purpose of discussing the allegations. If the Associate Dean for Student Affairs determines that the allegations are not unfounded, the student will be notified. If a student fails to appear, hearing procedures may be implemented in the student's absence and the student may be barred from enrollment until the student appears or responds.

If the accused student does not dispute the facts upon which charges are based and executes a written waiver of the hearing procedures, the Associate Dean for Student Affairs shall assess a penalty and inform the student of such action in writing. The decision of the Associate Dean for Student Affairs may be appealed as described in the Board of Regents' *Rules and Regulations*; however, the appeal is limited to the issue of penalty.

If the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial hearing officer. The accused student will be given ten days notice of the date, time, and place for such hearing and the name of the hearing officer. The notice will include a written statement of the charges and a summary statement of the evidence supporting such charges. The hearing shall be conducted such that both parties have the right to exchange lists of witnesses, provide a summary of the testimony to be given by each and a copy of documents to be introduced at the hearing at least three days prior to the hearing. Each party shall have the right to appear and present evidence in person or through a designated representative or counsel of choice. Each party or the designated representative or counsel shall have the right to cross-examine witnesses. The hearing will be recorded. If either party desires to appeal the findings of the hearing, the record will be transcribed and both parties will be furnished a copy of the transcript.

The accused student may challenge the impartiality of the hearing officer up to three days prior to the hearing; however, the hearing officer shall be the sole judge of his or her impartiality.

The hearing officer shall render and send to both parties a written decision containing findings of facts and conclusions as to the guilt or innocence of the accused student. Furthermore, the hearing officer shall assess a penalty or penalties as prescribed in the Board of Regents' *Rules and Regulations*.

Both parties may appeal the disciplinary action of the hearing officer to the President of The University of Texas Health Science Center at Houston within fourteen days after notification of the decision. The President of The University of Texas Health Science Center at Houston may approve, reject or modify the decision in question or may require that the original hearing be reopened. The decision of the President of The University of Texas Health Science Center at Houston will be communicated in writing to the student and Associate Dean for Student Affairs within 30 days after the appeal. This decision is not subject to further appeal.

Students who are placed on disciplinary or academic probation may be ineligible for financial aid.

A student neither loses the rights, nor escapes the responsibilities, of citizenship by matriculating at The University of Texas Dental Branch at Houston. Students who violate the law may incur penalties prescribed by civil or criminal authorities and, if such violation occurs in The University of Texas Health Science Center at Houston or in connection with a school activity, institutional penalties may also be imposed, regardless of whether penalties have been imposed by civil or criminal authorities for the same offense.

Students must maintain a high standard of individual honesty and integrity in their scholastic work in order to protect the value of the academic program being pursued. The University of Texas Dental Branch at Houston shall keep written records of disciplinary charges and actions separate from the student's academic record and they shall be treated as confidential. The contents of these records shall not be revealed except by the request of the student or in accordance with applicable state or federal laws.

The Associate Dean for Student Affairs of The University of Texas Dental Branch at Houston or the President of The University of Texas Health Science Center at Houston may take immediate, interim disciplinary action, including suspension, pending a hearing, when the continuing presence of a student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Finally, students are expected to exhibit good moral character, a sense of social responsibility, knowledge of and adherence to ethical standards, good attitudes, and a level of professionalism usually exhibited by competent health professionals.

PERSONAL APPEARANCE

Students are expected to maintain a professional personal appearance. During operating hours, students are prohibited from wearing shorts. Men's shirts must have sleeves and women are prohibited from wearing tank tops or halters. Baseball caps, jeans, and **non-UTDB T-shirts** are not considered appropriate attire in classes, preclinical laboratories, or clinics. These personal appearance standards are in effect from 7:00 am to 6:00 pm Monday through Friday. Students who are not in compliance with these minimal dress requirements will not be allowed to remain in the building.

The requirements for appropriate clinical attire can be found in the Clinic Manual.

ID BADGES

ID badges are required to be visibly worn at all times by students, staff, and faculty when in The University of Texas Health Science Center at Houston. Individuals who are not wearing valid ID badges or are unable to produce them upon request may be asked to leave the building and/or campus. ID badges are used for entrance into the building, the LRC, and are used to check out books from the Library. The replacement fee for a lost or damaged identification badge is \$10.00.

ATTENDANCE

Attendance is expected at all scheduled lectures, clinics, laboratories, seminars, case presentations, rotations, and individual faculty appointments. Attendance is considered one measure of a student's **professional conduct**. Students who abuse attendance requirements will be considered for academic action.

At the discretion of the course director, attendance may be taken through the use of various methods such as sign-in rosters, assigned seating and/or quizzes. Class begins promptly on the hour. Students are expected to be in their seats at that time. At the discretion of the course director, tardiness or leaving class early may be counted as an absence. Attendance records are official school documents, and thus falsification of these records by any student will constitute a significant act of dishonesty. At the discretion of the course director, attendance may play a part in the course grade as described in the course syllabus.

Policies on attendance in the clinics are found in The University of Texas Dental Branch at Houston Clinic Manual, Section 5.5.

Procedures for Reporting Absences

All absences are to be reported by the student to the Office of Student Affairs (713-500-4432) no later than 11:00 am on the day of the absence. The student is to provide the following information: their name, reason for the absence, and a list of classes and their course directors that will be missed on that day. The student must call the Office of Student Affairs on subsequent days unless the Associate Dean for Academic Affairs grants a leave of absence (see leave of absence below). Documentation of the reason for the absence will be required in most instances in order for an excused absence to be granted.

It is the student's responsibility to contact the course directors of missed classes within five days of returning to school to determine what, if any, arrangements are to be made for missed coursework (examinations, practical exams, etc.). The Office of Student Affairs will retain records of reported absences and inform course directors of excused and unexcused absences. If a scheduled examination, quiz, or required activity will be missed, the course director should also be contacted, preferably before the scheduled start of the examination or required activity.

Anticipated absences, e.g. advanced program interviews, doctors' appointments, etc., should be discussed with the appropriate course directors prior to the absence so that arrangements can be made as needed. Students should go to the Office of Student Affairs, Room 155, prior to the anticipated absence to complete the Student Request for an Excused Absence form. Externships must be approved in advance and appropriate paperwork must be filled out, signed and approved by the Associate Dean for Academic Affairs.

In the case of an absence necessitating cancellation of patient appointments, it is the student's responsibility to notify their practice leader, their scheduler, and their affected patients.

STUDENT WITHDRAWAL

Any student who does not intend to continue as a student must officially **withdraw**, rather than simply stop attending classes and laboratories. Students who decide to withdraw must complete a Checkout Sheet and a Student Exit Form, which are available in the Office of Student Affairs (Room 155). Following an exit interview, the student must secure clearance from the various offices noted on the Checkout Sheet and return it to the Office of Student Affairs. Completion of this process constitutes an official withdrawal.

LEAVE OF ABSENCE

Any student who wishes to stop attending classes and laboratories temporarily, intending to continue studies at a later date, must submit a written request for a **leave of absence** to the Associate Dean for Academic Affairs stating the reason for the request, the length of leave requested, and the date for resuming studies.

The Associate Dean for Academic Affairs will confer, when necessary, with the Director for Clinical Education regarding the leave request. The Associate Dean for Academic Affairs will review the leave request and the student's academic record, and will recommend whether the leave should be granted and any conditions which must be met for the student to resume studies or re-enroll.

For students in academic jeopardy, the Associate Dean for Academic Affairs will refer the leave request to the Student Evaluation and Promotion Committee. The Student Evaluation and Promotion Committee will recommend to the Associate Dean for Academic Affairs whether the leave should be granted and, if so, the point in the curriculum where the student may re-enter and any necessary remediation activities following re-enrollment.

The Associate Dean for Academic Affairs will notify the student, in writing, of the action on the student's request, including any conditions which must be met by the student, and the expected re-entry date. Following approval by the Associate Dean for Academic Affairs, the student must complete a Checkout Sheet and a Student Exit Form which are available in the Office of Student Affairs (Room 155). The student must secure clearance from the various offices noted on the Checkout Sheet and return it to the Office of Student Affairs. Completion of this process constitutes an official leave of absence.

Students taking a leave of absence will re-enter the curriculum no later than the point at which the leave began, and students may be required to repeat a portion of the curriculum. Students on leave from The University of Texas Dental Branch at Houston for more than one calendar year may be required to repeat all or a significant portion of the curriculum.

DISABILITY ACCOMMODATION LARM AA

The University of Texas Health Science Center at Houston ensures equal educational opportunity for all qualified disabled individuals. The Equal Education Coordinator for The University of Texas Dental Branch at Houston is the Associate Dean for Academic Affairs.

ABSENCES ON RELIGIOUS HOLY DAYS

"Religious holy day" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code.

The University of Texas Dental Branch at Houston, in compliance with Section 51.911 of the Texas Education Code, will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, no later than the fifteenth day of the semester, the student notifies the course director of each class the student has scheduled on that date, that the student will be absent for a religious holy day. Students are responsible for notifying, in writing, the course director of each class. A copy of the letter must also be provided to the Office of Student Affairs.

The course director will establish a reasonable date for the completion of the assignment or examination and notify the student prior to the aforementioned holiday

SEVERE WEATHER AND SCHOOL CLOSURE

In the event of severe weather, The University of Texas Dental Branch at Houston students and employees may either call 713-500-9996 or visit web site <http://www.uthoustonemergency.org/> to find out if The University of Texas Health Science Center at Houston is open. Information will also be available on television Channels 2, 11, 13 and 48 and the following radio stations: KIKK (AM650, FM 96), KILT (AM 610, FM 100.3), KPRC (AM 950) and KTRH (AM 740).

DISCRIMINATION AND HARASSMENT

Policy Overview as stated in HOOP:

It is the policy of The University of Texas Health Science Center at Houston ("the university") to provide an educational and working environment that provides equal opportunity to all members of the university community. The university explicitly prohibits Discrimination and/or Harassment by any member of the university community on the basis of race, color, religion, sex, sex orientation, national origin, age, disability or veteran status.

To help achieve an environment free from prohibited Discrimination and Harassment, the university offers any individual who believes that he or she has been subjected to Discrimination or Harassment and informal resolution process and/or a formal complaint process to address his or her concerns.

Individuals who engage in Discrimination and/or Harassment in violation of this policy are subject to disciplinary action deemed appropriate by the university, including but not limited to written reprimands, imposition of conditions, suspension and dismissal.

The complete procedures for complaints for students and all The University of Texas Health Science Center at Houston personnel are contained in the *UTHSC-H Handbook of Operating Procedures*, Section 2.04, p. 2-7, which is available on the Web.

http://legal.hsc.uth.tmc.edu/hoop/02/2_04.html

GENERAL INFORMATION

ACADEMIC ADVISORS

Although all members of the faculty and administration are readily available to meet with students, a specific faculty member is assigned to each student as an academic advisor. The University of Texas Dental Branch at Houston advisory system gives students the opportunity to discuss academic or personal matters on an unofficial basis with an informed faculty member. Each student's academic advisor is his or her personal confidant who will help the student progress through The University of Texas Dental Branch at Houston curriculum. Students are encouraged to meet with their advisors periodically and keep them informed relative to their academic and clinical progress. Students are required to meet with their advisors when requested.

Occasionally, conflicts arise which prevent academic advisors from performing effectively in that capacity. If either students or advisors feel that such a conflict exists, either individual has the option of requesting a reassignment from the Associate Dean for Academic Affairs. In the event that a faculty member leaves The University of Texas Dental Branch at Houston, a new academic advisor will be assigned to the student. If, for any reason, a student does not feel they have sufficient contact with their academic advisor, it is the student's responsibility to contact the Associate Dean for Academic Affairs to resolve the situation.

COMMUNICATION WITH STUDENTS

The normal, everyday method of communication with students is via email. Each student enrolled at The University of Texas Dental Branch at Houston has an email address. Each student enrolled at The University of Texas Dental Branch at Houston must ensure that they are **able to receive and send email messages**. **Email messages may not be forwarded to a non-UTHSC-H account**. Problems either receiving or sending email messages should be reported to the HELP desk at 713-500-4848. A student must have their own computer with email capabilities. Each student should check for new email messages at least daily. **Public access computers are available in the first floor of the Library and the Learning Resources Center (third floor of the Library)**. The University of Texas Dental Branch at Houston's Course Directors, Department Chairs, Academic Advisors, Administrators, Faculty and/or staff frequently find it necessary to contact a student, pass along important information to a student, or request information from a student. **It is part of each student's responsibility to check for new email messages on a daily basis and respond when necessary**. Students have limited space on the email server and must empty their "in boxes" and "sent boxes" periodically to make sure they continue to receive all email messages.

The following are additional ways faculty, staff, and administrators can communicate with students.

1. Pagers – are useful for DDS2 (beginning with the Spring Semester), DDS3, DDS4, DH1, DH2, and most students in Advanced Education Programs. Pagers are particularly valuable for patient-student communication. They are also used by the Office of Academic Affairs, the Office of Patient Care and its Divisions, the Office of Student Affairs, and Departments (particularly the Department of Prosthodontics Outpatient Dental Laboratory) to contact students individually. Students who have been issued pagers are requested to please wear them.
2. Official Letters or Memoranda – The Office of Academic Affairs, or the Dean's Office frequently send an official letter or memorandum to a student. Students will be notified by email to come by the Office of Academic Affairs to retrieve official correspondence of this nature. On some occasions, an official letter or memorandum is also sent, usually by CERTIFIED RETURN RECEIPT MAIL, to the student's official mailing address. Changes in your official mailing address must be reported to the Office of Student Affairs and the Registrar's Office.

3. Flyers – Student organizations, classes, the Office of Student Affairs, the Office of Academic Affairs, Departments and Committees use flyers. These are posted in conspicuous locations, sent directly to students, or distributed before classes.
4. Class Announcements – Occasionally, a faculty member, an administrator, a staff member, or a class officer will make an announcement to a class immediately before the class begins or immediately after the class ends.
5. Basement Bulletin Boards – The basement hallway is used by departments and administrative areas to post important information. Students should check these bulletin boards on a regular basis.

FACULTY AND COURSE EVALUATION

Generally, students are provided the opportunity to evaluate each course and the faculty members who teach in that course before the course ends. Student input is seriously and thoughtfully considered by The University of Texas Dental Branch at Houston's Curriculum Committee, the respective Department Chair, Course Director, and any faculty member who significantly contributes to the course. Constructive criticism and progressive course changes are not possible unless students know that their comments are welcomed, and that they are safe from reprisal. Students' anonymity is protected by every means possible. Our objective is to provide the best dental education possible and improve course content and teaching performance. Student input, through course and faculty evaluations, is crucial to meeting this objective. In addition, when the number of completed evaluation forms received is close to the total number of students in the class, these forms provide a more accurate assessment on which to base future changes. Please do your part to make our data more meaningful. Remember that your written comments should be thoughtful and professional. **Inappropriate written comments will not be considered and will reflect poorly on the entire class.**

DDS PROGRAM COMPLAINTS

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, Suite 600, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Complaints not related to accreditation standards concerning academic issues should be presented to the Associate Dean for Academic Affairs.

VIDEO TAPING OF LECTURES

It is the policy of The University of Texas Dental Branch at Houston that any videotaping of course lectures by students must be done with the approval, knowledge and **permission** of the specific course director and/or any guest speaker participating in the course.

COMPUTER REQUIREMENTS

All DDS students **must** have a computer. Students may use either a desktop or a laptop computer with an operating system of winXP. Computers manufactured within the last two years should have this capability. It is also suggested that students have a USB key to transfer documents and that broadband (cable or DSL) would be extremely useful over dialup through the school or otherwise.

If you already own a personal computer and are not sure of the operating system capabilities or have questions regarding computer requirements, please contact

Richard Halpin, Instruction & Training Developer, LRC
Room 341, Phone: 713 500 4216
Email address: Richard.Halpin@uth.tmc.edu

To be eligible to receive financial aid for the computer purchase, the student must present a paid receipt to the Student Financial Aid Office.

MAGNIFICATION

First year DDS students are **required** to have high quality optical eyewear with magnification. This eyewear will be routinely used in pre-clinical laboratories and in the clinics. When they are worn in the clinic, they must have fixed side-shields as part of the infectious control requirements. Questions regarding optical eyewear with magnification should be directed to

Dr. Peggy O'Neil
Associate Dean for Patient Care
Room 142. Phone number: 713 500 4263
Email address: Peggy.A.Oneil@uth.tmc.edu

A cost allowance for the optical eyewear magnification is included in the student financial aid package.

DENTAL BRANCH AVAILABILITY TIME

The University of Texas Dental Branch at Houston building normally will be open from 7:00 am to 6:00 pm, Monday through Friday. All doors will be secured at all other times. Entrance to the building on nights and weekends will be through the faculty entrance on the north side of the building facing Moursund Street. These doors have a magnetic security lock which requires a UTHSC-H identification badge for activation. UTHSC-H identification badges will permit student entrance to The University of Texas Dental Branch at Houston building from 7:00 am to 10:00 pm on weekdays, and 9:00 am to 5:00 pm on Saturday and Sunday. The University of Texas Dental Branch at Houston building will be closed on all scheduled UTHSC-H holidays. For safety, security, and energy conservation, access to the building is not available during any other times than listed above.

STUDENT DIRECTORY

Any changes in a student's name or address **must be reported within thirty days** to the Office of Student Affairs (Room 155) or the Registrar's Office (UCT 2250) by filling out the appropriate forms, available in either office.

INFORMATION AND REFERRAL SERVICES

UT Counseling and WorkLife Services (713-500-3327 or 1-800-346-3549) provides counseling and short-term therapy needs for students at no charge. Services include evaluation, individual and marital/couple counseling, and group therapy. All records are kept confidential to the extent allowed by law. Individuals who require long-term therapy are referred to the Department of Psychiatry at the The University of Texas Medical School at Houston. UT Counseling and WorkLife Services also offers outreach and preventive services such as stress reduction workshops and support groups, to enhance adjustment to professional schools.

The Houston Area Women's Center (713-528-6798) provides a shelter for abused women and children, a 24-hour sexual assault hotline (713-528-7273) and a domestic violence hotline (713-528-2121). For more information regarding the services provided by this group visit their web site, <http://www.hawc.org>.

The University of Texas Medical School at Houston's, Department of Psychiatry and Behavioral Sciences (713-500-2500), (dial in your phone number and the # sign, the nurse coordinator will return your call) provides substance abuse counseling, referral and treatment.

The pamphlet "Student Substance Abuse Policy of the The University of Texas Health Science Center at Houston" is available in the Office of the Dean. For further information about the policy, contact Student Health Services (713-500-3267).

A comprehensive policy dealing with the Acquired Immune Deficiency Syndrome (AIDS) has been developed by The University of Texas Health Science Center at Houston. A copy of the pamphlet, "AIDS in the Workplace", is available in the Office of the Dean. For further information, contact Student Health Services (713-500-3267).

Other agencies and the telephone numbers which may be helpful:

The League of Women Voters	713-784-2923	http://www.lwvhouston.org
Planned Parenthood Center	713-522-6363	http://www.pphouston.org
Texas Health & Human Service Commission	2-1-1	http://www.hhsc.state.tx.us/

LEARNING RESOURCE SERVICES

LIBRARIES

The University of Texas Dental Branch at Houston's Library collection of books and journals focuses specifically on dentistry, with related support materials. The Library participates in the Texas Health Science Libraries Consortium, which includes the libraries in the Texas Medical Center and the University of Texas Medical Branch at Galveston. The Consortium provides a shared online catalog and access to bibliographic and full-text databases. The University of Texas Dental Branch at Houston's Library provides assistance at the Support Desk and interlibrary loans for materials not held in The University of Texas Dental Branch at Houston's Library.

The University of Texas Dental Branch at Houston's Learning Resources Center (LRC) is located on the third floor in Room 341 and is part of The University of Texas Dental Branch at Houston's Library. The only entrance to the LRC is through the third floor hallway doors and a UTHSC-H picture ID badge is required to gain access. The LRC makes many different technologies available in one location.

Computers are located in individual carrels in the LRC, as well as in the Training Area. Access to email, word-processing, the Internet, databases and online catalogs, presentation software, the Electronic Patient Record, and other resources are made available to students, faculty, and staff affiliated with The University of Texas Dental Branch at Houston. Classes to support these resources are taught throughout the year, and assistance is available by staff onsite or by appointment. Other resources available in the LRC include slide projectors, television monitors, slide scanner and a flatbed scanner. A pay printer/copier is available in the LRC. The printer/copier accepts copy cards. Each page costs 8 cents with a copy card. Copy cards are available at the copy station or at the Bookstore in the Dental Branch basement, Room B08. Students found using any other form of payment to obtain copies such as unauthorized UTHSC-H copy codes, will be subject to disciplinary action which could include dismissal.

The UTHSC-H picture ID badge also serves as The University of Texas Dental Branch at Houston library card. This badge is valid until graduation. Students must present this badge at the Support Desk in the Library when checking out materials. The UTHSC-H picture ID is also honored at all of the libraries in the Texas Health Science Libraries Consortium and can be presented at any circulation desk for charging materials. Students are responsible for all materials charged against their UTHSC-H picture ID badge.

Hours for Dental Branch Library/LRC:

Monday-Thursday	7:30am - 9:00pm
Friday	7:30am - 5:00pm
Saturday	9:00am - 5:00pm
Sunday	Closed

During the summer session, The University of Texas Dental Branch at Houston's Library and LRC hours are 8:00am - 5:00pm, Monday - Friday. The University of Texas Dental Branch at Houston's Library and LRC are closed on all scheduled UTHSC-H holidays.

Telephone:	713-500-4094
FAX:	713-500-4100
URL:	http://www.db.uth.tmc.edu/library-lrc

COPYRIGHT INFRINGEMENT

The Copyright Act of 1976 prohibits unauthorized reproduction of copyrighted material. Students are specifically prohibited from unauthorized reproduction of textbooks, video tapes and related material. Students who engage in such activity are subject to disciplinary action. A copy of *Copyright and the University Community*, a monograph of the Office of General Counsel, The University of Texas System, August, 1993, is available on reserve in the library. Students found making unauthorized reproduction of copyrighted material will be subject to disciplinary action which could include dismissal.

COMPUTER SERVICES

The University of Texas Health Science Center at Houston's Network Services is responsible for network and computer activities within the school. The school's network is connected to the Internet and UT Intranet. Student access to school resources and the Internet is made available through The University of Texas Dental Branch at Houston Learning Resource Center (LRC).

BOOKSTORES

The University of Texas Dental Branch at Houston **Dental Supply and Bookstore** (713-500-4450) is located in the basement of The University of Texas Dental Branch at Houston, Room B8, and stocks required and recommended dental supplies, dental kits, textbooks and some course monographs, as well as a limited offering of school supplies and some clothing. The store is open from 8:00 am – 4:00 pm closing for lunch from 12:30 pm – 1:00 pm.

Books and equipment that are not in stock may be special-ordered for a nominal deposit. A knowledgeable staff is always present and looks forward to assisting you with your purchases.

The University of Texas Health Science Center at Houston **Bookstore** (713-500-5860) is located on the ground floor of the John H. Freeman Building and is open Monday through Friday from 8:30 am - 5:00 pm.

The UTHSC-H Bookstore carries a large number of reference texts, as well as school supplies, T-shirts, greeting cards, coats and laboratory jackets, paperback books, bike locks, and backpacks. Sales on selected items occur throughout the year. Additionally, the UTHSC-H Bookstore coordinates the ordering of graduation invitations, academic regalia, and school rings.

Additional information on the UTHSV-H Bookstore can be found at <http://books.uth.tmc.edu/>

EDUCATIONAL SUPPORT SERVICES

This department provides services for UTDB-H students, faculty and staff. The following is a list of those services:

Office of the Director (Room 328A)

Office of Educational and Support Services (Room 334)

- Administration of the Student Dental Rental Instrument Program, including acquisition, distribution, inventory and maintenance.
- Seating and locker assignments for pre-clinical laboratory students

- Acquisition, issuance and retrieval of pre-clinical gold for second year students
- Coordination of pre-clinical laboratory
- Maintenance and equipment repair

Dispensary (Room 330)

Dispensing, issuance and retrieval of instruments, equipment and supplies, as follows:

- | | |
|--|-------------------------------------|
| • Tooth ID sets | • Brainstems and charts |
| • Lymbric system models | • Neuro atlas |
| • Microfiche | • Microfiche readers |
| • Microscopes | • Glass slides |
| • Slide projectors | • 2x2 slides |
| • VHS tapes | • Study guides |
| • Audio tapes | • Tooth models (split base) |
| • Pedo models | • Articulators |
| • Electric lab engines | • DH cassettes |
| • Chair manikins | • Basic science related equipment & |
| • Skulls | • supplies |
| • Special related instructions and materials | |

Pre-Clinical Dispensary (Room B56)

Distribution of consumable supplies, distribution and retrieval of selected equipment and supplies for first and second year dental students.

Simulation Learning Center Dispensary (Room 1.085A)

Book Store (Room B08)

Sale of requested instruments, books, materials and supplies for all students.

Dental Equipment Repair and Maintenance (Room 330)

Provision for repair and maintenance of dental equipment for all clinics, pre-clinic and departmental laboratories. Also, maintenance and repair of locks and keys for student assigned desk drawers and lockers.

INSTRUCTIONAL MEDIA SYSTEMS

Instructional Media Systems is located on the first floor, room 161A. The hours of operation are:

Monday-Friday 8:00 am – 12:00 pm and 1:00 pm – 4:30 pm

Photographic services, including patient photography, are available
Monday-Friday 8:15 am – 11:45 am and 1:15 pm – 4:30 pm

Audio-visual assistance available – contact Darrel Gonzales by email:
db-ims@uth.tmc.edu

Services available through the department include:

- film purchase and processing
- patient photography
- passport and application photos
- poster and table clinics
- computer graphics

- laminating services
- tape reproduction and certificates

All of the above services must be accompanied by an Instructional Media Systems work order, signed by the department chairperson with an account number for the account to be charged. If paying by cash, the work order can be obtained in room 161A.

NATIONAL BOARD DENTAL EXAMINATIONS

PART I

To qualify to take Part I of the Dental National Board Dental Examination (NBDE), students must have successfully completed the first year of the curriculum and all courses in the second year of the curriculum covered by this portion of the examination. In addition, students must attend scheduled review sessions and successfully pass the NBDE-Part I qualifying examination. Dental students must pass NBDE-Part I to be promoted to the fourth year. A student who has taken National Board Part I in July before entering the fourth year will not have received a score prior to the start of the academic year. The student will be allowed to attend fourth year didactic courses but will have third year clinic hours. Once the student receives a passing grade, they will be allowed to have fourth year clinic hours. If the student receives a failing grade, the Third and Fourth Year Evaluation and Promotion Committee will meet to evaluate the student. The student will be considered for dismissal or repeating the third year.

Applications and specific prerequisites for eligibility can be obtained from the Office of Student Affairs or on line through the American Dental Association website. The examination may be registered for on line or through paper application. The examination date must be scheduled with a Prometric Center after approval has been given by the American Dental Association.

PART II

After students have successfully finished the second year of the curriculum and successfully completed all the courses in the third year of the curriculum covered by Part II of the Dental National Board Examination, they are eligible to take that examination. In addition, students must attend scheduled review sessions and successfully pass the NBDE-Part II qualifying examinations. Dental students must pass NBDE-Part II to be considered for graduation. Specific prerequisites for eligibility can be obtained from the Office of Student Affairs. The application procedure is otherwise identical to that for Part I.

Published dates for Parts I and Part II of the Dental National Board Examinations are listed below. Students are encouraged to consult the Office of Student Affairs for final dates.

	<u>Testing Date(s)</u>	<u>Application Deadlines</u>
Part I	July 5, 2010 – August 20, 2010 Prometric Testing Centers	May 10, 2010
Part II	Dec. 1, 2010 – Jan. 16, 2010 Prometric Testing Centers	September 13, 2010

After application is processed, candidates will receive instructions by letter to call and register for the test with Prometric Testing Center.

Additional information about the National Board Dental Examination can be found on the American Dental Association website: <http://www.ada.org/>

STUDENT ORGANIZATIONS

Student organizations at The University of Texas Dental Branch at Houston provide students with an opportunity to become involved with the activities of professional societies. Professional student organizations at The University of Texas Dental Branch at Houston include:

PROFESSIONAL ORGANIZATIONS

American Association for Dental Research - Student Research Group

The Student Research Group allows students the opportunity to be exposed to the tools of investigation and research in general, helping students to detect problems in their clinical experience and find a solution, closing the gap between clinical and laboratory research. The group will travel to various cities, learn to analyze and critique scientific journals, and work as a team on cutting-edge projects.

American Dental Education Association (Council of Students)

American Association of Women Dentists (Student Chapter)

American Dental Association (American Student Dental Association)/Texas Dental Association (Student Membership)

American Student Dental Association

Asian American Student Dental Association

Hispanic Student Dental Association

Student National Dental Association (Zeb F. Poindexter Chapter)

FRATERNITIES

Dental fraternities represented include Delta Sigma Delta, and Psi Omega. Fraternity Rush is conducted by the Inter-fraternity Council. Interested students can obtain more information regarding fraternity membership at the beginning of the academic year.

HONOR SOCIETY

Mu Mu Chapter of Omicron Kappa Upsilon, the National Honor Dental Society, was established in 1940. This society provides recognition for those students who demonstrate outstanding performance in their class during their four years of study in the Dental Education Program. The members of the graduating class who, in the opinion of the faculty members of Mu Mu Chapter, warrant such consideration, are recommended to the officers of Omicron Kappa Upsilon for membership in the honor society.

In addition, the top 10% of the freshman class is invited to attend the Chapter's annual Awards Convocation.

STUDENT COUNCIL

The Student Council coordinates a number of student activities at The University of Texas Dental Branch at Houston. Representatives to the council are elected from each class. Students may also participate in The University of Texas Health Science Center at Houston organizations, such as the Student InterCouncil, and the Student Union.

STUDENT INTERCOUNCIL (SIC)

SIC is a recognized forum of student opinion comprised of student representatives from each of the schools, including representatives of The University of Texas Dental Branch at Houston minority and international students.

STUDENT AWARDS

The following list of student awards, sponsored by organizations, corporations, or individuals, applies primarily to graduating fourth year students; however, exceptions are noted under the individual award listings. Many of these awards are dependent upon individual contributions and may, for various reasons, be discontinued, either on a temporary or permanent basis. Most of the awards are presented at a banquet prior to graduation.

ACADEMY OF DENTAL MATERIALS

For demonstrating excellence in the field of dental materials science

ACADEMY OF DENTISTRY FOR THE HANDICAPPED

For demonstrating sensitivity and sensibility toward the special dental needs of the handicapped

ACADEMY OF GENERAL DENTISTRY

For demonstrating exemplary of skill and excellence in every phase of clinical dentistry

ACADEMY OF OPERATIVE DENTISTRY

For demonstrating excellence in operative dentistry

ALPHA OMEGA INTERNATIONAL DENTAL FRATERNITY

For achieving the highest scholastic average for four years of dental study

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL RADIOLOGY

For demonstrating exceptional interest and accomplishment in dental radiology

AMERICAN ACADEMY OF GOLD FOIL OPERATORS

For demonstrating outstanding achievement in operative dentistry and proficiency in direct gold restorations

AMERICAN ACADEMY OF ORAL MEDICINE

For demonstrating outstanding performance in the field of oral medicine

AMERICAN ACADEMY OF ORAL PATHOLOGY

For demonstrating outstanding interest, accomplishment, and promise in the field of oral pathology

AMERICAN ACADEMY OF PERIODONTOLOGY

For demonstrating outstanding performance in the field of periodontics

AMERICAN ASSOCIATION OF ENDODONTISTS

For demonstrating outstanding interest and ability in the field of endodontists

AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

For demonstrating exemplary aptitude and achievement in the field of oral and maxillofacial surgery

AMERICAN ASSOCIATION OF ORTHODONTISTS

For demonstrating exceptional interest in the development of the orofacial complex

AMERICAN ASSOCIATION OF PUBLIC HEALTH

For demonstrated interest in public health

AMERICAN ASSOCIATION OF WOMEN DENTISTS

For fourth-year women dental students who have demonstrated outstanding leadership and academic excellence

AMERICAN COLLEGE OF DENTISTS

For contributions to dentistry through professional activities

AMERICAN COLLEGE OF PROSTHODONTISTS, SOUTHEAST TEXAS SECTION, DALE ANDREWS

For fourth-year students demonstrating high academic achievement and clinical proficiency in prosthodontics

AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY

For fourth-year students demonstrating proficiency in anesthesiology and dentistry

AMERICAN EQUILIBRATION SOCIETY

For demonstrating outstanding performance in the science of occlusion and temporomandibular joint function

AMERICAN SOCIETY OF DENTISTRY FOR CHILDREN

For demonstrating outstanding interest and ability in the field of dentistry for children

BLOCK DRUG COMPANY

For demonstrating interest in contemporary issues in dentistry by the composition of an essay on a current issue in dentistry

DENTSPLY INTERNATIONAL REMOVABLE PROSTHODONTICS

For demonstrating excellence in removable prosthodontics

HOUSTON DISTRICT DENTAL SOCIETY COMMUNITY DENTISTRY

For demonstrating outstanding interest in community dentistry

HOUSTON SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS

For demonstrating outstanding achievement in oral and maxillofacial surgery

INTERNATIONAL COLLEGE OF DENTISTS

For demonstrating the most professional growth and development in clinical and technical competence during four years of dental studies

INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS

For demonstrating academic achievement and interest in implantology

JAMES L. ROUT

For demonstrating outstanding achievement in the field of dental anatomy and occlusion

OMICRON KAPPA UPSILON NATIONAL DENTAL HONOR SOCIETY

For demonstrating outstanding academic and professional character as recognized by the Mu Mu chapter of Omicron Kappa Upsilon. In addition, the top 10% of the freshman class is recognized for their outstanding performance at the Chapter's annual Awards Convocation.

PROCTOR AND GAMBLE PREVENTIVE DENTISTRY

For demonstrating interest, above and beyond that required for graduation, in the area community dental health

QUINTESSENCE CLINICAL ACHIEVEMENT IN PERIODONTICS
For demonstrating clinical achievement in clinical periodontics

QUINTESSENCE CLINICAL ACHIEVEMENT IN RESTORATIVE DENTISTRY
For demonstrating clinical achievement in restorative dentistry

QUINTESSENCE RESEARCH ACHIEVEMENT
For demonstrating interest in the field of research

SOUTHWEST ACADEMY OF RESTORATIVE DENTISTRY
For demonstrating self-discipline, leadership, and dedication in the field of restorative dentistry

SOUTHWEST SOCIETY OF ORAL & MAXILLOFACIAL SURGEONS
For demonstrating self-discipline, leadership and dedication in the field of oral surgery

SOUTHWEST SOCIETY OF PROSTHODONTICS
For demonstrating outstanding achievement in the field of removable prosthodontics

TDA OUTSTANDING SENIOR AWARD
For outstanding leadership and professionalism and participation in activities relating to the promotion of dentistry

TELEDYNE HANAU PROSTHODONTICS
For demonstrating outstanding achievement in fixed and removable prosthodontics

UNIVERSITY OF TEXAS DENTAL BRANCH ALUMNI
For demonstrating outstanding scholarship in undergraduate dental studies

WALTER G. STERLING
For demonstrating the greatest academic achievement and professional development during four years of dental studies

THE DENTISTS' CREED

To respect my profession, my reputation, and myself. To be honest and fair with my patients as I expect my patients to be honest and fair with me; to think of Dentistry with loyalty, speak of it with praise, and act always as a custodian of its good name. To be a man or woman whose work carries weight with my fellow citizens; to be a booster, not a knocker; a pusher, not a kicker; a motor not a clog.

To base my expectations of reward on a solid foundation of service rendered; to be willing to pay the price in honest effort. To look upon my work as opportunity to be seized with joy and made the most of, and not as painful drudgery to be reluctantly endured.

To remember that success lies within myself, in my own brain, my own ambition, my own courage and determination. To expect difficulties and force my way through them; to convert hard experience into capital for future struggles.

To believe in my profession heart and soul; to carry an air of optimism into the presence of possible patients; to dispel ill temper with cheerfulness, kill doubts with strong convictions, and reduce active friction with an agreeable personality.

To make a study of the professional and business sides of Dentistry; to know both sides in every detail from the ground up; to mix brains with my efforts and use system and method in my work; to find time to do everything needful by never letting time find me doing nothing. To make every hour bring me dividends in fees, increased knowledge, or healthful recreation. To save money as well as earn it; to cut out expensive amusements until I can afford them.

Finally, to take a good grip on the joy of life; to play the game like ladies and gentlemen; to fight against nothing so hard as my own weaknesses; and to endeavor to grow as a dentist and as a person with the passage of every day of time.

THIS IS MY CREED.

Author unknown