The School’s credo:

We serve our community, care for the underserved, provide access to excellence in education, and treat all of our patients, students, staff, faculty, and their families with compassion and respect.

We will show adherence to the school credo by our communication, behaviors, attire, and unselfish pursuit of excellence.

Student Handbook 2017–2018

The rules, regulations, and information provided in this handbook are announcements only and in no way serve as a contract between the student and the School of Dentistry. The University reserves the right to modify any and all provisions of this handbook. Prospective and current students are responsible for consulting individual offices and/or departments concerning the latest information on programs, services, and other information contained in this handbook. In compiling this handbook, we have tried to be as accurate and complete as possible. In a University as large as this one, however, offices and services change from time to time. We offer our apologies for any changes that have been made since this handbook was printed.
Administrative Directory

The following is a list of departments and telephone numbers. All telephone numbers are prefixed by “215-707” unless otherwise indicated, calls made from Temple telephones are prefixed by “2.”

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EXT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAN’S OFFICE</td>
<td>2799</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td>2800</td>
</tr>
<tr>
<td>ADMINISTRATION AND FINANCIAL</td>
<td>9402</td>
</tr>
<tr>
<td>ADMISSIONS, DIVERSITY, AND</td>
<td>2801</td>
</tr>
<tr>
<td>BUSINESS OFFICE</td>
<td>2912</td>
</tr>
<tr>
<td>CLINICAL AFFAIRS</td>
<td>2913</td>
</tr>
<tr>
<td>COMMUNITY CLINIC</td>
<td>2200</td>
</tr>
<tr>
<td>COMPUTER LAB</td>
<td>3245</td>
</tr>
<tr>
<td>CONTINUING EDUCATION</td>
<td>7541</td>
</tr>
<tr>
<td>DENTAL PUBLIC HEALTH SCIENCES</td>
<td>7710</td>
</tr>
<tr>
<td>DEVELOPMENT AND ALUMNI</td>
<td>3304</td>
</tr>
<tr>
<td>DIAGNOSTIC RADIOLOGY CLINIC</td>
<td>2865</td>
</tr>
<tr>
<td>ENDODONTOLOGY</td>
<td>2810</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>2845</td>
</tr>
<tr>
<td>GRADUATE EDUCATION</td>
<td>3305</td>
</tr>
<tr>
<td>HENRY SCHEIN STORE</td>
<td>3617</td>
</tr>
<tr>
<td>INSTRUMENT MANAGEMENT</td>
<td>8429</td>
</tr>
<tr>
<td>OMPMS</td>
<td>5352</td>
</tr>
<tr>
<td>OMTS</td>
<td>4237</td>
</tr>
<tr>
<td>ORAL SURGERY</td>
<td>2871</td>
</tr>
<tr>
<td>ORTHODONTICS</td>
<td>2866</td>
</tr>
<tr>
<td>PARKNIG SERVICES</td>
<td>2277</td>
</tr>
<tr>
<td>PEDIATRIC DENTISTRY</td>
<td>2863</td>
</tr>
<tr>
<td>PERIODONTOLOGY</td>
<td>7667</td>
</tr>
<tr>
<td>PRE CLINIC LAB</td>
<td>2858</td>
</tr>
<tr>
<td>RESTORATIVE</td>
<td>2890</td>
</tr>
<tr>
<td>SECURITY</td>
<td>1537 or 1538</td>
</tr>
<tr>
<td>SEXUAL HARASSMENT</td>
<td>2995</td>
</tr>
<tr>
<td>SOBEL LAB</td>
<td>2874</td>
</tr>
<tr>
<td>STUDENT FINANCIAL SERVICES</td>
<td>2667</td>
</tr>
<tr>
<td>STUDENT HEALTH SERVICES</td>
<td>4088</td>
</tr>
<tr>
<td>TUTTLEMAN COUNSELING SERVICES</td>
<td>204-7276</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Reservations</td>
<td>14</td>
</tr>
<tr>
<td>STUDENT HEALTH SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>STUDENT AFFAIRS: POLICIES, PROCEDURES, SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>Advocacy</td>
<td>14</td>
</tr>
<tr>
<td>Criminal Background Clearance Policy</td>
<td>15</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>15</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>15</td>
</tr>
<tr>
<td>Locker Assignment Policy</td>
<td>15</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>16</td>
</tr>
<tr>
<td>Students with a Disability Services</td>
<td>16</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>16</td>
</tr>
<tr>
<td>Student Financial Scholarships</td>
<td>17</td>
</tr>
<tr>
<td>Psychological Services:</td>
<td>21</td>
</tr>
<tr>
<td>Wellness Resource Center</td>
<td>22</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS: Policies and Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Academic Records</td>
<td>22</td>
</tr>
<tr>
<td>Academic Regulations for the DMD Program</td>
<td>22</td>
</tr>
<tr>
<td>Advanced Standing</td>
<td>23</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>25</td>
</tr>
<tr>
<td>Promotion</td>
<td>26</td>
</tr>
<tr>
<td>Remediation</td>
<td>27</td>
</tr>
<tr>
<td>Tuition and Fees –Bursar Information</td>
<td>33</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>35</td>
</tr>
<tr>
<td>Short Term Medical and Maternity Leave Policy</td>
<td>37</td>
</tr>
<tr>
<td>Professional Competencies for the New DMD General Dentist</td>
<td>38</td>
</tr>
<tr>
<td>Introduction</td>
<td>38</td>
</tr>
<tr>
<td>Address and Name Changes</td>
<td>41</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>41</td>
</tr>
<tr>
<td>Loan Deferments and Proof and Enrollment</td>
<td>41</td>
</tr>
<tr>
<td>Transcripts</td>
<td>42</td>
</tr>
<tr>
<td>Tutoring Program</td>
<td>42</td>
</tr>
<tr>
<td>CLINICAL AFFAIRS</td>
<td>42</td>
</tr>
<tr>
<td>Patient Care</td>
<td>42</td>
</tr>
<tr>
<td>Ethical Foundation for Professional Education and Behavior for Pre-and Post Doctoral Students</td>
<td>42</td>
</tr>
</tbody>
</table>
This handbook has been developed to provide you with information in a format that is convenient and easy to use. We have included information that is important to you now or will be in the future. The information and regulations in this handbook are based on conditions at the time of publication and are subject to change. Academic Policies and Procedures of the Kornberg School of Dentistry have been included in this publication. Any questions regarding academic policies and procedures should be addressed to the Office of Academic Affairs, Room 335.

THE COMMISSION ON DENTAL ACCREDITATION

The Commission on Dental Accreditation offers students an opportunity to obtain copies of appropriate accreditation standards and to file relevant complaints. The Commission 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 the 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.

STANDARDS FOR PROFESSIONALISM AND COLLEGIALITY FOR STUDENTS

Introduction

The following document describes the humanistic culture environment we aspire to as a community of scholars at the Temple University Kornberg School of Dentistry and will serve as a guide for all members of the dental school community to create an environment that promotes professional behaviors during patient care and education. The School’s credo is as follows:

We serve our community, care for the underserved, provide access to excellence in education, and treat all of our patients, students, staff, faculty, and their families with compassion and respect.

We will show adherence to the school credo by our communication, behaviors, attire, and unselfish pursuit of excellence.

Communication

As members of a community, communication at the Temple University Kornberg School of Dentistry should be based on mutual respect, tolerance and consideration. We strive to create an environment that fosters mutual learning, dialogue, and respect; while avoiding verbal, written, or physical actions that could create a hostile environment. We adhere to the following guidelines:

- Show respect, tolerance and understanding of each other in verbal and non-verbal communication
- Listen to patients and our colleagues at the dental school
- Respond using positive and non-dismissive gestures and words
- Strive to explain and share
- Reflect on each other’s statements before rejecting them
- Avoid disparaging remarks and actions, endeavoring to be sensitive to the consequences of degrading words and actions
- Be respectful of privacy, and avoid promoting gossip and rumor
- Interact with each other in a helpful and supportive fashion without arrogance, and with mutual respect and recognition of the roles played by each individual
- Respond promptly to patients, colleagues, and supervisors
- Provide feedback that is corrective in nature in a private area away from the patient, students, staff, etc.
Behavior
We understand that behavior that demeans, humiliates, disparages, or insults others is inappropriate and unprofessional. We will encourage patients’ and colleagues’ trust and confidence by behaving collegially and professionally, and promoting integrity and honesty in all of our daily activities at the school.

- Treat colleagues, patients, and guests in a courteous, respectful and dignified manner
- Help all members of our community in a collaborative and cooperative way
- Declare and avoid any situation which may create a conflict of interest and question our motives
- Refrain from engaging in conduct which exhibits prejudice or discrimination against a person based on race, color, national origin, ethnicity, gender, sexual orientation, or disability
- Maintain patient confidentiality
- Attend all lectures and laboratory sessions, arrive on time, and remain until the end of class
- Refrain from using the school’s resources for personal gains and personal use
- Use our time at the dental school to work for the benefit of our community
- Seek assistance for any member of the dental school community who is recognized as having impaired ability to perform professional obligations
- Students should be familiar with and abide by the guidelines of the Temple University’s Student Code of Conduct, and the Temple University Kornberg School of Dentistry Honor Code
  A student found in violation of the Honor Code will be sanctioned.
  Possible sanctions range from a warning to expulsion. The Honor Code is concerned with the honesty, integrity and ethical conduct of each student in the academic, pre-clinical and clinical settings. Each student is obliged to maintain high ethical and moral standards of behavior.
- Faculty and staff must follow the Temple University “Rules of Conduct” found in the Employee Manual and Rules of Conduct, revised Fall 2015.
- Students and residents will disclose any discipline they may have on their professional licenses prior to enrolling or while they are enrolled at Temple.

Attire
As members of the Temple University Kornberg School of Dentistry, we must present a professional appearance to patients, students, faculty, and visitors. Patients’ trust and confidence depend in significant part on the clean and professional presentation of health care providers. As a patient-care center, we shall maintain superior standards of personal hygiene, cleanliness, and neatness. Students are required to wear matching light blue scrub sets in the school, worn with clean sneakers or shoes and socks.

Faculty and staff of the Temple University Kornberg School of Dentistry should have:

- Facial hair trimmed and clean.
- Fingernails short, clean, and neatly manicured.
- Clean, well groomed hair, worn in such a manner that will not interfere with patient care or laboratory activities.
- Jewelry and perfume/cologne worn at a minimum.
- No hats indoors without medical authorization.
- Clean clinic gowns and laboratory coats.
- Owl Card identification badges worn at all times.
- Clean instrument cassettes.

Unselfish pursuit of excellence in professionalism and collegiality
All health care professionals should aspire to be honest, competent, and have integrity. To achieve excellence in learning, all faculty, staff, and students at Temple University Kornberg School of Dentistry must work together to contribute to the educational process. We recognize that this collaborative effort requires the recognition that professional demeanor and conduct are as valuable as technical and academic skills in contributing to the provision of excellent patient care and ongoing professional development. Demonstrate respectful, professional relationships amongst faculty, staff, students and patients that promote interpersonal skills for learning and patient care. We should strive to be open about critical
evaluation of others and ourselves. We should strive to work toward improving our environment using positive and appreciative approaches that promote our credo.

COMMUNICATION WITHIN THE DENTAL SCHOOL

Notices to the Dental School Community
Throughout the year many important announcements are made to the Dental School community regarding academic events. The following methods of communication are used to disseminate information:

1. Bulletin boards are located throughout the Dental School (Bldg. 601) and the Dental School Annex (Bldg. 600). No other postings on walls of either building are permitted.
2. Students are notified of important information through student mailboxes and Temple e-mail accounts. Mailbox assignments are made through the Office of Student Affairs for freshmen and sophomore students. Junior and senior student mailboxes are assigned through the Office of Clinical Affairs. Freshmen and sophomore mailboxes are located on the 4th floor, Dental School Annex. Junior and senior mailboxes are located within the assigned clinical clusters. Students can access their email accounts from anywhere in the world through an Internet browser. The account provides access to the global address book for all people at the school. List Servs are conveniently available for mass communication to each class, staff, faculty, chairman, deans and/or all of the above.
3. Emergency Closings: Class cancellations will be posted on Temple’s website at www.temple.edu, a notification will be emailed, and posted on the Campus Information Hot Line at 215-204-1975. Unless clinics are closed, clinical students are expected to attend.

THE FACILITY POLICIES

Alcohol and Drug Policy
In accordance with Pennsylvania law, no individual under the age of 21 may possess or consume alcohol on University property. Student organizations may not serve alcohol at campus events. All federal, local and state laws pertaining to illegal drug possession, sales and use, are strictly enforced by the Campus Police and Security Department.

Smoking
Smoking is not permitted in Temple University facilities.

Fire Safety
Fire drill is held once a year in the Dental School. The buildings are fully equipped with an alarm and sprinkler system. Students should use the following procedures to evacuate the building:

1. If you discover a fire or smell smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.
2. The Security Person stationed at the lobby desk will call campus police when an alarm is transmitted. Campus police will notify the Fire Department, without delay by dialing 9-1-1.
3. When the fire alarm sounds, LEAVE AT ONCE. Close all doors behind you. Proceed into the fire exit and leave the building. After leaving the building keep moving for at least 200 feet, do not reenter until given permission by the campus police or the Fire Department.
4. DO NOT USE ELEVATORS. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
5. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open it. If you become trapped in your office and can not reach the fire exit, keep the door closed and seal off any cracks. Use a phone in the office to call the Fire Department by dialing 1-1234 and give the location of your building, the floor you are on and the office number (or name if number does not apply).
6. If the door feels cool, open cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against door. If corridor is clear, proceed with the escape plan.
7. DISABLED PERSONS: A responsible person or persons that work in the area of the disabled should be assigned to assist in the event of fire. These persons are taken into the fire exit stair and will remain on the landing. Once situated on the stair landing, call Temple Police (215-204-1234) or Philadelphia Fire Department (911). Identify which stairway you are in and which floor you are located. Be sure to inform them if you require special equipment to descend the stairs. Responders will not be able to utilize a motorized wheelchair but may have access to evacuation chairs for mobility impaired occupants. The Fire Department will arrive in minutes to assist.

8. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach an area of refuge. Remember stay low and breathe slow.

IMPORTANT: Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped or tied open, please close them and report the location to the University Fire Marshal Ext. 1-7938.

Weapons on Campus Policy
Temple University prohibits anyone other than authorized law-enforcement personnel to carry any weapons on campus.

Individuals who engage in any conduct prohibited by this policy may be removed from University property, and may be subject to discharge/expulsion or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

Campus Safety Services
The Department of Campus Safety Services
The Department of Campus Safety Services is available to provide assistance to the Temple community 24 hours a day, 365 days a year. Campus Safety Services consists of more than 130 sworn professional police officers patrolling on and around the campus. Approximately 65 Temple security officers and 300 FTE Allied Universal Security personnel monitor building access and traverse the campus on foot and bikes. Officers are available to provide walking escorts upon request from 4:00 p.m. – 6:00 a.m. by calling 8-WALK using a campus phone or 215-777-9255 using a cellphone.

Our Communication Center is staffed by experienced, certified dispatchers who are proficient with an integrated computer-aided dispatch (CAD) system for the coordination of services.

Temple Police Location at Health Science Center Campus
Parkinson Pavilion
Broad and Tioga Streets
Contact: 215-204-1234
Website: safety.temple.edu

TECHNOLOGY INFORMATION

Computing Resources
The School of Dentistry adheres to and enforces Temple University’s Computer Policies and Guidelines, which are available online at www.temple.edu/cs/policies. Please familiarize yourself with the policies, paying particular attention to computer usage, software, patient and student privacy protection, and e-mail. Improper use of the e-mail system, such as using the system for business solicitation or other personal gain as outlined in the policies, will not be tolerated, and violation will result in appropriate disciplinary action. Also, it is prohibited to send Protected Health Information of patients (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA) or to store such information on personal devices or any cloud service, including Google Drive and OneDrive.

Some Services available to students:

1. TU Gmail and Google Apps
The University provides e-mail/Google Apps accounts for students; which can be accessed on the web from tuportal.temple.temple.edu. Details regarding e-mail accounts, including limitations, restrictions, applicable policies, instructions for use and support are available http://www.temple.edu/cs/catalog/obtain_email.html. Google Apps available include Drive, Sites, Google+, Docs, Calendar, Sheets, Slides, Contacts and Sites. For additional information go to https://computerservices.temple.edu/google-apps.

2. Microsoft Office 365 and OneDrive storage
The University provides Office 365 accounts for students; which can be accessed on the web from tuportal.temple.temple.edu to download Microsoft Office (Word, Excel, PowerPoint, Outlook, Access) and use OneDrive to store and share files and collaborate on projects and assignments, as long as the student is registered at Temple University. More information available at https://computerservices.temple.edu/office-365.

3. Blackboard
Blackboard is the online course management system used by the dental school. It provides students online access to syllabi, course material and resources, as well as communication and collaboration tools, and other course related tools. User can access it from TUportal, or directly at http://learn.temple.edu/. Additional information about Blackboard is available at https://computerservices.temple.edu/blackboard. For assistance regarding system your particular Blackboard courses, call the Help Desk at 215-204-8000 or click the Request Help tab on the Computer Services home page.

4. Class Capture
Scheduled lectures are recorded on a regular basis and posted automatically to their respective courses in Blackboard. Since it is an automated system, it starts and stops recording according to the time scheduled for the lectures.
Note that although the system is very reliable, there is no warranty that every lecture will be recorded and posted in a timely manner, or at all. Also, that class capture does not replace the student presence and interaction in the lecture. The fact that a course is class captures does not affect that course attendance policies.

5. SoftTest
Exams are taken electronically using SoftTest. Important information regarding hardware required to use with SoftTest is available below.

6. Computer Lab
The School of Dentistry houses a computer lab I Room 420 of the Dental School Annex (Bldg. 600). The lab houses 28 Windows desktop computers, two laser printers, and two multimedia workstations with flatbed and slide scanners. Computers run Microsoft Office and several instructional software packages. In the lab, students have a free printing quota defined by Temple University for all computer labs. Details regarding printing in the lab are available at https://computerservices.temple.edu/student-printing-temple-university-computer-labs.
The lab is open and staffed between the hours of 8:00 am and 5:00 pm., Monday through Friday, during the fall and spring semesters. Summer hours vary. Computer users have the option of activating software-monitored printing accounts that allows for 300 printed pages per month. Occasionally, the School programs especial training sessions on the lab. Except for those participating on the training session, other users will not have access to the lab or printing services there until the session ends. Such restrictions will be announced in advance.

7. Personal Computer Requirements
Kornberg School of Dentistry requires pre-doctoral students to have their own personal laptop computer and/or iPad. Electronic devices are required for exam taking, to access electronic resources, online courses, blackboard, and other services. The laptop or iPad will need to meet the following minimal specifications:

**iPad Requirements (for taking exams using Softest):**

First Year Students are required to bring an iPad to all course examinations. Please note that Android tablets are not an acceptable alternative as the software used at the Dental School is specific to iPad only.
The iPad described above is mandatory. Those interested on an additional machine can consider both Mac or PC options. Here are some recommendations of Mac and PC machines:

**Mac:**
- Operating System: macOS 10.11 (El Capitan) or macOS 10.12 (Sierra)
- CPU: Intel core m3 processor or better
- RAM: 8GB or more
- Hard Drive: 256GB or more

**PC:**
- Operating System: 32-bit or 64-bit Versions of Windows 10
- CPU: Intel Core m3 processor or better
- RAM: 8GB or more
- Hard Drive: 256GB or more

8. Clinical Management System
AxiUm is a central computer system for managing patient information. Students are permitted access to their assigned patients’ information, such as demographics, clinical procedures, appointments, and grades. This system is only accessible from computers within the school, due to the sensitive nature of patient data. There are more
than 220 workstations in the building that connect to AxiUm. Most of them are accessible to students. From inside the Kornberg School of Dentistry, Web training material is available at http://intranet.dental.temple.edu:81/axiumtraining/

9. Intranet
The Intranet is the school’s largest central information resource. Links to access it are available at http://dentistry.temple.edu/node/336. The Intranet provides access to institutional information, training material and other resources.

10. Internet Access
The School of Dentistry maintains an internal network, which is connected to Temple University and the Internet by a high speed fiber optic connection. All lab, clinic, and office computers in the school are connected to this network, which provides access to both internal resources and the Internet.

11. Wireless Connectivity
Limited wireless access is offered to users with valid Access Net accounts. Most public areas of the building are covered, as well as lecture rooms, labs, study areas, and most sections of the clinics.

BUILDING INFORMATION

School Hours
The school is open from 6:00 a.m. to 10:00 p.m. seven days a week, with the exception of University holidays. For security reasons, if the University is closed (i.e. Memorial Day), the dental school is closed. Clinical labs are closed on the weekends, but the preclinical lab is open during all school hours.

Bookstore
The bookstore, located on the ground floor of the Student Faculty Center is open Monday through Friday from 8:30 a.m. to 4:30 p.m. For additional information call 215-707-3157 or visit www.temple.edu/bookstore. Click on the Health Science Campus link. Like us on face book at www.facebook.com/templehsc.

The Student Bookstore is operated by Barnes and Noble College Booksellers. The bookstore stocks all required books and supplies as well as Temple clothing, souvenirs and giftware. A limited assortment of jewelry, greeting cards, snack items and health-aids are also available. We are also your source for specialized clothing for fraternities, sororities, student organizations, and fund raising items.

Libraries
Ginsburg Health Sciences Library
3500 North Broad Street
215-707-BOOK (707-2665)

The primary library for dental faculty, staff and students is the Ginsburg Health Sciences Library. This 53,000 square foot facility is open 24/5 during the academic year and has seating for over 1,000 individuals, with 33 group study rooms. In addition, the library makes available an exemplary collection of electronic and print materials -- ebooks, databases, online journals, and a 3D anatomy program. For a full listing, check the library web site at http://library.temple.edu/hsl. Faculty, staff, and students must present a valid Temple University ID in order to borrow library materials. Books can be borrowed for three weeks.
**Student Faculty Center**
The Student Faculty Center (SFC) is located on the southwest corner of N. Broad and Ontario Streets on the Health Sciences Center (HSC) campus of Temple University. Operating hours are 6:30 am – 10 pm Monday through Thursday and 6:30 am – 8 pm Friday.

A recreation center, conference rooms, pool table, ping pong and air hockey, bookstore, Starbucks Coffee, Tech Center, Student Health Services, and Student Financial Services are among many services offered. The SFC sponsors monthly coffee and bagel mornings and a variety of student entertainment with discounted tickets to shows, sporting events and recreation activities throughout the academic year.

**SFC Activities and Operations Office**
The SFC Activities and Operations Office plans the cultural, educational, recreational, and social programs for the Health Science Campus. The General Activities Fee generates funding which sponsors events such as the annual HSC Ski Trip, Free Coffee and Bagels every first Wednesday of the month and discounted tickets to sports games, Broadway shows, and other various events in Philadelphia. Tickets usually go on sale 2-3 weeks before the event date. Be sure to continually check the website below for updated information and follow the SFC Facebook and Twitter pages. These funds are also used to collaborate with student organization run events such as the Annual Health Policy Symposium, SNMA Black History Month Events, Habitat for Humanity, and LMSA Spring Fiesta as well as many others. If you have any suggestions on events or programming you would like to see at HSC, please contact the Program Coordinator at 215-707-4919 or email sfc@temple.edu or visit our website: [http://studentcenter.temple.edu/activities](http://studentcenter.temple.edu/activities) for additional information.

The SFC Activities and Operations Office also sponsors over 100 different HSC campus student organizations for the Medical, Dental, Pharmacy, Podiatry, and Public Health Schools. Each year these organizations receive allocations to program events on and off campus. Please visit: [http://studentcenter.temple.edu/student-organizations](http://studentcenter.temple.edu/student-organizations) for more information.

**Recreation Center**
The 15,000 sq. ft. recreation center includes a weight room, separate cardio area, plyometric room, basketball court, racquetball court, and two fitness studios averaging over 3,600 people per month using the facility. This includes students, staff and faculty from all HSC schools and the Temple University Health System. The weight room has a wide selection of dumbbells and other free weights including a total of 12 benches. Workout using the 15-piece selectorized muscle group machines, free weights, bench press, and squat racks or try the kettlebells and plyoboxes. In addition, students can take part in fitness classes such as cycling, cardio boxing, HIIT total body, Zumba, body shaping and step aerobics. The recreation center also sponsors multiple intramural sports throughout the year including basketball, indoor soccer, racquetball, volleyball and table tennis. The recreation center is open during the fall and spring semesters from 6:30 am – 9:45 pm Monday through Thursday and 6:30 am – 7:45 pm on Friday. During the summer, the recreation center is open from 6:30 am – 7:45 pm. A valid Temple University ID is necessary to access and use any of the recreation center offerings.

Please visit [http://studentcenter.temple.edu/hsc-recreation-center](http://studentcenter.temple.edu/hsc-recreation-center) for more information.

**Parking Services**
Parking is available to students at the Carlisle West Garage or the Battersby Parking Area on a first-come, first served basis. Rates are payable in advance, in minimum four-month billing periods. Please visit the Temple Parking Services website at [www.temple.edu/parking](http://www.temple.edu/parking) to purchase online semester parking, and to view parking area availability, fee information and parking registration procedures.
The Office of Parking Services is located on the first floor of the Carlisle West Garage, at Carlisle and Ontario Streets (vehicle entrance via 15th Street). The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. A student must have a current, valid Temple University ID card and parking permit to access the parking areas.

**Room Reservations**
Rooms are available for most Kornberg Dental School student activity functions. Class and seminar rooms are reserved for the clinical facility and the annex the Office of Academic Affairs. For room request, please contact the office at 215-707-2800.

**STUDENT HEALTH SERVICES**

Health care for students is provided through Student Health Services at the Health Sciences Center campus. The service is designed to offer students easily accessible care at low cost. Routine care is available by appointment at Student Health Services located in the lower basement room LB-43. They can be reached at 215-707-4088. The office is open Monday–Friday from 8:00 a.m. - 4:30 p.m. Emergency care is available at all times in the Temple University Hospital Emergency Department.

All contact with Student Health Services is strictly confidential. Information from medical records will be released only with written consent, or as permitted or required by law. For more information visit the Student Health Services website http://www.temple.edu/studenthealth/.

The following services are provided:

1. **Hepatitis B vaccine**
   The Hepatitis B vaccination program is coordinated through the Office of Clinical Affairs (215-707-2913). Prior to clinical exposure, all students must have documentation of a completed Hepatitis B vaccine series and blood work showing proof of immunization. Immunizations may be obtained from a private physician or from Student Health Services at a cost of $40 per vaccination. Acceptable forms of proof are a copy of an immunization record, or a letter from a physician with the date of each inoculation and the name and telephone number of the provider who performed the service. Students who choose to receive the Hepatitis B vaccine series from Student Health Services will receive notification regarding administration.

2. **Pre-matriculation Requirements and Immunizations**
   First-year students are required to submit a completed physical examination form and an immunization record prior to orientation. Students must submit proof of adequate immunizations against diphtheria-tetanus, pertussis, varicella, measles, mumps and rubella. For under-immunized students, Student Health Services can provide immunizations at low cost.

3. **Tuberculosis Testing**
   Annual PPD testing is required for all dental students. PPD test must be performed and read by Student Health Services. PPD testing will be scheduled for all classes by the Office of Clinical Affairs. Those students with a prior history of a positive PPD must have a negative Tuberculosis Blood Test (IGRA, Quantiferon, T-spot). This testing is available in the Student Health Services Office.

**STUDENT AFFAIRS: POLICIES, PROCEDURES, SERVICES**

**Advocacy**
The Office of Admissions, Diversity, and Student Affairs is responsible for student advocacy and is open to students from 8:30 a.m. to 5:00 p.m. daily. The staff assists students with individual concerns and conflicts, as well as the concerns of the
class officers. The staff also assists with activities of student organizations, provides seminars for career planning, serves as a financial aid and housing resource, and acts as a liaison for psychological counseling.

**Business Cards**
Business cards are provided to junior and senior students by the Office of Clinical Affairs. Student business cards include the official Temple University logo, the student’s name, their email address, the school address and telephone number. Student business cards are used for patient distribution and cannot be altered without permission from the Office for Clinical Affairs.

**Criminal Background Clearance Policy**
All dental students are required to submit the following three criminal background clearances: FBI fingerprint clearance, Pennsylvania State Police Clearance and the Department of Education Child Abuse Clearance. These documents must be provided before matriculation into the dental school. Failure to provide background clearance documentation prior to freshmen orientation will result in acceptance retraction. In accordance with the Family Educational Records and Privacy Act (FERPA), background check reports are confidential and may only be reviewed by university officials. Background checks should be stored in confidential files that are not combined with the student’s academic record. Information obtained from background clearances are reviewed by the Admissions Committee and may affect enrollment privileges.

**Identification Cards**
Student ID cards are distributed to freshmen dental students during orientation. Student Identification cards are necessary for access into many Temple University buildings. The identification card is also necessary to obtain dental instruments and supplies. Students should be careful with safeguarding their issued ID card. A $20 dollar fee is required for lost ID card replacement. Replacement ID cards are provided to students Monday through Friday, 9:00 am to 4:30 pm, at the Diamond Dollars office on Main Campus, Howard Gittis Student Center, 1755 N. 13th Street, 215-204-3145. All students are required to make their IDs visible while on campus. ID card holders and chains are available in the Office of Student Affairs. Recovered ID cards should be submitted to the Office of Admissions and Student Affairs, Room 341, 3rd floor, dental school clinical building.

**Health Insurance**
Temple University makes available, on a voluntary basis, group health insurance at a modest premium for its full-time students. Please visit the Human Resources website at www.temple.edu/hr/students for plan options, monthly premium rates and open enrollment dates. You may also contact the Human Resources Benefits Office at 215-926-2270 for additional information.

Students are urged to carry either this insurance or a comparable policy. Temple University Hospital requires such identification or an advance payment at the time of admission of private or semi-private patients. Dental students are required to purchase accident insurance in a group policy, which includes coverage for needle stick injuries. The accident insurance premium is included in the tuition. International students in a non-immigrant student (F1 or J1) Visa status must maintain health insurance while attending the University. Please visit the Human Resources website at http://www.temple.edu/hr/students/healthinsurance/international.htm for plan requirements, options, monthly premium rates and open enrollment dates.

**Locker Assignment Policy**
Two lockers are assigned to each student on the during freshmen orientation. You must supply your own locks. All locker assignments in the Clinical Building and the Annex must be coordinated through the Office of Admissions, Diversity, and Student Affairs. Vacant lockers must not be occupied without permission from the Office of Admissions, Diversity, and Student Affairs. Items stored in such lockers will be removed. The school is not responsible for items placed in unassigned lockers or for material left in lockers by students who are no longer enrolled in the School of Dentistry. If you have locker problems, please contact the Office of Admissions, Diversity, and Student Affairs, Room 341.
Social Media Policy
Social media is a diverse and widely used communication tool that incorporates many elements including written content and digital assets.

When conveying Temple University’s brand through social media, consider the following guidelines:
In order to avoid degradation, distortion, or improper treatment of the Temple University logo, and to maintain a suite of social presences that are presentably cross-branded across the university without any confusion as to what’s official and what’s not, the following brand guidelines were established for university wide usage. Following these guidelines will ensure you’re appropriately representing Temple on third-party social media platforms.

Consider your avatars, profile and background images to be extensions of your web presence. If you do not have a visual aesthetic to your web presence, social media is an opportunity to give yourself a consistent, recognizable look and feel.

Here’s the approach you should take:

**Graphics**
When adding graphics in the form of avatars or background images:

**Do** use an iconic and identifiable photograph as your graphical representation. Consider using a portrait or a photo of your location.

**Don’t** use a Temple University logo as your graphical representation unless it appears in a photo.

**Students with a Disability Services**
Temple University is dedicated to the inclusion of students with a disability in all activities, programs and services offered by the University. Qualified students with a disability are given access to alternative format materials as needed for educational purposes. Students who have received help for a disability in a previous academic setting, have a documented disability that affects how they live and learn or have received or been diagnosed with a disability during college, are asked to visit the Temple University website at [http://disabilityresources.temple.edu](http://disabilityresources.temple.edu) to obtain information, including policies, procedures and available resources. Students with a disability may also visit Disability Resources and Services located at 100 Ritter Annex, 1301 Cecil B. Moore Avenue. To contact the office by phone, please call 215-204-1280.

**Student Financial Services**
The Health Sciences Center Office of Student Financial Services is in the Student Faculty Center, Room LB-41 and can be reached at 215-707-2667/8978. Financial aid counseling, student billing questions, debt management counseling, tuition remission, financial planning, and student deferment form completion are services available through this office. Students are encouraged to visit the Student Financial Services website at [www.temple.edu/sfs](http://www.temple.edu/sfs). Many services can be accessed at [http://tuportal.temple.edu](http://tuportal.temple.edu).

Student can apply for emergency refund advances through Student Financial Services. Loan increases are also available for the purchase of loupes, health insurance, national boards testing and computers. To apply for an emergency refund advance or a loan increase, students should visit the Office of Student Financial Services and speak to a representative for more details.

**Federal Student Assistance: Satisfactory Academic Progress Standard for Graduate Students**
The purpose of this document is to provide students with information on Temple's Satisfactory Academic Progress Standard. This policy will describe academic and progress requirements to retain eligibility, duration of eligibility, and the restoration of eligibility if lost during enrollment.

Student Financial Services is required by federal regulation to monitor student progression toward completion of degree and certificate programs at the graduate level. This Satisfactory Academic Progress Standard includes a quantitative and qualitative measure of progress. The quantitative measure states that a student must maintain a specific percentage of completed /attempted credits overall in order to maintain satisfactory progress. The qualitative measure requires the
Student to maintain a GPA that meets the minimum standard for Academic Good Standing according to Temple University policy. The University policy on minimum GPA requirements can be found online at http://www.temple.edu/bulletin/policies/academic_warning.doc.

**Student Aid Programs Impacted by the Standard**
The progress policy applies to eligibility for Federal Work-Study, Federal Direct Subsidized/Unsubsidized Loans, Federal Direct Graduate Loans (PLUS), Federal Perkins Loan, and some University aid. This standard does **not** apply to: tuition remission for dependents of Temple employees, athletic grants, some University scholarships, some outside scholarships, non-federal student wage payroll earnings, and state student incentive grants (i.e. PHEAA State Grants). State agencies awarding state grants establish their own academic standards.

**Eligibility**
In addition to maintaining a GPA that meets the University minimum requirement, undergraduate students are expected to complete at least **80%** of the classes that they enroll in.
The progress of a student will be measured by the following calculation after every semester:

- Cumulative Completed Credits / Cumulative Attempted Credits = Completion Percentage

If a student’s cumulative completion percentage is **80%** or above, they have made satisfactory progress. If a student’s cumulative completion percentage falls below the 80% benchmark, then they may become ineligible for financial aid due to unsatisfactory academic progress.
Academic records are reviewed at the end of every semester to determine current academic progress and future student aid eligibility. Students who have met the minimum percentage requirement each semester, and who are in good academic standing according to University policy (GPA requirement), and who have not exceeded the appropriate number of semesters to complete their degree programs (as stated below) are considered to have maintained satisfactory academic progress and are eligible for continued student aid assistance for upcoming enrollment.
**NOTE:** Notification will be sent to students who are on warning or not making satisfactory progress after grades are reported each semester.

**Conditions**
In the progress calculation, the completed credits category includes only successfully completed coursework. Credits are considered successfully completed when a grade of A, B, C or D is earned. Incompletes, withdrawals, and F grades are not successfully completed credits.

Credits completed include advanced standing and advanced placement credits and all courses for which grades of P or D and better have been received. **Courses repeated for better grades are included in the percentage with the exception of more than one repetition of a previously passed course.** Credits earned for remedial courses are also included. Incompletes (I), Not Reported (NR) and Missing Grade (MG) are included in the completed category when a passing grade is posted. Course Audit credits (AU) are not included.

**Student Financial Scholarships**
The Kornberg School of Dentistry offer scholarship opportunities to dental students based on the following criteria descriptions. Eligible students are emailed with additional information throughout the academic year.

**Scholarship Descriptions**

**Abramson Kornberg Family Foundation**
Provide demonstrated need-based scholarships to students entering the pre-doctoral program - two freshmen students are chosen annually

**ADEA-Crest Oral B Scholarship**
Provide scholarships for enrolled students who demonstrate interest in advanced education, show commitment to pursuing an academic career in dental education and is a member of ADEA

**American Dental Association Award of Excellence**
Provide scholarships for pre-doctoral student members of ASDA who are in good academic standing, participated or displayed leadership in extracurricular school activities and/or service to the local community, and is an active participant in furthering the cause of organized dentistry

**American Dental Association Foundation**
The ADAF offers scholarships to dental students who are in the second year of study at time of application, must be enrolled full-time, demonstrate a financial need of $2,500, and have a minimum accumulative GPA of 3.25 based on a 4.0

**Bagramian, Amen & Isabel Scholarship Fund**
Provide scholarships for enrolled students who have financial need and are in good academic standing

**Bailey, Margaret A. Scholarship Fund**
Provide scholarships for enrolled students who have financial need and are in good academic standing

**Ballots, John & Joan Fund**
Provide scholarships for excellent students in the School of Dentistry who demonstrate financial need

**Dean's Scholarship Fund**
Provide scholarships for dental students based on academic achievement and/or financial need

**Defonce, Donald Memorial Scholarship**
Provide scholarships for financially needy enrolled students, with preference given to students who are former or current residents of South New Jersey

**Delaware Inst. For Dent. Ed. & Research (DIDER) Scholarship**
Based on available funding, DIDER provides financial assistance to enrolled students who are residents of the State of Delaware

**Delta Dental Loan to Scholarship Fund**
A loan to scholarship initiative for a freshman student based on financial need and the intention to practice dentistry in an underserved area after graduation.

**Delta Dental Senior Leadership Award**
The Delta Dental Foundation offers student leadership awards to students who demonstrate excellent academic and leadership skills, and who exhibit a passion for dentistry - available to 4th year students only

**DeMarco Scholarship Fund**
Provide scholarships for enrolled dental students in need of financial assistance

**Dental Class of 1932 Award**
Provide scholarships for senior students who has a high GPA and/or demonstrated excellence in clinical practice

**Dental Class of 1964 Award**
Provided to dental students who have financial need and has demonstrated academic achievement

**Dental School Scholarship Fund**
Provide scholarship funding for honorary and financially needy students

**Dental Trade Alliance Foundation Scholarship**
Applicant must be enrolled in a full time accredited, U.S. dental school, be in good academic standing, have financial need, demonstrate a strong interest in charitable work and community service, and be nominated by the dean or their dental school or the dean's designate. One nomination from each school is considered.

**Dimeo, William E. Scholarship Fund**
Provide assistance for enrolled students who have completed a FAFSA application

**Dragan, William B. DDS Scholarship Fund**
Provide scholarships for incoming students who have financial need, are the 1st member of their family to graduate from college, and who have demonstrated entrepreneurial and inventive characteristics

**Edell, Nathan Fund**
Provide tuition assistance for dental school students

**Esposito, John DDS Scholarship**
Provide scholarships for incoming dental students from Pennsylvania or New Jersey who are the first in their family to attend dental school

**Goldman, William Foundation**
Provide scholarships for dental students who are in top 1/3 of their class, have great financial need and have completed the first year of dental school.

**Grant, I Henry Scholarship**
Provide an award to one junior student each year. Candidate must be in good academic standing, have financial need and is a member of the Student National Dental Association.

**Herman, Louis Hardship Fund**
Provide financial assistance to dental students who are experiencing temporary financial difficulty. Academic status is not a consideration for this award

**Hispanic Dental Association Scholarship**
Scholarships in the amount of $1,000 are awarded to dental students who show commitment and dedication to improving the Oral Health of the Hispanic community. Scholarships are open to student members of the HDA who are enrolled into an accredited dental program. Awardees must be able to attend the scholarship reception in New York City.

**Horace Wells Club Trust**
Horace Wells Club Trust offer scholarships for dental students. Successful applicants must be citizens of the State of Connecticut, be currently enrolled, in good academic standing, have demonstrated financial need, and a commitment for providing care to the underserved.

**Klimen, Cary DDS Excell in Ethics Scholarship**
Provide annual awards to dental students in the top 66% of their class who exhibit personal values and actions that demonstrate integrity and ethics
Lapsley, Howard G. Scholarship Fund
Scholarships awarded to students who attend any osteopathic or dental school that is accredited by the Association of American Medical Colleges, the Osteopathic Association or the Council on Dental Education of the ADA.

Marcus Family Fund
Provide scholarships for incoming freshmen based on undergraduate achievement and/or disadvantaged status

McNinch, John, DDS Memorial Scholarship Fund
Provide scholarships for students based on financial need and/or academic achievement

Monroe County Dental Society
Provide scholarships for dental students who are residents of Monroe County, New York

Moran, Julia Trust Fund
Offered to seniors who are in top 20% of their class, have financial need and has a history of endeavors that would be considered contributions to the dental profession during their enrollment.

National Health Service Corps
Provide financial assistance to economic and/or culturally disadvantaged students who plan to practice dentistry in a U.S. underserved location after graduation

Philadelphia County Dental Society
Provide scholarships to 2nd and 3rd year students based on financial need and academic achievement

Pierre Fauchard Scholarship
Provide awards for a junior student based on academic achievement, outstanding communication skills, integrity, and a need for financial assistance

Sands, George C. Scholarship Fund
Provide scholarships for needy dental students, with preference given to students from Bucks or Montgomery County, PA.

Savitz, P. George. Scholarship Fund
Scholarships should be given to dental students with financial need

Simyar, Robert Hooman Emergency Fund
Provide financial assistance to eligible students who are experiencing temporary financial difficulty. Academic status is not a consideration for this award.

Spies, Henry A. Scholarship Fund
Provide scholarships for enrolled dental students who have financial need

Strutzel, Louis & Esther Fund
Provide scholarships for dental students with demonstrated financial need

Strutzel, William M. & Carole Knopf
Provide scholarships for dental students with demonstrated financial need
**Tanaka, Terry Humanitarian Award**
The award is given to a senior dental student in recognition of their outstanding exemplary volunteer services during their prior three years in dental school.

**Temple Dental Alumni Fund**
Provide scholarship to 2nd year students who demonstrate good character, academic achievement and financial need.

**Verdi, Frank. Scholarship Fund**
Provide scholarships for dental students who demonstrate academic excellence, has financial need and, preferably, be a resident of Southern New Jersey.

**Willits, Harry. Student Assistance Fund**
Provide scholarships for enrolled students who are academically qualified.

**York County Community Foundation Scholarship**
The York County Dental Society provide financial assistance to dental students who are in good academic standing and have a York County, Pennsylvania address.

**Psychological Services:**
Psychological services are available at Main Campus Tuttleman Counseling Services. Tuttleman Counseling Services (TCS) on Main Campus offers a wide range of counseling and educational services to students at Temple. TCS’s goal is to provide a safe, non-threatening, informal, yet professional, atmosphere where students will feel comfortable seeking counseling-related services for a wide variety of concerns.

1. **Eligibility:** Tuttleman Counseling Services are offered to students currently registered in the Temple undergraduate, graduate and professional school programs. Our offices are located at 1700 North Broad Street on the second floor above the Barns and Noble Bookstore and Wendy's. To access services students first come to our walk in clinic which is available on Mondays, Tuesdays, Thursdays and Fridays from 10:00 am to 1:30 pm and on Wednesdays and Saturdays from 9:00 am to 12:00 pm. Students will be asked to show their current identification and should plan to allow an hour and a half for their initial evaluation. For more information please visit our website at [www.temple.edu/counseling](http://www.temple.edu/counseling) or call 215-204-7276.

2. **Confidentiality**
Confidentiality is maintained in accordance with all applicable laws and regulations.

3. **Fees**
There are no fees for counseling services provided by TCS.

4. **Services**
At the walk in clinic appointment a brief thirty minute assessment will be completed to identify the student's needs. The services offered include a resiliency resource center, daily drop in groups to manage stress and anxiety, specialty group topics, individual therapy and psychiatric services. We provide short term therapy with the average number of individual therapy sessions being between six and seven. Tuttleman Counseling Services also has specialized units which offer individual and group counseling. The specialty units are: the Campus Alcohol and Substance Awareness Unit, the Sexual Assault Counseling and Education Unit, the Eating Disorders Unit and the Dialectical Behavior Therapy Unit.

5. **Psychiatric Services:** Psychiatric services are available to address mental health symptoms which includes psychiatric evaluations and medication management appointments. Students who are currently taking medications and have a provider close to campus are encouraged to continue with their current treatment...
provider. If a student is coming to school from a distance and needs to transfer care to a Temple psychiatrist it is recommended the student make an appointment a month prior to running out of medication.

6. **CASA (Campus Alcohol and Substance Awareness)**

   The CASA program offers short-term individual and group counseling for students with drug and alcohol concerns. CASA provides educational workshops on all of Temple’s campuses on alcohol abuse or other drug related issues. The CASA program also recruits and trains a peer educator group, called PACT (Peer Advocacy Counseling and Training) to support these efforts. CASA services are free and strictly confidential. Additionally, various support groups are available to assist students who may struggle with concerns related to alcohol and other substances.

7. **SACE (Sexual Assault Counseling and Education)**

   The Sexual Assault Counseling and Education program offers counseling services for both male and female survivors of all types of sexual violence, sexual harassment, and physical abuse. It is the goal of the program to significantly reduce the incidence of sexual assault/harassment on campus through education training and workshops. Groups for survivors of sexual assault or child sexual abuse are offered as well.

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**Wellness Resource Center**

The Wellness Resource Center provides comprehensive wellness educational resources and prevention services that empower and support Temple University students in making informed, healthier choices in order to achieve emotional and academic success. The Wellness Resource Center Provides:

- Individual health education sessions
- Peer education
- Health related referrals
- Promotion of a healthier campus environment

For additional information, please contact the Wellness Resource Center at 1913 N. Broad Street, 215-204-8436 or visit the website at temple.edu/studentaffairs/heart.

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**ACADEMIC AFFAIRS: Policies and Procedures**

**Academic Records**

Student academic records are maintained within the Office of Academic Affairs. Student may access their grades on TUPortal/Self-Service Banner. Class rank can be found on the TUKSoD class specific organization in Blackboard. Students may order an official copy of their transcripts on TUPortal/Student tools/Academic history/link to the Parchment website. Transcripts are accessible to students who are not in a loan payment default or have any other type of delinquent balance owed to the University.

**Academic Regulations for the DMD Program**

**Governance**

Policies listed in this document are intended as rules to govern academic administration of the DMD program of the Temple University’s Kornberg School of Dentistry (“School”). Documents that govern other aspects of the program include, but are not limited to, the School’s *Honor Code, Dress Code, Standards of Professionalism and Collegiality for Students* and the *Student Handbook.*
The policies listed in this document are announcements only, and in no way serve as a contract between the students and Temple University. Prospective and current students are responsible for consulting the School concerning the latest information on regulations and course offerings.

The School reserves the right to change a policy, or to add or delete a policy at any time. Normally, policies will be revised, deleted, or added prior to the beginning of an academic year, namely, before the beginning of the fall semester. The School, however, expressly reserves the right to apply retroactively all changes, additions or deletions to its policies.

Any member of the School community may recommend modifications to the Academic Regulations to the Management Committee. The Management Committee provides an opportunity for input from faculty before recommending substantive modifications or additions to the Academic Regulations.

All changes to the Academic Regulations are published and circulated to the School's community prior to becoming effective. Changes to the Academic Regulations are sometimes adopted with a schedule for implementation. Whenever a particular implementation schedule exists, it is described in this document.

Modifications or additions to the Academic Regulations are subject to final approval by the Dean of the School.

**Advanced Standing**

Individuals who enter the DMD Program with no previous professional education must take all required courses in sequence beginning in the Fall semester of the first year. Students with credentials beyond the undergraduate level may be eligible for course exemptions or advanced standing.

**Transfer Applicants**

An entering student who has successfully completed one or more years of education in another U.S. or Canadian dental school may be eligible for transfer with advanced standing. The admissions requirements and policies for transfer students are available in the Office of Admissions and Student Affairs.

**Internationally Educated Dentists**

A dentist educated in a country other than the United States or Canada may apply for a position in the DMD predoctoral program with advanced standing. The admission requirements and policies for advanced standing are available in the Office of Admissions and Student Affairs.

**Course Exemption**

**National Board Dental Examinations**

Unless accepted with advanced placement, passing Part I or Part II of the National Board Examinations is not a basis for exemption from any required course in the predoctoral DMD program.

**Biomedical Science Course Exemption**

A student may qualify for exemption from a biomedical science course if he or she holds an advanced degree in that discipline. For example, if a student has earned a Master's or doctorate degree in Neuroanatomy, that student may request an exemption, through the Office of Academic Affairs, from the predoctoral course in Neuroanatomy. Individual course exemptions are not offered for clinical science courses.

In order to be considered for a biomedical science course exemption, a student must submit a written request to the Office of Academic Affairs, which includes the basis for the exemption request. The Associate Dean for Academic Affairs may
deny or approve the exemption after consultation with the appropriate course director/Department Chair. The Associate Dean reserves the right to require that the student take and pass a qualifying examination. An exemption from a required course does not include a reduction in tuition. No grade is recorded for an exempted course.

**Attendance**

A student is expected to adhere to the attendance policies of the School. An absence may be excused by the course/clinic director(s) only if all of the following apply:

1. The absence is justified by illness, emergency or other extenuating circumstance.
2. The absence is reported to the course/clinic director(s) with a request for an excused absence within one business day of its occurrence.
3. The absence is approved by the course/clinic director(s) before any tickets or other travel arrangements are finalized, except in instances of emergency.

If an absence is excused, the course/clinic director(s) shall provide the student with an opportunity to make up any examination, duty day or other missed work at a mutually acceptable time.

If an absence is unexcused, a course/clinic director(s) is not obligated to offer a student an opportunity to make up any missed work.

**Attendance Dispute**

If a student believes that the absence was inappropriately unexcused, the student may employ the following dispute procedure:

Step 1: The student should attempt to resolve the disagreement with the faculty member involved.

Step 2: If the student is dissatisfied and wishes to pursue the matter, the student should seek the advice and assistance of the Department Chairperson.

Step 3: In those instances where a disagreement or misunderstanding is still unresolved, the student may appeal in writing to the Associate Dean for Academic Affairs. Upon request of the student, the Associate Dean will establish an ad hoc advisory committee to hear the student's appeal. Committee members will be Dental School students and faculty members. Both the student and the course/clinic director(s) will be able to make an oral presentation before the committee. The final decision of the committee is forwarded in writing to the Associate Dean, as a recommendation to the course director/faculty member. No further appeal will be considered.

**Grades and Grading**

Assignment of grades for a course is the responsibility of the course director.

Most lecture, laboratory, preclinical and clinical courses employ letter grades. Some courses employ pass/fail grades. A few courses may award credit without issuing grades. Grades that may appear on transcripts follow:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Definition</th>
<th>Entry</th>
<th>Definition</th>
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<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>CR</td>
<td>Credit</td>
</tr>
</tbody>
</table>
If other than letter grades are employed for a course, students are informed at the beginning of the course.

**Grade Point Average (GPA)**

A student's grade point average is the average of the grades received weighted by credits per course. For the purpose of the grade point average, A's are valued at 4, B's at 3, C's at 2, D's at 1 and F's at zero. P, CR, I, and W entries on transcripts are not included in computation of the grade point average.

Although an unsatisfactory or failing grade for a required course remains on the transcript after the student passes the course, the remedial grade rather than the initial failing grade is used in computation of the grade point average.

**Academic Standing**

To be in **Good Academic Standing**, a student must maintain a minimum cumulative grade point average (GPA) of 2.0, make satisfactory academic progress toward completing the requirements for the DMD degree, and abide by all published codes of conduct and clinical protocols. Satisfactory academic progress is defined as passing all required courses with a grade of “C” or higher (D/C or F/C, if successfully remediated), and satisfying all intermediate requirements, including those related to national boards, and final requirements for clinical, preclinical and didactic courses.

**Initial Entry into Clinic**

In order to take clinical practice courses and begin comprehensive treatment of assigned patients, students must be in **Good Academic Standing**. A student who has an outstanding grade of “D” or “F”, or has less than a 2.0 cumulative GPA, is not eligible to begin any clinical course.

**Clinical Progress and Grades**

Grades for clinical courses are determined by qualitative as well as quantitative assessments of the student’s performance. Students must complete minimum requirements in each clinical discipline (as specified in the Clinic Manual) by the deadlines published in the Academic Calendar and the Clinic Manual.

The summer between the junior and senior years is important for any students seeking entry into a graduate program because credentials, including semester and cumulative GPAs and class rank, are submitted at that time. Class rank is not available again until the end of the Fall semester.

For a student whose performance in a clinical course is judged seriously deficient, a grade of "F" is entered on the transcript.

A faculty member may choose to issue a grade of “I” when a student has not completed the requirements of a course by the time grades must be submitted, but has completed the majority of the requirements at a passing level. If the student is not dismissed or directed to repeat a year, the “I” entry allows the student to complete the requirements of a course during a period of time determined by the issuing Department and consistent with University policy. When the student meets the minimum requirements, the course director submits the final grade to the Office of Academic Affairs. If the student fails to satisfy the Departmental requirements within the specified time period, the “I” is removed and a grade of “F” is entered on the transcript.
Grade Disputes

Conflicts concerning fair treatment that arise between a student and a course director/faculty member are addressed in the following manner:

1. The student must attempt to resolve the issue with the involved course director/faculty member.
2. If the issue remains unresolved and the student wishes to pursue the matter, the student must inform the course director/faculty member in writing of his/her intent to proceed with a formal Grade Dispute, with copies provided to the Associate Dean for Academic Affairs and the Department Chair. Details regarding the disagreement must be provided. The course director/faculty member has ten (10) business days to respond to the student, with copies sent to the Department Chair and Associate Dean for Academic Affairs.
3. If, after receiving the course director’s written response, the student wishes to pursue the matter further, the student may appeal in writing to the Department Chair. This written appeal must specify the nature of the dispute, the results of any previous discussions/correspondence, and the resolution sought. A written report of the decision of the Department Chair must be submitted to the Associate Dean for Academic Affairs.

In those instances where a disagreement or misunderstanding is still unresolved, the student may appeal in writing to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may, at his/her discretion, establish an ad hoc committee to hear the Grade Dispute. Committee members may be faculty and/or students, with at least one faculty member from the involved Department. The student, course director/faculty member and Department Chair each have an opportunity to make an oral presentation to the committee. After investigating the dispute, the committee will forward its final opinion, in writing, to the Associate Dean, as a recommendation to the course director/faculty member. No further appeal will be considered.

Promotion

In order to be eligible for promotion from one academic year to the next and to graduate from the program with the DMD degree, students must be in Good Academic Standing. Students who are not in Good Academic Standing are subject to academic probation, repeating a year, or dismissal. Promotions decisions are made by the Student Promotions Committee(s) (SPC), at intervals determined by the Office of Academic Affairs. SPC decisions are appealable in accordance with the procedures set forth below.

Standards for Promotion

While it is not possible to provide an exhaustive list, the following are examples of some of the chief reasons for an SPC recommendation of dismissal or repeat the year. If multiple reasons apply in a single semester or over multiple semesters, dismissal is more likely.

1. Failure to achieve a semester grade point average of 2.00 or above
2. Failure to achieve a cumulative grade point average of 2.00 or above
3. Failure to achieve satisfactory grades (C or above) in all required courses
4. Failure to achieve all satisfactory grades (C or above) after any semester of academic probation
5. Violation of clinical or professional standards, either repetitively or a single serious violation
6. Failure to satisfy the conditions of a leave of absence
7. Excessive and/or unexcused absenteeism
8. Failure to satisfactorily complete the requirements of one academic year within two calendar years
9. Failure to complete the DMD program requirements within five academic years from initial matriculation {or six years if the student is granted Leave of Absence(s)}
10. Failure to satisfy conditions set forth during the appeals process
11. Unsuccessful course remediation
National Boards Requirements for Promotion

Any student who has not shown evidence of passing Part I of the National Board Dental Examinations (NBDE) by the first day of Spring semester junior year (per academic calendar) will not be permitted to accept any new patients, or be assigned any new patients, until these examinations have been successfully completed. Any student in good academic standing who has not shown evidence of passing Part I by the start of the Fall semester senior year (per academic calendar) must take a mandatory one-year leave of absence. If the student has not passed Part I by the start of the following Fall semester, he/she will be dismissed from the School, with an option to apply for readmission with advanced standing after passing the Part I examinations. There is no guarantee of acceptance with advanced standing. Students must have official scores for Part II of the NBDE by the first day of Spring semester senior year (per the academic calendar). Students will not be permitted to accept any new patients, or be assigned any new patients, until official exam scores for Part II NBDE are documented.

Reporting

A student who is not promoted will receive written notice. Notice indicates whether the student is required to repeat the previous year or is dismissed from School.

Remediation

A student who receives less than a “C” grade in one or more lecture, laboratory or clinical course(s) is not in Good Academic Standing and may be subject to an unfavorable promotions decision. An unfavorable promotions decision means a student may be 1) dismissed from the DMD program; 2) be directed to repeat an entire year; or 3) be placed on academic probation and afforded an opportunity to achieve a satisfactory grade for the course(s) through remediation.

Manner of Remediation

The SPC, in consultation with the Associate Dean for Academic Affairs, determines eligibility for course remediation. Remediation cannot take place until a student is deemed eligible by the SPC. Students will not receive credit for any remedial examination taken without the written approval of the SPC or the Associate Dean for Academic Affairs. If it is determined that a student is eligible for remediation, all grades of “D” and “F” must be successfully remediated (up to the level of a “C” grade) in order for the student to proceed in the curriculum. If remediation is successfully completed, a grade of “C” is awarded. The remedial grade is added to the student’s transcript but does not replace the original unsatisfactory grade (i.e., F/C and D/C). If remediation is unsuccessful, a grade of “F” is awarded. The remedial grade is added to the student’s transcript as D/F or F/F as applicable.

A student who has been deemed eligible for remediation must contact the course director in a timely fashion to begin the remedial process. Remediation in its simplest form involves a meeting of the course director and student where areas of student need are identified and a program of study outlined. This program may include a guided tutorial, independent study, laboratory exercises, additional clinical experiences, or some other special project as assigned. Remedial programs that involve substantial didactic or practical instruction may be scheduled during the summer sessions. At the conclusion of the program, the student must demonstrate knowledge of relevant concepts through written, practical or clinical reexamination(s). Successful course remediation is required in order for a student to progress from one academic year to the next.

Eligibility

After reviewing the academic standing of each student, the SPC identifies those individuals who are eligible to participate in remediation.

Students with course grades less than a “C” that are permitted to participate in remediation are automatically placed on academic probation for the semester and a special designation of “academic probation” is placed on the student’s permanent transcript.
Based upon the SPC’s decisions, the Associate Dean for Academic Affairs notifies students of their eligibility for remediation and directs eligible students to contact the course director(s) in a timely fashion to participate in the remedial process.

A course director may not initiate remediation for any student with an unsatisfactory final course grade without express written authorization from the Academic Dean.

Grades

Within seven (7) calendar days of completing the remediation, the course director will transmit the student’s final grade to the Office of Academic Affairs.

Repeating a Year

A student who is not promoted may be given the opportunity by the SPC, or through the appeals process, to repeat a year of the curriculum. The recommendation to repeat may be made at the end of any semester or session. When a recommendation to repeat a year is made, and all appeals are exhausted, the student must leave the School and, unless granted special permission by the Academic Dean, may not participate in any courses until such time as the repeated year begins. A student who is repeating a year of the curriculum must notify the Office of Academic Affairs, in writing, of his/her intent to continue in the curriculum within the timeframe designated by the Office of Academic Affairs.

Barring exceptional circumstances, no student may repeat more than one year for failure to be in good academic standing.

Didactic Course Requirements

A student who repeats a year of the program is required to retake all courses in that year in which the student received a grade of “B” or less.

Clinical Credits

A clinical year student who is directed to repeat the year by the SPC retains credit for all completed clinical requirements, with the exception of clinical examinations. Additional clinical/laboratory procedures may be assigned for the purpose of remediation at the discretion of the Department Chair with the approval of the Clinical and Academic Deans. Duty days are assigned for the repeated year and all clinical examinations must be repeated.

Grades

For a student who repeats a semester or year of the curriculum, grades from the repeated courses are used to compute the grade point average. Original grades remain on the student's transcript, but are not used in the computation of the grade point average.

Dismissal

A recommendation for dismissal by the SPC or through the appeals process may be made at the end of any semester or session. The Associate Dean for Academic Affairs reserves the right to call a special meeting of the SPC to consider the status of any student who is absent from the School without notification or justification for more than one week. When a recommendation for dismissal is made, and all appeals are exhausted, the student is responsible for paying all outstanding debts, returning all borrowed property, and satisfying all other obligations to the School and University.

Any student who has been dismissed on academic or behavioral grounds will not be considered for readmission with advanced standing. A former student who has been dismissed and seeks to return to the School may apply to the entering freshman class only, through the Office of Admissions and Student Affairs. Application for readmission to the freshman year does not guarantee acceptance.
Appeal of Promotions Decisions

A student for whom the SPC has recommended dismissal from the DMD program, or the opportunity to repeat a year of the program in lieu of dismissal, may submit a written appeal to have the recommendation reconsidered.

The student must submit his/her written appeal to the Associate Dean for Academic Affairs within three (3) business days from the date of the SPC decision notification. The student may continue in the curriculum until his/her appeal is exhausted. The written request for appeal should address the following:

1. The basis for the request and the desired action
2. Any extenuating circumstances that might have contributed to poor performance
3. Any factors that might have changed, enabling performance level to improve
4. Past academic and clinical performance

The Associate Dean for Academic Affairs refers the appeal, together with any supporting evidence and documentation, to the Student Appeals Committee. A hearing is scheduled at which the student may present pertinent information to the Student Appeals Committee. Within three (3) business days after the hearing, the recommendation of the Student Appeals Committee is communicated, in writing, to the Dean for final disposition. The Dean may rule directly on the appeal or, at his or her discretion, refer the matter to an ad hoc committee for advice. The Dean may uphold the recommendation of the Student Appeals Committee, overturn the recommendation of the Student Appeals Committee, and/or stipulate conditions under which a student may continue in the DMD program. The Dean will notify the student of his decision in writing. Decisions of the Dean are final.

Special Academic Status

Based on performance, a student may be placed on a special academic status. Two types of special academic status exist: 1) Dean's List, and 2) academic probation. If a student is placed on any type of special academic status at the end of a semester or academic year, such status is noted on the student's permanent record, and the student is notified of such status in writing.

Dean’s List

The Dean's List exists to recognize outstanding performance. A student who is not on probation is placed on the Dean's List for a semester in accordance with the following standards:

1. Dean’s list will be considered on an academic year basis, and will not consider the cumulative grade point average.
2. A student must be in the top 20% of his or her class, by academic year GPA.
3. There must be no grades of less than “B” in a given academic year.
4. There must be no grades of “Incomplete” in a given academic year.
5. There must be no record of suspension of clinical privileges, honor board or University Conduct Code violations, or breaches of professionalism or collegiality in a given semester.

Academic Probation

Academic probation is a special academic status which indicates that a student is not in Good Academic Standing and is at risk of failing to be promoted or graduate. A student is automatically placed on probation for a semester when he or she is granted permission to attempt to remediate a grade of “D” or “F”. The special designation of academic probation is noted on a student’s permanent record for the semester that the “F” or “D” is received.

Standards of Clinical Care
The Office of Clinical Affairs publishes and enforces standards to ensure appropriate treatment of patients and the orderly functioning of clinics. Violation of these standards may be reported to the SPC for consideration and possible action. The student has a right of appeal using the same procedures established for appeal of denial of promotion.

Suspension

The Director of Clinics or his/her designee may temporarily and immediately suspend a student from participating in a clinical practice course because of unsatisfactory performance or violations of applicable standards that might jeopardize the health and safety of patients.

In the event of a clinical suspension, the Director of Clinics or his/her designee shall provide the student with a written notice outlining the expected duration of the suspension and the next steps that will be taken in the investigation of the unsatisfactory performance or violations of the applicable standards.

Graduation

Requirements for Graduation

To be graduated by the School, a student must fulfill all of the following:

1. Achieve passing grades in all required courses
2. Earn a cumulative grade point average of 2.00 or higher
3. Successfully complete Part I and Part II of National Board Dental Examinations
4. Return all borrowed University material
5. Pay all outstanding debts to the University and the graduation fee
6. Have no outstanding disciplinary matters
7. Be officially cleared for graduation by all areas designated by the School’s Graduation Clearance Form

Graduation Dates

Students are eligible for graduation four times per year: in May, July, August and December/January.

Honors

Students whose academic achievement is exemplary will receive the DMD degree with honors, but only at the May commencement, and only upon completion of every requirement by the deadline for submission of spring semester grades for that senior class, published in the Academic Calendar.

1. DMD summa cum laude with a cumulative GPA of 3.70 and above
2. DMD magna cum laude with a cumulative GPA of 3.55 to 3.69
3. DMD cum laude with a cumulative GPA of 3.40 to 3.54

Leave of Absence

The leave of absence is an administrative measure granted at the discretion of the Associate Dean for Academic Affairs in non-academic situations where it is deemed in the best interest of the student and the School that the student's dental education be interrupted. In order to be eligible to take a leave of absence, a written request must be submitted to, and received by, the Associate Dean for Academic Affairs at least four full weeks prior to the last day of classes in a given semester (per Academic Calendar). In no instance will a student be granted more than two leaves of absence during the course of his or her dental education.

Process
1. Except in extraordinary circumstances, a leave of absence is granted for a maximum of twelve (12) months.

2. All conditions pertaining to the leave of absence will be determined by the Associate Dean for Academic Affairs.

3. A leave of absence does not count as a repeated year.

Grades

All grades for courses in which the student was enrolled at the time of the leave of absence was granted, will appear as a "W" on the transcript.

Tuition

If the leave of absence is granted by the end of the second week after classes have begun, the student will receive a 100% tuition refund for that semester. After that time the student will be responsible to pay 100% of the tuition for that semester.

Readmission

A student on a leave of absence will return no later than the semester in which the leave was granted. For example, if the leave was granted during the spring semester of the sophomore year, the student is expected to return no later than the first day of the next sophomore spring semester.

Clinical Credits

A student on a leave of absence for all or part of the junior or the senior year retains credit for completed clinical requirements, up to and including twelve (12) months of absence from the School. Additional clinical procedures may be assigned for the purpose of remediation at the discretion of the Department Chair with the approval of the Clinical and Academic Deans. Students are also responsible for all duty day assignments and clinical examinations.

Withdrawal

A student who withdraws from the University must complete an official withdrawal form the Office of Academic Affairs.

Refund of tuition is complete (100%) if the withdrawal form is received by the Office of the Registrar by the end of the second week after classes begin. If the withdrawal form is received after the end of the second week after classes have begun, the student will be responsible to pay 100% of the tuition for that semester.

Grades

1. During the first two weeks after classes begin, a student may withdraw with no record appearing on his or her transcript.
2. From the third to the sixth week after classes begin, a student who withdraws will receive a "W" for courses on the transcript as long as the student has passing grades in that course(s). After the sixth week students will receive an "F" in all courses.
3. A student who withdraws during the first week of summer courses will have no record appearing on his or her transcript.
4. Students who withdraw from week two to the third week of summer courses will receive a "W" on the transcript as long as the student has passing grades in the course(s). After the third week, students will receive an "F" in all courses.
5. Students who discontinue and do not withdraw appropriately or who do not have passing grades, receive an "F" for courses on the transcript.

Readmission after Withdrawal
A former student who withdrew and seeks to return must submit an application for readmission. All previous obligations to the University must have been satisfied.

**Prerequisites**

1. A former student who withdrew from the freshman or sophomore year who received D and/or F grades in a biomedical science or integrated biomedical/clinical science course may be considered for readmission only if evidence of successful completion of additional formal training in the biomedical sciences is presented. These courses must be taken at an accredited college or university for credit, with grades. An official transcript must be provided to the School.

2. A former student who withdrew from the junior year may be considered for readmission only if the former student successfully completed Part I of the National Board Dental Examinations.

**Process**

An applicant for readmission after withdrawal must specify the point in the curriculum at which he or she wishes to re-enter. The application is referred to the SPC, except that an application for readmission as a first semester freshman is referred to the Admissions Committee.

**Possible Actions**

Actions available to the SPC considering an applicant for readmission include:

1. Granting the request
2. Granting the request with stipulations that specified courses or clinical requirements be repeated
3. Referring the request to the Admissions Committee for consideration of readmission earlier in the curriculum
4. Denying the request

**Appeals**

The SPC’s decisions on applications for readmission after withdrawal are not subject to appeal.

**Tuition and Fees**

Students must pay their tuition and fees in order to continue in the School. Students may be waiting for financial aid to cover their debt; in this case a financial aid voucher can be accepted in lieu of payment, allowing students to continue their schooling. Students who are having problems with their financial aid applications may seek help from the Student Financial Services.

Students who owe tuition and fees for prior semesters or years cannot register for subsequent semesters without first resolving their delinquency (i.e. payment in full).

Unregistered students will not be permitted to attend classes or use clinical facilities.

Unconfirmed students in the current semester will be given 48 hours to contact Student Financial Services to either pay in full or make mutually acceptable payment arrangements. Students failing to do this will lose clinic and/or classroom privileges.

If students have a billing problem or have a hold on their records or accounts, they should contact Student Financial Services.

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**Tuition and Fees – Bursar Information**

Temple University tuition and fees are based on a variety of factors, including student's school and college association, student level (undergraduate, graduate or professional), residency and credit hours.

**Tuition Rates**

Temple University tuition rates for the Kornberg School of Dentistry are based on specific student characteristics, such as tuition rates, additional fees and residency status, etc.

**Fees**

In addition, tuition specific fees are associated according to student level. Such as, University Services Fee, Matriculation Fee, Course Fees, late registration fees and other fees.

**Tuition Refunds**

If students drop their courses during the add/drop period, they are financially relieved of all tuition and fee charges associated with the dropped courses.

**Residency Information**

In-state residency is determined by an official in the Temple University Admissions Office based on the information provided on each student's application. Tuition is charged accordingly.

**Student Billing**

The Bursar's Office only issues electronic bills (e-bills) for currently registered students. Paper bills will not be mailed. Bill notifications are sent to a student's official Temple University e-mail account and bills are available to be viewed in TUPay.

**Billing Schedule Information**

Registered students with a balance due will be issued an e-bill in accordance with the billing schedule. Check your TU email account to find out when tuition bills are issued and due.

**TUPay-Online Billing**

TUPay is Temple University’s official online billing and payment system. Students can access their e-bill, view their current balance, create authorized payers and can make online payments through TUPay.

**Financial Aid on the Bill**

Financial aid awards appear as anticipated aid on the bill and will reduce the amount due. Financial aid awards must be
accepted on Self Service Banner before application to student accounts. If students have billing or financial aid issues they
should contact Student Financial Services:

Student Faculty Center, Room LB-41, Phone 215.707.2667, Fax 215.707.2917

Students may be waiting for financial aid to cover the tuition and fees. In many cases a financial aid voucher can be
accepted in lieu of an expected payment. Under these circumstances students can continue their required classes.

Third-Party Billing
Temple University can bill an outside organization/company for all or a portion of a student's tuition and/or fees.

Financial Responsibility Statement
Prior registration for each semester, students must agree to the financial terms and conditions associated with course
registration.

Past Due Accounts
Past due accounts can result in late fees, financial holds on future registration, holds on transcripts and referral to
collections.

Payments
Temple University offers several options and methods to pay your tuition bill.

1. Pay the tuition bill in full
   Pay your total balance by the due date on the first bill of the semester.

2. Enroll in a pay a payment plan
   Students who do not pay the total account balance by the bill due date will be automatically enrolled in the
   University’s Deferred Payment Plan and assessed the appropriate payment plan fee.

Temple Installment Payment Plan (TIPP):
TIPP is an interest-free pre-payment plan operated by Higher Education Services, Inc. on behalf of the university. It
allows Temple students to make up to ten regularly scheduled monthly payments toward their charges (five payments for
fall and five payments for spring).

Payment Methods
Temple University offers several payment methods, including online payments through TUPay. Cash and checks are
accepted at the Bursar’s Office. Wire transfers can also be processed by the Bursar.

International Payments
Send international funds online with real-time currency conversion through peerTransfer. Contact Student Financial
Services about how to make an international tuition payment to Temple University.

Returned Checks
if a check or electronic check payment posted to your student account is returned by the bank there will be a returned
check charge added to your tuition account.

Refunds
Student refunds are processed daily and students are encouraged to sign-up on Self Service Banner to receive their refunds
much quicker via direct deposit. Refunds are also sent via United States Postal Service to students’ Permanent or Mailing
Address if desired.
Attendance Policy

When the Kornberg School of Dentistry confers the D.M.D. degree, the School and its faculty are attesting not only that the student has achieved a level of competency as measured by performance on examinations, but that the student has shown a commitment to professional responsibility and has actively engaged in the entire educational experience of the four year academic program. Robust, continuous engagement in all intramural and extramural learning environments is vital to student success and fosters opportunities for faculty to serve as mentors and role models for professionalism and life-long learning. The school Academic Regulations for the D.M.D. program are clear that “A recommendation by the Student Promotions Committee for dismissal may be made at the end of any semester or session. The Associate Dean for Academic Affairs reserves the right to call a special meeting of the Student Promotions Committee to consider the status of any student who is absent from the school, without notification or justification, for more than one week.”

In this document, the Attendance Policy of the school is defined for each type of learning environment. The purpose of the policy is to prepare our dental students to be excellent dentists with the highest standards of professionalism and ethical behavior.

For preclinical laboratory courses, regular attendance is required and no make-up classes or labs will be offered. Regular attendance is defined as follows:

- Attending ALL scheduled preclinical laboratory sessions, case-based learning sessions, small group sessions, quizzes and examinations, UNLESS an excused absence is granted. Excused absences are granted at the discretion of the course director.

- Students who take time off without being granted an excused absence will be at risk for dismissal, delaying graduation and/or receiving a failing course grade.

- The maximum allowable excused absences for a preclinical laboratory course is one week’s worth of laboratory sessions. Students who exceed this limit will be at risk for delaying graduation and/or receiving a failing course grade.

- Course directors may institute more specific or stringent attendance requirements in the course syllabus. A record of excused and unexcused absences will be maintained by the course director.

- At the discretion of the course director, regardless of the reason for a student’s absenteeism, missed projects, assignments, examinations, etc. are to be completed in the order described in the course syllabus immediately upon a student’s return from an absence, and based upon the discretion of the course director.

For didactic courses, regular attendance is required. Students who miss more than 20% of the lectures sessions per term will be at risk for dismissal, delaying graduation and/or receiving a failing course grade. Students must attend ALL scheduled case-based learning sessions, small group sessions, quizzes and examinations, UNLESS an excused absence is granted. Excused absences are granted at the discretion of the course director.
• Course directors may institute more specific or stringent attendance requirements in the course syllabus. A record of excused and unexcused absences will be maintained by the course director.

• At the discretion of the course director, regardless of the reason for a student’s absenteeism, missed projects, assignments, examinations, etc. are to be completed in the order described in the course syllabus immediately upon a student’s return from an absence, and based upon the discretion of the course director.

**In clinics and clinical duty days**, attendance is required UNLESS an excused absence is granted in writing. Excused absences are granted at the discretion of the cluster leader. **All requests for time off from scheduled clinical sessions MUST be made in the electronic Time Away System which is accessible 24/7 by students and cluster leaders or their designees.**

Excused absences are to be made up, and scheduled with the prior approval of the cluster leaders or Director of Clinics for duty days, at a ratio of 1 make up sessions to 1 missed scheduled/required session. Unexcused absences are not permitted. Students who are absent without being granted an excused absence will be required to attend 3 make up sessions to 1 missed scheduled/required session and may be at risk for dismissal. Additionally, students with absenteeism that exceeds 10 scheduled clinic sessions/year, regardless of the reason for absenteeism, are at risk for delaying graduation and/or receiving a failing course grade in one or more of the following courses: Jr summer clinic I D589 (9 credits), Jr summer clinic II D599 (6 credits), Fall Jr Practice of Dentistry D591(7 credits), Jr Spring Restorative Clinic D697 (6 credits), Sr summer clinic I D600 (12 credits), Sr summer clinic II D700 (6 credits), Fall Sr Practice of Dentistry D790(12 credits), Sr Spring Restorative Clinic D897 (12 credits). A record of absences will be maintained by the cluster leaders or their designees.

**Excused Absences:**

An absence may be excused by the course/clinic director(s) only if both of the following apply:

1. The absence is justified by illness, emergency or other extenuating circumstance.
2. The absence is reported to the clinic/course director(s) with a request for an excused absence within one business day of its occurrence

Documentation or verification may be requested by the director/leader for any absence.

If an absence is unexcused, a clinic/course director(s) is not obligated to offer a student an opportunity to make up any missed work such as a project or examination.

The following extenuating circumstances merit the consideration of granting an excused absence from a course/clinic at the clinic/course director’s discretion.*

• Observation of a religious holiday
• Work related and post-doctoral program interviews
• Board examinations
• Attending professional meetings as representatives of TUKSoD.
• Bereavement leave for a spouse, parent, grandparent, child, dependent, stepchild, sister, or brother.
• Weddings: student weddings and the weddings of siblings for a maximum of 3 scheduled/required days (6 sessions)
• Other circumstance approved by the director/leader.
Voluntary Clinical Externships and Voluntary International Service Learning Experiences are considered excused absences that do NOT count towards the limit of absenteeism from clinic. Students may spend a maximum of 4 weeks total during their Junior and Senior years participating in approved voluntary clinical externships and/or voluntary international service learning experiences. These 4 weeks do not have to be made up. Students may request additional time for externships to support applications to competitive residency programs; this additional time must be made up at a ratio of 1 make up session to 1 missed scheduled/required session. Students should make every attempt not to schedule more than 2 weeks of voluntary clinical externships while didactic classes are in session during a student’s junior year. Freshmen and sophomore students are not permitted to participate in voluntary clinical externships or voluntary international service learning. All students must show evidence of making every attempt not to schedule externships and service learning trips during an assigned rotation. Students are not permitted to request excused absences for voluntary externships or service learning during scheduled examinations.

Vacation or study leave: As approved by the cluster leader, rising junior students and senior students each have 5 days (10 sessions; 2 calendar weeks) of planned time away from scheduled/required activities to be used as needed, including board preparation. Vacation or study leaves may not be taken for sessions when didactic classes are scheduled. All time away is to be scheduled with approval by the cluster leader. The scheduling of time away is at the discretion of the cluster leader in consultation with Clinical and Academic Affairs as needed. Students are responsible for finding coverage for any concurrently scheduled duty, outreach or other assigned rotation days prior to requesting approval for time away from the cluster leader. Vacation or study time away is NOT counted towards limit for absenteeism. Missed clinic sessions for approved time away do not have to be made up.

Attendance Disputes:

If a student believes that the absence was inappropriately unexcused, the student may employ the following dispute procedure:

Step 1: The student should attempt to resolve the disagreement with the faculty member involved.

Step 2: If the student is dissatisfied and wishes to pursue the matter, the student has the opportunity to seek the advice and assistance of the department Chairperson.

Step 3: In those few instances where a disagreement or misunderstanding is still unresolved, the student has the opportunity to appeal in writing to the Associate Dean for Academic Affairs. Upon request of the student, the Associate Dean will establish an ad hoc advisory committee to hear the student's appeal. Committee members will be dental students and faculty members. Both the student and the course/clinic director(s) will be able to make an oral presentation before the committee. The final decision of the committee will be binding upon the course director.

Short Term Medical and Maternity Leave Policy

Guiding Principle:
The Kornberg School of Dentistry is committed to putting in place guidelines and processes that will minimize the impact of medical and maternity circumstances on affected students, and that will help ensure the least amount of disruption to their studies, while meeting their obligations to the School, the University, and to patients when applicable.

**Short Term Medical or Maternity Leave:** Short term medical or maternity leave is applicable for situations in which a student is unable to fulfill his or her duties, responsibilities and commitments due to a medical condition or the adoption or birth of a child.

A short-term medical or maternity leave is a leave of up to 4 weeks in the fall and spring semesters and up to 3 weeks in the summer semesters. Absences related to short-term leave are considered excused. A written request, including supporting documentation and written permission by the student stating that an official of the University may contact the certifying health care provider, if needed, must be submitted to the Office of Academic Affairs. The granting of a short-term leave is at the discretion of the Dean’s Office for Academic Affairs. A short term leave encompassing 20% or more of the semester will exhaust the student’s right to further absences in that semester as per the Kornberg School of Dentistry’s attendance policy.

In the case of leave for medical reasons, re-entry into the curriculum is contingent upon written verification that states that the student’s health permits the resumption of full time studies, with or without reasonable accommodations.

A request for maternity leave should be made as soon as possible and, absent exceptional circumstances, no less than 4 weeks prior to the start date of the maternity leave. In the case of the adoption of a child, the request should be made either no less than four weeks prior to the start date of the maternity leave or as soon as the adoption is confirmed. In the case of adoption, the request for leave should be accompanied by certification of child adoption.

For any short-term leave, immediately upon return, the student must meet with the course/clinic directors to formulate a plan for completion of remedial work.

**Leave beyond Short Term Leave:** When a short term leave does not provide the student with sufficient time to fully resume his or her studies, the student may submit a written request to the Office of Academic Affairs for limited additional time due to exceptional circumstances or consider other options (e.g. extended leave of absence).

**Professional Competencies for the New DMD General Dentist**

**Introduction**

**Process**

The Temple University Kornberg School of Dentistry (TUKSoD) Professional Competencies for the New General Dentist were developed by the Combined Task Force of the Curriculum Management Committee and the Outcomes Assessment Committee. Input from all full and part time faculty, including faculty that practice in the community, was obtained and the Professional Competencies were approved by the Management Committee on 2/8/13 and the Collegial Assembly on 3/14/13.

The Combined Task Force identified three core competency domains for the new general dentist: *Diagnosis and Treatment Planning Domain, Oral Health Management Domain* and *Practice and Profession Domain*. These domains parallel those of the Joint Commission on National Dental Examination’s Committee for an Integrated Examination. The domains were populated with Professional Competency statements which reflect the School’s Vision and Mission, as well as its goals of ensuring that all graduates are competent to provide comprehensive, patient-centered, evidence-based, outcome driven oral health care, and receive diverse experiences through engagement with community and professional organizations. Also considered in the development of the Professional Competencies was the process by which the school would assess each student’s progress in achieving individual Professional Competencies, competency in each interdisciplinary domain, and overall competency as a measure of readiness to enter the practice of general dentistry.

**Guiding Principles**

Ideally, professional development begins the first day the student enters dental school and does not end until the day the dentist retires from the profession. While this should be a continuous process of improvement, the process can be divided conveniently into five stages: novice, beginner, competent, proficient, and expert.

Other than the decision to begin this professional journey, the most significant milepost is the attainment of the first professional degree, which corresponds to the attainment of professional competency—the ability to begin independent, unsupervised dental practice. Competencies are abilities essential to beginning the practice of dentistry. The competencies set forth in this document are supported by knowledge of basic biomedical, behavioral, and clinical sciences; by cognitive, psychomotor, self-assessment and critical thinking skills; and by professional and ethical values.

The TUKSoD Professional Competencies for the New General Dentist are intended to guide the pre-doctoral curriculum, as dynamic standards subject to regular review and revision as needed in the interest of continual quality improvement of the curriculum.

**Definitions and Policy Statements**

TUKSoD defines Comprehensive Oral Health Care as follows:

The mission of the Kornberg School of Dentistry is to “promote health through the education of diverse general and specialty dentists; to provide comprehensive, patient-centered, evidence-based and outcome-driven oral health care; and, engage in research, scholarly activities and community service.” Based on this mission, the focus of all educational and clinical programs of the school should shift towards the promotion of health, rather than just the provision of clinical care. This goal does not mean that dental students and residents will graduate with fewer clinical skills than previous TUKSOD graduates; rather, they will graduate with clinical experiences that are integrated within a model of care that promotes oral health using ethical and scientifically-based management protocols.

Health promotion is defined by the World Health Organization as “the process of enabling people to increase control over, and to improve their health.” In the context of the dental school, health promotion entails the provision of clear and scientifically-validated oral health information to enable patients to make decisions on how to increase control of their oral and/or systemic health and to motivate patients and communities to adopt healthy behaviors. The process of comprehensive care should ensure that patients are engaged in promoting their health, if feasible, from the first visit. Achieving this goal requires some significant investment in the development of new skills for faculty and students, as well as the hiring of new faculty with the expertise needed to transition to a new model of education and clinical care at TUKSoD.

Given the school’s mission, comprehensive oral health care encompasses the comprehensive treatment planning process which is currently employed in our clinics. Comprehensive oral health care expands the process of treatment planning by incorporating contemporary evidence based knowledge and management of the biological, social, behavioral, cultural, systemic, and oral health risk factors associated with oral diseases’ development and progression. From the first visit, comprehensive oral health care focuses on the promotion of health by enabling
patients to increase control of their own oral health, as well as the provision of clinical care to modify both systemic and individual risk factors associated with oral disease. Comprehensive oral health care includes preventing the development of new disease; stopping the progression of early disease states; and providing appropriate treatments to preserve healthy tissues, when indicated and respecting patients’ preferences. Additionally, comprehensive oral health care rehabilitates patients enabling them to regain their ability to function and live free from disease and destruction of their oral tissues.

TUKSoD policy on Patient Centered Care:

The Commission on Dental Accreditation (CODA) defines patient-centered care (PCC) as the system of dental care that 1) ensures that patients’ preferences and their social, economic, emotional, physical and cognitive circumstances are sensitively considered; 2) uses teamwork and cost-effective deployment of allied dental personnel; 3) evaluates practice patterns and the outcomes of care to guide actions to improve both the quality and efficiency of care delivery; and 4) employs general dentists as role models for students to help them learn appropriate therapeutic strategies and how to refer patients who need advance therapies beyond the scope of general dental practice. The CODA definition is based on the Institute of Medicine’s definition of PCC as “healthcare that establishes a partnership among practitioners, patients, and their families (when appropriate) to ensure that providers’ decisions respect patients’ wants, needs, and preferences and that patients have the education and support they need to make decisions and participate in their own care.” (Envisioning the National Health Care Quality Report, 2001. Institute of Medicine, National Academy Press Accessed at: http://books.nap.edu/openbook.php?record_id=10073&page=41)

Since the emergence of the PCC model over the last decade, the medical field has implemented many of the required changes; however, the path towards full PCC remains long and challenging. There are many success stories of healthcare institutions implementing PCC and significantly improving their clinical and patient satisfaction outcomes. PCC requires a cultural change at dental schools in that the focus of care and education shifts from the needs of students and faculty to the needs and preferences of patients. The transformation is significant and challenging; it requires investment of capital and development; and a system of ongoing data gathering and improvement. On the positive side, implementing PCC at TUKSOD will create a new model for dental education that will focus on improved health outcomes with patients as partners to achieve graduation requirements.

TUKSoD defines “manage” as follows:

To recognize and provide education, advice, monitoring, treatment, and/or referral.

Within the scope of general dentistry, the following competencies have been deemed by the faculty of Temple University Kornberg School of Dentistry to be essential for all graduates in the management of patients of all ages, including special needs patients:

**Domain I: Diagnosis and Treatment Planning**

1. Obtain and interpret the findings of a comprehensive patient interview to assess past and current disease, medical/dental risk status and outcome preferences.
2. Perform and interpret the findings of a comprehensive intra/extra oral examination.
4. Select, obtain, and interpret diagnostic images.
5. Recognize the manifestations of systemic diseases and how they may impact on the management and provision of dental care.
6. Analyze diagnostic and risk assessment data and formulate comprehensive preventive, treatment and/or referral options to address patients’ needs and outcome preferences and promote health by engaging patients in the management of their own care.
7. Communicate the comprehensive treatment and health promotion plan to the patient and develop goals for evaluating the progress of health promotion at subsequent visits.

**Domain II: Oral Health Management**
8. Understand and apply biomedical science knowledge in the delivery of patient care.
9. Assess and manage the unique needs relating to the oral health care of special needs patients.
10. Select and administer or prescribe pharmacological agents in the treatment of dental patients.
11. Prevent, diagnose, and manage pain and anxiety in the dental patient.
12. Prevent, diagnose, and manage periodontal diseases.
13. Prevent, diagnose and manage caries.
14. Provide restorative care to preserve tooth structure, replace missing or defective tooth structure, maintain function and esthetics, and promote soft and hard tissue health.
15. Diagnose and manage developmental or acquired malocclusion and space management needs.
16. Manage the replacement of teeth for the partially or completely edentulous patient.
17. Diagnose and manage pulpal and periradicular diseases.
18. Diagnose and manage soft and hard tissue surgical treatment needs.
19. Recognize and manage medical emergencies.
20. Recognize and manage dental emergencies.
21. Manage tobacco cessation interventions.
22. Evaluate outcomes of comprehensive dental care, develop recall strategies and determine prognoses.
23. Diagnose and manage oral soft tissue and osseous disorders.
24. Communicate and manage dental laboratory procedures in support of patient care.

Domain III: Practice and Profession

25. Utilize critical thinking and problem-solving skills in the care of patients, scientific inquiry and research methodology.
26. Evaluate scientific literature and integrate best research outcomes for the delivery of evidence-based patient-centered care.
27. Apply the principles of ethical decision making and professional responsibility.
28. Apply psychosocial and behavioral principles in patient-centered health care for health promotion and disease prevention.
29. Apply principles of legal and regulatory concepts related to the provision and/or support of oral health care services, including informed consent.
30. Apply the basic principles and philosophies of practice management, evaluate models of oral health care management and delivery, and understand how to function successfully as the leader of the oral health care team.
32. Utilize universal infection control guidelines for all clinical procedures.

Additional information, updates and revisions to the Academic Affairs policies may be obtained on the intranet Blackboard.

Address and Name Changes
Students who change mailing addresses or names must report the change to the Office of Academic Affairs in Room 335, as well as to Student Affairs in Room 339. An address change can also be done online using Self-Service Banner.

Letters of Recommendation
Requests for official letters of recommendation from the Dean should be made in the Office of Academic Affairs, Room 335 using the Enrollment Verification/Dean’s letter request form found the TUKSoD Office of Academic Affairs Organization in Blackboard. Disciplinary actions will be included in Dean’s letters of recommendation.

Loan Deferments and Proof and Enrollment
Students, who require proof of enrollment in the Dental School in order to defer repayment or prior student loans, or for any other purpose, should bring the Enrollment Verification/Dean’s letter request form found the TUKSoD Office of Academic Affairs Organization in Blackboard to the Office of Academic Affairs, Room 335 for processing.
Transcripts
Temple University has authorized the National Student Clearinghouse to provide transcript ordering via the Web at Temple's Parchment site. Transcripts may be requested 24 hours a day, 7 days a week. Current students must first log into the TUPortal. Go to the Student Tools tab and select the Transcripts link in the Records channel. You will be prompted to create an account the first time you access the Parchment site, or go directly to Parchment.com.

Tutoring Program
Students who need a tutor because they are failing a course may request a tutor by contacting the Office of Academic Affairs and completing an application. Every effort will be made to provide tutors, although tutoring is dependent on the availability of qualified tutors. Students may request a maximum of twenty (20) hours of tutoring per semester at no cost to the student.

CLINICAL AFFAIRS

Patient Care
All patients must be screened, registered, and entered into the clinic management system, regardless of whether the patient is treated for a fee or without charge.

All adult patients are assigned through the Clinic Coordinators in each Comprehensive Care Cluster. Treatment is provided in the clinics on a fee-for-service basis. A key part of the clinical education is the responsibility of the student to assist in the collection and submission of patient payment at the time of treatment.

Ethical Foundation for Professional Education and Behavior for Pre-and Post Doctoral Students

1. Students are unlicensed “practitioners” who provide dental care with the explicit understanding that they be supervised at all times by licensed dentists who are faculty in the School of Dentistry or in one of its affiliated programs.

2. Policies and protocol for clinical procedures, treatment sequence, record keeping, student and faculty, and patient relations have been established for the orderly and timely management of patient care and documentation of student progress. Breaches of policy and protocol jeopardize the quality of both the academic and clinical programs within the school.

3. The treatment of most dental patients involves several departments or, in some cases, every department in the School of Dentistry. Because of this close relationship, a comprehensive treatment plan or treatment sequence is paramount to successful patient treatment. Failure to obtain appropriate departmental consultations, or to follow the established treatment plan or treatment sequence, represents a serious error in patient management.

4. The professional (dentist, dental student) has the obligation and responsibility to respect his/her patients, colleagues, mentors, and staff. Examples of disrespect are:
   a. Failure to appear for clinical duty assignments or for individual patients - such failure unduly inconveniences patients and places an extra burden upon other dental students and faculty to care for scheduled or emergency patients.
   b. Insubordination - inappropriate and disrespectful behavior jeopardizes both the student’s ability to learn and the faculty’s ability to teach, as well as the patient’s perception of Kornberg School of Dentistry clinical competence and quality.
   c. Failure to treat all patients with respect and dignity, and failure to deliver the care in a timely manner.
   d. Failure to insure that all verbal and physical interactions with patients are respectful, informative, and fall within the parameters of professional and ethical behavior.

5. Proper maintenance of, and attention to, the integrity of patients’ medical and dental records are the ethical responsibility of all who are engaged in patient care. Patient records include all documents relating to admissions, documentation or progress, consultations, and completion of treatment, both written and electronic. As such, they must not be forged or otherwise misrepresented. Students, as well as faculty, have the ethical and legal obligations to safeguard the veracity and integrity of all patient records. Loss of records may compromise the confidentiality of patient information and inhibit the timely progress of quality of clinical care.
6. Dental students shall not refuse or deny dental service to any patient because of patient’s race, creed, color, gender, sexual orientation, national origin or infectious disease status. An academic institution is not exempt from local, state and federal laws and regulations pertaining to non-discrimination in access to health care or other services.

**Needle stick Injuries:**
In the event of a needle stick or other sharps injury, report to the Office of Clinical Affairs immediately after informing your attending faculty or supervisor of the incident. During regular clinic hours, students, staff, and faculty are to report to Occupational Health Services (basement of the Tower Building, Temple University Hospital) for medical evaluation. After hours, report to the Emergency Department of Temple University Hospital immediately. Upon signing in, make certain to inform the emergency room personnel you are reporting with a needle stick injury. Source patients should not be excused, but rather should accompany the student/faculty/staff to Occupational Health. If the patient was dismissed prior to the incident, please take the patient’s contact information with you, however, the patient’s record must not leave the School of Dentistry. Occupational Health will provide base line counseling, blood work, and take a history of the exposure. Treatment with post-exposure prophylaxis will be instituted if indicated. Students are covered by an insurance policy that will cover the cost of the prophylactic medications. The Occupational Health physician will provide a prescription which must be filled at the outpatient pharmacy of the Temple University Hospital. Students, faculty, and staff will be instructed as to the necessary follow-up. An Event Report form, which will be provided to you when you report to the Office of Clinical Affairs, must be completed and submitted to that office.

**Board Examinations:**
The ADEX examinations (formerly NERBS) are administered through the Office of Clinical Affairs. Applications are available through CDCA and information on the exams as administered through the Kornberg School of Dentistry, are available from Dr. Leona Sperrazza or Phyllis Schuler, 2nd Floor Clinical Bldg. National Board applications are available online at www.ada.org and are certified by Dr. Maria Fornatora, Associate Dean for Academic Affairs, Room 335.

**STUDENT LIFE**

**Student Faculty Center Activities and Operations Office**
The SFC Activities and Operations Office plans the cultural, educational, recreational, and social programs for the Health Science Campus. The General Activities Fee generates funding which sponsors events such as the annual HSC Ski Trip, Free Coffee and Bagels every first Wednesday of the month and discounted tickets to sports games, Broadway shows and other various events in Philadelphia. Tickets usually go on sale 2-3 weeks before the event date. Be sure to continually check the website below for updated information and follow the SFC Facebook and Twitter page. These funds are also used to collaborate with student organization run events such as the Annual Health Policy Symposium, SNMA Black History Month Events, Habitat for Humanity, and LMSA Spring Fiesta as well as many others.

If you have any suggestions on events or programming that you would like to see at HSC, please contact the Program Coordinator at 215-707-4919 or email sfc@temple.edu or visit our website http://studentcenter.temple.edu/activities for additional information.

The SFC Activities and Operations Office also sponsors over 83 different HSC campus student organizations for the Medical, Dental, Pharmacy, Podiatry, and Public Health Schools. Each year these organizations receive allocations to program events on and off campus. Please visit studentcenter.temple.edu for more information.

The HSC Recreation Center can be found on the lower basement level of the SFC. Our 15,000+ sq. ft. facility includes a gymnasium, weight room, cardio room, plyometric room, racquetball court, two fitness studios, and locker rooms which each have a sauna. The recreation center offers group fitness classes, personal training, intramural sports, tournaments, and informal recreation opportunities. You can learn more about the HSC Recreation Center at http://studentcenter.temple.edu/hsc-recreation-center. The Starbucks on the 1st floor lobby is open Monday through Friday, 6:00 a.m. to 6:00 p.m.
Committees

Students are invited and encouraged to participate on a number of school committees. The following committees are among those that have student members:

- Admissions Committee
- Clinical Policies and Procedures Committee
- Continuing Education Committee
- Dean’s Advisory Committee
- Honor Board
- Human Resources and Budget Committee
- Instruments Committee
- Professionalism and Collegiality Committee
- Quality Assurance Committee
- Research and Advanced Education Committee

Student Government

The Student Council represents the student body in all matters of student affairs. The council serves as the primary voice of the students and acts as a liaison between faculty, administration, and students. All students are encouraged to attend student council meetings and share opinions, concerns, and suggestions with elected officers to affect positive changes. The council coordinates various student activities and committees. Elected officers, student council representatives, and club presidents are required to attend all student council meetings.

Student Council coordinates the election process for each class annually. The elected officers include a president, vice president, secretary, treasurer, class representative and honor board representatives.

Student Organizations

All students who are in good academic standing and are in compliance with the School’s ethical standards are encouraged to participate in both local and national student organizations. The American Student Dental Association is the largest organization for dental students in the nation, with more than 14,000 members. It was founded in 1971 to give students a voice and a governing body within organized dentistry. Throughout its history, ASDA has addressed specific concerns of dental students, such as licensure, financial aid, due process, and lobbying efforts in Washington, D.C. ASDA benefits include financial assistance programs, publications, insurance, low-interest MasterCard, board examination reprints, plus educational and social events throughout the year that are free to members. There are several leadership positions available at the local, regional, and national levels that provide the opportunity to establish contacts with students and professionals across the country, creating a personal network and the possibility of better career opportunities upon graduation.

All student organizations must have an appointed faculty advisor who is responsible for providing direction, support, guidance and assistance. Student organizations are required involve the faculty advisor in planned organization activities. The Student Affairs Office must also be informed of all upcoming student organization events.

As a convenience to dental students, the ASDA membership dues will be automatically billed to the fall semester tuition bill. In order to decline the ASDA membership and receive a refund, contact the ASDA President. Additional student organizations at Kornberg include:

- American Dental Education Association (ADEA)
American Association of Public Health Dentistry
Coalition for Health Advocacy through Multidisciplinary Problem Solving (CHAMPS)
Dental Practice Management Club
Dominican Club
Hispanic Dental Association (HAD)
Institute for Healthcare Improvement (IHI)
Material Science Club
Operation Smile
Pediatric Dentistry Club
Periodontics Student Club
Peru Club
South Asian Dental Student Association
Stomatognathic Honor Society
Systemic Review Honor Society
Xi Psi Psi (Zip)

Students who become involved in off-campus organization activities need approval from the Office of Academic Affairs. Faculty course directors must also be notified if a student organization function will cause absence from a didactic or clinical assignment.

Owl Connect
Owl Connect is a Student Activities Student Organization database that is used as the online hub for student organization information. The Owl Connect homepage will have student organization events and special announcements that are updated weekly by the Student Activities Office. Students can create their own profiles and rank their interest. Student organizations can customize their own homepage, complete with photos and news articles. Students organizations can also promote events and link their social media accounts. To learn more about Owl Connect and its benefits, please visit the website at studentactivities.temple.edu.

**Lunch and Learns**

Student organizations and student council are authorized to coordinate lunch time presentations from outside groups including corporations, dental societies, residencies, fellowships, dental societies and career advisors or those offering employment prospects. To avoid confusion, chaos and misinformation, student leaders are required to complete an event information form to the Student Affairs Office for all planned events.

**FERPA/PRIVACY GUIDELINES**

As requested by the Family Educational Rights and Privacy Act (FERPA) of 1974, Temple University cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent.

FERPA provides the following rights for students and for the parents of dependent students attending Temple University:

- The right of a student, with minor limitations, to inspect and review his or her education records;
- The right to request amendment of a student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- The right, with certain exceptions, to consent to disclosures of personally identifiable information contained in the student's education records;
- The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification to the Office of the Dean of Students within two weeks after publication of this notice. Under current University policy, the item "Directory Information" includes a student's name, street address, e-mail address,
confirmation of enrollment status (full-time/part-time), dates of attendance, degree received, awards received (e.g., Dean's List), major field of study, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

- The right to file a complaint with the United States Department of Education concerning the alleged failure of Temple University to comply with the requirements of FERPA and of the implementing regulations.

The procedures for exercising the above rights are explained in "Temple University's Policy Regarding Confidentiality of Student Records," copies of which are available in the Office of the Dean of Students and on Temple’s web site at http://policies.temple.edu/ferpa.

If you or your parents' primary or home language is not English, upon your request, reasonable efforts will be made to provide you with a translated copy of this "Annual Notice," as well as with "Temple University's Guidelines Pertaining to Confidentiality of Student Records."

Please note that, in compliance with a 1997 federal statute designed to advance military recruiting, Temple may release dates of birth to the military unless the student notifies Temple that he or she wishes this information be withheld.

STUDENT AND FACULTY ACADEMIC RIGHTS & RESPONSIBILITIES

Temple University students who believe that instructors are introducing extraneous material into class discussions or that their grades are being affected by their opinions or views that are unrelated to a course’s subject matter can file a complaint under the university’s policy on academic rights and responsibilities (Temple Policy 03.70.02). The policy encourages students to first discuss their concerns with their instructor. If a student is uncomfortable doing so, or if discussions with the instructor do not resolve the student’s concerns, an informal complaint can be made to the Student Ombudsperson for the student’s school or college. Unresolved complaints may be referred to the Dean for handling in accordance with the school or college’s established grievance procedure. Final appeals will be determined by the Provost. For additional information pertaining to Temple University policies in reference to student and faculty academic rights and responsibilities including instructions for filing a complaint or grievance, please visit the Temple University website at policies.temple.edu.

TEMPLE UNIVERSITY KORNBERG SCHOOL OF DENTISTRY TECHNICAL STANDARDS

Purpose

Temple University Kornberg School of Dentistry (TUKSoD) provides this description of Technical Standards to inform prospective and enrolled students of the skills required in the provision of oral health care services. These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the dental school curriculum, including the clinical component which involves treating the school’s patients. Applicants should review the technical standards to develop an understanding of what is necessary to succeed in dental school.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of the dental education program and thus, are required for advancement through and graduation from the program. The technical skills areas include cognitive, motor, sensory, communication, and behavioral. Reasonable accommodations for persons with disabilities can be made, so long as such accommodations do not require a change in fundamental program requirements of the curriculum, create a direct threat to the health or safety of others, or create an undue burden on the university.

1. COGNITIVE

GENERAL: A student must be able to measure, calculate, reason, analyze, integrate, and synthesize information within a specified amount of time, including settings where time available for observation is brief, such as emergencies.
SPECIFIC: A student must be able to comprehend and mentally visualize three-dimensional relationships and to understand the spatial relationships of structures, and use imaging technology in treatment planning and diagnosis. Problem solving and clinical decision making, and critical thinking skills are demanded of a dentist in a health care setting. A student must be able to perform these skills in a timely fashion for effective patient treatment.

2. MOTOR SKILLS

GENERAL: A student must have a sufficient level of manual dexterity to execute fine movements required to provide general dental care and treatment to patients within a specified amount of time, including settings where time available is brief, such as emergencies.

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

SPECIFIC: A student must be able to perform basic life support (including CPR), transfer and position disabled patients, and position and reposition self around patients in various treatment settings. The student must be able to operate dental equipment controls utilizing fine hand movements, position and move dental instruments and move in all directions. Students must be able to work in the proper ergonomic positions appropriate to the delivery of dental treatment for extended times.

3. SENSORY/OBSERVATION

BASIC SCIENCES

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

SPECIFIC: This includes, but is not limited to, information conveyed through physiologic and/or pharmacological demonstrations, and in microscopic images of microorganisms and human or animal tissues in normal and pathologic states. A student must be able to acquire information from written documents and to visualize information presented in images from paper, films, slides, video and computer. A student must be able to interpret radiographs and other graphic images, with or without the use of assistive devices. A student must have functional use of visual, auditory, and somatic sensation when using educational and treatment instruments (e.g., microscopes, stethoscopes).

CLINICAL SCIENCES

GENERAL: A student must be able to observe a patient accurately, and observe and appreciate non-verbal communications when performing general dental treatment or administering medications.

SPECIFIC: A student must be able to perform visual and tactile dental examinations and treatment to discern slight differences and variations in color, shape, and general appearance between normal and abnormal soft and hard tissues.

Use of tactile senses may be either direct through palpation or indirect through instrumentation. A student must also possess the visual acuity to read charts, records, small print and handwritten notation, and distinguish small variations in colors.

4. COMMUNICATION

GENERAL: A student must be able to communicate with patients clearly and effectively; establish good rapport; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. SPECIFIC: A student must have the ability to retrieve information from literature, computerized data bases and lectures, and to communicate concepts on
written exams and patient charts. Patients, faculty, students, and staff must be able to easily understand the student’s communication in order to effectively evaluate performance and to work collaboratively in the care of patients. Patients must be able to understand the student to help establish patient rapport; understand what information is requested and needed; and understand the explanation of treatment procedures, treatment options, informed consent, and follow-up or home care.

5. BEHAVIORAL

GENERAL: A student must possess the emotional health and maturity required for full utilization of intellectual abilities; the exercise of good judgment; maintenance of patient confidentiality; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with patients, faculty, staff and students.

SPECIFIC: The student must be able to tolerate physically and emotionally demanding workloads; function effectively under stress; adapt to changing environments; display flexibility; and learn to function in the face of uncertainties inherent in the clinical problems of patients. A student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them. A student must reasonably be expected to accept criticism and respond by appropriate modification of behavior.

Temple University Disability Resource Services is available to students to support their needs. Please visit http://www.temple.edu/studentaffairs/disability/ for more information.

Process For Assessing the Applicant’s Ability to Meet the Technical Standards

1. In reviewing an applicant who may not meet the technical standards, the Dean for Admissions and Student Affairs will meet with the Academic Dean and Clinical Dean to discuss the issue. The applicant may be requested to meet with the deans and/or provide supporting documentation from an appropriate specialist. Persons involved will be asked to identify how the candidate will meet the technical standards with or without accommodations. If accommodations are considered, the Assistant Dean for Admissions and Student Affairs will communicate with Disability Services to determine the reasonableness of the accommodation.

2. After assessing the applicant and relevant information, if the deans determine that the applicant cannot meet the technical standards with or without reasonable accommodations, the application will be rejected.

3. If the Deans determine that the applicant can meet the technical standards, the subsequent admissions review process will proceed.

TEMPLE UNIVERSITY KORNBERG SCHOOL OF DENTISTRY

HONOR CODE

The Temple University Kornberg School of Dentistry requires all dental students to adhere to both the University’s Student Conduct Code and the Temple University Kornberg School of Dentistry Honor Code, which is set forth in its entirety in Appendix I. Each student is responsible for being familiar with the Honor Code and is expected to govern his or her behavior by the standards set forth therein. A student found in violation will be sanctioned. Possible sanctions range from a warning to expulsion.

A charge that a student has violated the standard of behavior set forth in the Temple University Kornberg School of Dentistry Honor Code should be reported to the Honor Code Administrator. The Honor Code Administrator will determine whether or not a student will be formally charged and undergo a hearing before the Honor Board, after an investigation.

APPENDIX I: TEMPLE UNIVERSITY KORNBERG SCHOOL OF DENTISTRY HONOR CODE
The Honor Code is concerned with the honesty, integrity, and ethical conduct of each member of the Student Body and encompasses activities in the academic, pre-clinical and clinical settings. This applies to all work submitted by the student for evaluation, as well as student conduct in fulfilling his or her responsibilities to patients, faculty, and fellow students.

Under the Honor Code each student is obliged to maintain the high ethical and moral standards of conduct required by the dental profession. By accepting admission to the Temple University Kornberg School of Dentistry, a student not only pledges to personally maintain the standards of the Honor Code, but also pledges to help other students maintain these high standards of behavior. This obligation means that the student should report apparent violations of the Honor Code to the Code Administrator.

Although the Honor Code is designed to regulate any breaches of ethical behavior and to recommend sanctions against those who violate its principles, the fundamental purpose of the Honor Code is to encourage students to adhere to high moral standards important in the dental profession.

The Temple University Kornberg School of Dentistry Honor Code governs pre-doctoral and post-doctoral student conduct and proceedings regarding violations of this Code. Students must also abide by the Standards of Professionalism and Collegiality and the University’s Student Conduct Code.

The Honor Board is an administrative fact-finding panel, not a court of law. Its proceedings are administrative hearings, not civil or criminal trials. The hearings are not adversarial proceedings, but rather inquiries conducted by the members of the Honor Board. The procedures, rules of evidence, standards of proof, and other aspects of civil or criminal court proceedings do not apply to these hearings.

Students are provided with information about the Honor Code on the first day of Orientation. By enrolling in the Temple University Kornberg School of Dentistry all students agree to understand and abide by the Honor Code.

**ARTICLE I: HONOR CODE AUTHORITY**

1. The Associate Dean for Student Affairs or his/her designee shall serve as the Honor Code Administrator, and determine the composition of the Honor Board Panels.

2. The Honor Code Administrator shall develop policies and procedures for the administration of the student conduct system that is consistent with the Honor Code.

3. Decisions made by the Honor Board process shall be final unless modified by the appeal process.

**ARTICLE II: PROSCRIBED CONDUCT**

**A. Jurisdiction of the Honor Code**

The Honor Code has jurisdiction over alleged violations of standards of the academic, professional, and clinical conduct of Temple University Kornberg School of Dentistry students and residents. Conduct that is of a non-clinical, not related to professional standards of the dental or health care professions, or non-academic nature, as determined by the Honor Code Administrator, will be referred to the Temple University Student Conduct Board.

1. The Honor Code shall apply to conduct that occurs:

   a. on university premises
b. at university sponsored activities

c. off-campus: incidents and electronic communications that adversely affect the university community

2. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded).

3. The Honor Code shall apply to a student’s conduct even if the student withdraws from school while the disciplinary matter is pending.

4. Violations of standards of academic conduct may result in either faculty-imposed academic sanctions Honor Code sanctions, or sanctions through the university’s Conduct Code. Faculty members who determine that a grade reduction or failing grade for an assignment, test/examination or course is a sufficient sanction need not refer it to the Honor Board. Sanctions other than a reduced or failing grade may be imposed only following an Honor Board or Student Conduct Board hearing.

B. Conduct – Rules and Regulations

Any student found to have committed or attempted to commit the following is subject to disciplinary sanctions outlined in Article III:

1. Academic dishonesty and impropriety, including but not limited to, plagiarism and academic cheating (which includes but is not limited to: (1) use of unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

2. Receiving help from any unauthorized source in pre-clinical projects or practicals

3. Using unauthorized materials during a practical

4. Interference with the activities of other students preparing for or taking examinations. Such interference includes: tampering with materials being used on practical examinations, creating a disturbance in examinations (loud conversations, etc.), removing publicly posted class notes, diagrams, references, etc.

5. Presentation of data that are known to be false concerning patients under the student’s examination or evaluation

6. Improper patient and record management, as published in the Clinic Manual

7. Unauthorized or unsupervised treatment of patients

8. Forgery, fraud, patient record alteration

9. Patient neglect or abuse
10. Unauthorized use of outside laboratories

11. Unauthorized use of equipment

12. Failure to comply with the rules and regulations contained in the Ethical Foundation for Professional Education and Behavior for the Pre- and Post-Doctoral students published in the Student Handbook

13. Failure to comply with the rules and regulations contained in the Clinic Manual of the Temple University Kornberg School of Dentistry

14. Failure to comply with the Standards for Professionalism and Collegiality published in the Student Handbook

15. Failure to comply with Honor Board imposed sanctions

16. Assistance of any kind to another student in violating this Honor Code

17. Giving false testimony or evidence in Honor Board proceedings

18. Presence on school property, including classrooms and the dental school, while in possession of, or under the influence of illegal drugs or alcohol. This prohibition includes abusing prescribed medications or using them in a manner other than as prescribed

Violations of the Honor Code or the University’s Student Conduct Code may be referred to the University Code Administrator for handling by the Office of Conduct and Community Standards. Students are obligated to abide by the Temple University Kornberg School of Dentistry’s Honor Code and the University’s Conduct Code. Ignorance of either code shall not constitute a defense in any proceedings against a student.

ARTICLE III: HONOR CODE PROCEDURES

A. Faculty Involvement with the Honor Code

General Responsibilities of faculty to the Honor Code:

Faculty who suspect a violation of the Honor Code is taking place should try to verify the violation and deal with it in the class/clinic or bring it to the attention of the Honor Board.

1. Faculty should be available during examinations. A student who suspects cheating is taking place should call this to the attention of the faculty member so that the situation can be monitored without jeopardy to the exam-taking process of the student reporting the incident. After the exam, consultation between the faculty member and accuser concerning all evidence of cheating should help determine if the student and/or the faculty member should take this issue to the Honor Board.

2. A faculty member who witnesses a possible violation, including but not limited to falsification of any academic or clinical records, violation of any course and clinical regulations, and improper management or neglect of patients, must discuss this matter with the student. If the faculty member feels this conduct might be corrected by an academic action, this faculty member may do so, in consultation with the Dean or his/her staff, as needed. If the faculty member feels that this issue should be taken to the Honor Board or the university’s Office of Student Conduct and Community Standards then he/she is obligated to do so.

3. The faculty member may impose appropriate academic sanctions for conduct related to academic work.
B. Membership

The Honor Board will serve as the official hearing body of the Honor Code. The Honor Board will consist of twelve pre-doctoral students (three elected by each class; four post-graduate residents, selected by Program Directors); and twelve faculty members selected annually by the dean. The Associate Dean for Student Affairs or his/her designee shall function as the Honor Code Administrator. Each Honor Board Panel will be composed of a minimum of three faculty and two students, from among the Honor Board members, selected by the Honor Code Administrator, in consultation with the dean. Graduate student Honor Board members will be selected for hearings involving graduate students. A faculty member will Chair the Honor Code Hearing.

No member of the Honor Board may participate in any meeting or session of the Honor Board during the period in which a charge of violating the Honor Code is pending before the Board or an investigation by the Honor Code Administrator is being conducted against such member. If the Honor Board member has been found responsible for an Honor Code violation, the office of that member shall be declared vacant as of the date of that determination, and the Honor Code Administrator shall designate an alternate member to fill the vacancy(s).

The faculty members of the Honor Board shall attend regular meetings of the Honor Board and will have input into the activities of the Honor Board. These members will be available to participate on hearing panels of the Honor Board as needed. The Honor Code Administrator will coordinate and oversee Honor Board activities, may attend Honor Board meetings and hearings, may be privy to all Honor Board proceedings and shall be responsible for ensuring that the Honor Code procedures are followed. The Honor Code Administrator shall not have a vote.

C. Charges

1. Any student or member of the faculty or administration of the Temple University Kornberg School of Dentistry who has knowledge of a violation of the Honor Code that cannot be resolved through academic and/or clinical procedures should bring the matter to the attention of the Honor Code Administrator.

2. Any member of the university community may file a complaint regarding student conduct. A complaint shall be prepared in writing and directed to the Honor Code Administrator. The accuser shall submit any evidence of the violation which is known to, or in the possession of, the complainant. Complaints should be submitted as soon as possible after the event takes place.

3. Once a formal report has been submitted, the Honor Code Administrator, or his/her designee, shall investigate the allegation and determine whether there are sufficient grounds to warrant submission of the case to the Honor Board Panel or referral to the University’s Office of Student Conduct and Community Standards. Upon submission of a case to the Honor Code Administrator, the Honor Code Administrator shall inform the dean that there is a case pending and that an investigation has begun.

4. At the conclusion of the investigation, if the Honor Code Administrator determines that there are sufficient grounds, then the Honor Code Administrator shall (1) assemble a hearing panel in consultation with the dean; (2) notify the Board, the complainant(s), and the accused of the decision to assemble a panel; (3) schedule a hearing as outlined below. The Honor Code Administrator will inform the accused who will be provided with prior written notice of the specific charge(s), the time, place, and date of the hearing, the hearing procedures, the identity of any witnesses, and a summary of the physical or documentary evidence. Reasonable efforts will be made to schedule an Honor Board Hearing within 15 school days after the student has been notified of the charges. Time limits for scheduling may be extended at the discretion of the Honor Code Administrator. Additional evidence may be introduced at the hearing.

4. The Dean or the Honor Code Administrator may refer the matter to the University’s Office of Student Conduct and Community Standards.
5. If the Honor Code Administrator decides not to pursue a hearing based upon his or her investigation, then records of the investigation will be kept on file while both the complainant and the accused are attending school, and the Honor Code Administrator will not reveal the identity of the complainant except as required by University policy or law.

**D. Confidentiality**

1. Information about the proceedings of the Honor Board shall be held in strict confidence by the members of the Student Body, Faculty, and Administration and shall only be disclosed to university personnel with a legitimate need to know the information. A breach of such confidentiality shall be deemed a violation of the Honor Code.

2. Other than discussions with the Honor Code Administrator and Dean, any discussion about potential Honor Code violations should be kept in confidence by the Honor Board member with knowledge of the alleged incident, even if no formal accusation has been lodged or where an accusation is pending. Knowledge of case specifics shall not be revealed to other Honor Board members.

3. The Honor Code Administrator should not communicate to any Honor Board members any details relating to the charge or investigation until the time of the hearing.

**E. Honor Board Hearings**

1. Appearance at a hearing is mandatory. The student charged and the Temple University Kornberg School of Dentistry will be expected to have all witnesses and evidence present at the scheduled time of the hearing. Failure of a student or of Temple University Kornberg School of Dentistry personnel to appear without justification may result in the hearing being held in their absence and a decision being reached on the charges. Failure of the student charged to appear without justification may result in additional charges against the student. Notification of charges is sent to the student’s Temple University Kornberg School of Dentistry email account. It is the responsibility of the student to notify the Temple University Kornberg School of Dentistry immediately of any change of email or address.

2. Honor Board Hearings are conducted in private. Only persons notified by the Temple University Kornberg School of Dentistry to appear as witnesses or requested by the student to appear as witnesses will be permitted to attend the hearing. The Honor Board chairperson may sequester witnesses as he/she deems appropriate. The Dean, or his/her designee, may attend the hearing as an observer.

3. Prior to the hearing, a chairperson of the Honor Board shall be selected by the Honor Code administrator. The Honor Board chairperson shall serve to direct all proceedings during the hearing and to recognize questions from the Hearing Panel, complainant and the accused. The chairperson shall have a vote.

4. The student charged may challenge the membership of the Hearing Panel for good cause. The Honor Code Administrator will accept or reject the challenge as he/she deems appropriate.

5. The Temple University Kornberg School of Dentistry has the burden to substantiate the charges brought against the student. To meet this burden, the school must establish each violation charged by a preponderance of the evidence available at the time of the hearing.

6. The Temple University Kornberg School of Dentistry student shall have a reasonable opportunity to prepare and conduct a defense. The student may offer testimony, witnesses, and other evidence and may cross-examine any Temple University Kornberg School of Dentistry witnesses in the order and manner determined by the chairperson. A student who wishes to present witnesses who are Temple University students or personnel may, prior to the hearing, request the Honor Code Administrator to issue notices requiring their appearance at the hearing. If additional evidence is presented against the student that was not included in the original notifications, the student may request a reasonable recess for the purpose of examining or considering this evidence and presenting a response to it.
7. The Complainant and Accused Student have the right to be assisted by an advisor at the student’s expense. The advisor may be an attorney. The Complainant and Accused Student may also have a parent or spouse present at the hearing. The role of the advisor at the hearing is limited to non-active participation; the advisor may not directly question witnesses or address the Hearing Panel, but may advise the student during the hearing. The student must notify the Honor Code Administrator of the name of any advisor at least two school days prior to the hearing.

8. All procedural questions will be resolved by the Honor Code Administrator.

9. The student charged shall not be compelled to testify and no inference may be drawn from the student’s failure to testify. No person shall be required to give testimony that would tend to incriminate him or her.

10. The Chairperson of the Honor Board will place witnesses under oath. The Honor Board will conduct the questioning, and evaluate the testimony and any other evidence. At the conclusion of the evidence, the panel will excuse all witnesses, deliberate, and determine whether a student has violated the Honor Code. If a violation is found, the panel will also recommend a sanction. The decision is by a simple majority vote. In the event of a tie vote among members of the panel, a finding of no violation shall be made. The degree of penalty should be made appropriate to the nature of the offense.

11. The Honor Board’s determination shall be on the basis of whether it is more likely than not that the Accused Student violated the Honor Code.

12. A record of each hearing shall be made. Deliberations shall not be recorded. The record shall be the property of the university.

13. The Honor Board Hearing members shall have the responsibility of hearing the evidence and testimony presented at the hearing, determining whether a violation has occurred, and recommending appropriate sanctions to the dean.

14. The dean shall modify or accept the sanction, and notify the Code Administrator who will advise the Accused Student in writing of the decision, the sanctions imposed, and instructions regarding appeals.

15. No student against whom charges have been filed will be permitted to graduate until charges are resolved.

F. Sanctions

Upon finding of a violation of the Honor Code, the Honor Board or Honor Code Administrator may recommend to the Dean any of the following sanctions, alone or in combination:

1. University Expulsion - Permanent separation of the student from the university. When a sanction of expulsion is imposed, the student may not:
   a. be present on university premises, attend classes, receive academic credit for classes taken at Temple or clinical requirements, or enter any university facility;
   b. participate in university registered organizations, sponsored programs, or activities;
   c. be employed by the university in any capacity contingent upon status as a student.

2. Suspension - Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. When a sanction of suspension is imposed, the student may not:
a. be present on university premises, attend classes, receive academic credit for classes taken at Temple or clinical requirements, or enter any university facility;

b. participate in university registered organizations, sponsored programs, or activities;

c. be employed by the university in any capacity contingent upon their status as a student.

3. **Loss of Privileges** - Denial of specified privileges for a designated period of time, including but not limited to, access to laboratories or clinical assignments.

4. **Probation** - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.

5. **Letter of Reprimand** - A notice in writing to the student that will remain with the discipline record.

6. **Restitution** - Compensation for loss or damage to university property, in the form of appropriate service or monetary/material replacement.

7. **Other Sanction** - Work assignments, psycho-educational sessions, essays, service to the university, community service, other related assignments.

8. **Academic Sanctions** - A grade reduction, failing grade and other appropriate academic sanctions.

9. **Assignment of Duty Days**

10. **Limited Clinical Access**

**G. Appeals**

A decision may be appealed by the Accused Student, in writing, to the dean of the dental school within five school days of the decision.

An appeal shall be limited to a review of the record of the Honor Board hearing and supporting documents for one or both of the following purposes:

a. To determine whether there were procedural defects that substantially prevented the Accused Student from obtaining a full and fair hearing on the merits;

b. To consider the availability of new evidence sufficient to alter the decision.

The dean will review the hearing record and evidence, and consult with appropriate offices.

In the event the dean upholds the appeal, the following action may be taken:

a. If there were procedural defects that substantially prevented the student from obtaining a full and fair hearing, the dean will return the case for a new hearing before a new Honor Board;

b. If new information sufficient to alter the decision was not known to the person appealing at the time of the original hearing, the dean will return the case for a new hearing before a new Honor Board.

The dean, at his/her discretion, may designate a Review Committee to evaluate the decision based on the record of the hearing, and provide the dean with a recommended decision. If designated, the Review Committee shall identify a
chairperson who will notify the dean of its recommendation. The dean will notify the Honor Code Administrator of his/her decision regarding the appeal and the Honor Code Administrator will notify the student.

The dean will convey his/her decision in writing to the Honor Code Administrator, who will take the appropriate action and there shall be no further appeals.

If the dean denies the appeal, the Honor Code Administrator will notify the student.

**H. Status of a Student Pending Appeal**

1. The clinical privileges of a student or resident may be suspended at any time before, during, or after the Honor Code Hearing and the appeal process at the dean’s or his/her designee’s sole discretion.

2. The academic status of a student who has been expelled or suspended may not be altered pending completion of the appeal process, except in exceptional cases where the University’s Dean of Students determines that there exists a danger to the safety or well-being of the student, other persons in the University, or University property. It is presumed that a student may participate in any University-registered or recognized club or organizational activity, or any university-sponsored program, activity, or related event pending completion of the hearing process. However, the University’s Dean of Students or his/her designee may, in exceptional cases, prohibit a student from participating in any clinical activities or placements, university registered or recognized club or organizational activity, or any University sponsored program, activity, or related event pending completion of the hearing process.

3. The results of disciplinary proceedings do not become final until all internal appeals have been resolved.

**I. Alternative Administrative Procedures**

1. The Accused Student who takes responsibility for the charges may request an administrative hearing. The administrative hearing will be before the Honor Code Administrator or his/her designee, for the purpose of determining a sanction. A student must submit the request in writing to the Honor Code Administrator within five (5) days after receiving the notice of charges.

2. The Honor Code Administrator may accept or reject the request and will notify the Accused Student of his or her decision within five (5) days of receiving the request. If the request is accepted, the Honor Code Administrator will schedule an administrative hearing. If the request is denied, the Honor Code Administrator will proceed with the scheduled hearing. In both cases, the Accused Student will receive notice of the time, place, and date of the hearing.

3. At the administrative hearing before the Honor Code Administrator, documentation concerning the charges will be reviewed with the student. The student will have the opportunity to respond to the charges prior to the Administrator’s recommendation of a sanction.

4. A record of the proceeding will be maintained.

5. The Honor Code Administrator will recommend a sanction to the dean.

6. Appeals – see Article III. G.

**ARTICLE IV: REVISION OF CODE AND DISCIPLINARY FILE MAINTENANCE**

**A. Disciplinary Files**
Disciplinary files shall be maintained separately from other files of the student concerned. Access to them will be governed by the current University policy on the disclosure of information of student, faculty, and employee records. Information from disciplinary files will not be made available to unauthorized persons within the University community, nor to any non-University personnel without the express written consent of the student involved, except under legal compulsion or in cases where safety of persons is involved. All disciplinary files will be retained for a minimum of six (6) years.

B. Amendments

An amendment to this document requires the approval of the Management Committee and the Dean, following open hearings for all faculty and students. Proposed amendments may be initiated by any student, faculty, or administrator.

C. Effective Date

The provisions of this document shall become effective upon approval by the Management Committee and the Dean, and notice to the community, following open hearings for all faculty and students.

ARTICLE V: NOTICE

A copy of the Honor Code is in the Student Handbook and is posted on the Temple University Kornberg School of Dentistry policy and procedures intranet webpage, which is information, provided to each incoming student and will be available in hard copy in the Office of Admissions and Student Services. Students are responsible for knowing the content of the Honor Code.

APPENDIX II: TEMPLE UNIVERSITY STUDENT RIGHT TO KNOW

It is Temple University’s Policy to provide all students, upon request, a copy of the University’s policies and procedures regarding campus security and safety, as well as campus crime statistics for the most recent three-year period. In doing so, Temple University complies with two important pieces of legislation: the Pennsylvania College and University Security Information Act and the Clery Act. To receive a copy of Temple University’s Annual Security and Fire Safety Report, which provides important information about campus safety and Campus Safety Services, go to: http://safety.temple.edu/reports-logs/annual-security-report

Or write to Campus Safety Services, Temple University, 1101 W. Montgomery Avenue, Philadelphia, PA 19122. You may also contact the Health Science Center Campus Safety Services office at 3401 North Broad Street, Philadelphia, PA 19140, or call 215-204-2182.

APPENDIX III: OTHER TEMPLE UNIVERSITY POLICIES

A. Equal Opportunity Policy

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations. The University has pledged not to discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability, marital status, or veteran status. This policy extends to all educational, service, and employment programs of the University.

The Office of Institutional Diversity, Equity, Advocacy, and Leadership at Temple University has these inclusive objectives: To support the admission and successful participation of disadvantaged students, students with disabilities, and those for whom English is a second language. To employ and advance in employment qualified women, minorities, individuals with disabilities, veterans of the Vietnam era, special disabled veterans, and other protected veterans.
Temple University’s equal opportunity/affirmative action program complies with federal regulations. For more information or to review Temple’s Affirmative Action Plan, contact Ms. Sandra A. Foehl, Director, Affirmative Action compliance and Investigation, Office of Equal Opportunity Compliance, 2M Sullivan Hall (215-204-8890).

Dental student may address any equal opportunity/affirmative action concerns to the Associate Dean of Student Affairs at the Dental School.

**B. Sexual Harassment Policy**

**Statement of Purpose**

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is inimical to this and will not be tolerated. Sexual harassment subverts the mission and the work of the University, and can threaten the career, educational experience, and well-being of student, faculty and staff. Sexual harassment also constitutes a form of illegal sex discrimination. A complete copy of Temple’s Sexual Harassment policy can be obtained in Room 347 of the Temple Dental School or on line at [http://www.temple.edu/eoc/fileacomplaint.html](http://www.temple.edu/eoc/fileacomplaint.html).

Andrea Caporale Seiss  
Title IX Coordinator/ADA Coordinator  
Temple University  
314 Student Center  
(P) (215) 204-3283  
[Andrea.caporale@temple.edu](mailto:Andrea.caporale@temple.edu)  
[https://sexualmisconduct.temple.edu](https://sexualmisconduct.temple.edu)

Sexual Harassment Ombudsperson at the School of Dentistry  
Dr. Leona Sperrazza  
Director of Clinics  
Room 2LOB4, Kornberg School of Dentistry  
(215) 707-2995

For current information and policies pertaining to equal opportunity, affirmative action, and the prohibition of harassment, see the Institutional Diversity website, [http://www.temple.edu/eoc/fileacomplaint.html](http://www.temple.edu/eoc/fileacomplaint.html).

Additional Resources at Temple

**Campus Police**
Available 24 hours  
215-204-1234

**Health Services**
215-707-4088  
Room 43, Lower Basement, SFC  
8:30a.m. - 4:30p.m., M-F

**Tuttleman Counseling Services**
John DiMino, Director  
1810 Liacouras Walk – 5th Floor
215-204-7276
by appointment: 8:30 a.m. - 5:00 p.m. M-F
Walk-In hours: 10:00 a.m. – 1:30 p.m. M-F

Office of Equal Opportunity Compliance
Sandra Foehl
Director
215-204-8800
1330 Pullet Walk
8:30 a.m. - 5:00 p.m., M-F

Sexual Assault Counseling and Education (SACE)
Aisha Renee Moore
Coordinator
215-204-7276
1810 Liacouras Walk – 5th Floor
8:30 a.m. - 5:00: p.m., M-F
http://counseling.temple.edu/sace

Office of Disability Resources and Services
Aaron Spector
Director of Disability Resources and Services
215-204-1280
100 Ritter Annex
1301 Cecil B. Moore Avenue
8:30 a.m. – 5:00 p.m., M-F

C. Temple University Sexual Assault Policy

Sexual assault violates the standards of conduct expected of every member of the University community and is strictly prohibited. A complete copy of Temple’s Sexual Assault policy, including provisions on informal and formal complaint reporting procedures and sanctions, can be obtained in room 347 of Kornberg School of Dentistry.

For additional resources related to sexual misconduct, please visit Temple University’s Sexual Misconduct Resources page: http://sexualmisconduct.temple.edu/

The following offices offer assistance:

- Andrea Caporale Seiss
  Title IX Coordinator/ADA Coordinator
  Temple University
  314 Student Center
  (P) (215) 204-3283
  Andrea.caporale@temple.edu
  https://sexualmisconduct.temple.edu

- Sexual Assault Counseling and Education (SACE)
  1810 Liacouras Walk – 5th Floor
A. Temple University AIDS Policy

Non-discrimination

Consistent with its existent non-discrimination policies, Temple University will not discriminate on the basis of an individual’s HIV status. Specifically, no one person shall be subject to adverse employment actions solely because of non-job-related handicap, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission, access to Temple University programs, facilities, events, services, or any benefits provided by the University solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual’s being suspect of having such virus or conditions, or an individual’s association with any person having or believed to have said virus or conditions.

Consistent with its existent non-discrimination policies, Temple University’s policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a person’s ability to participate fully in programs or positions, or when a person by reason of his or her HIV infection or AIDS-related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the University.

Confidentiality

Temple University shall, consistent with applicable law, maintain the confidentiality of all University records documenting information concerning the HIV status or AIDS related conditions of University students and employees to the same degree that confidentiality is afforded to other medical records of the University students and employees. The complete Temple University AIDS Policy is available at the University’s website, http://policies.temple.edu.