

# University of Florida College of Dentistry

## Pre-Doctoral Student Handbook

Effective Spring 2025

Office of Academic Affairs  
PO Box 100407  
[DN-dmd-support@dental.ufl.edu](mailto:DN-dmd-support@dental.ufl.edu)

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While every effort is made to provide accurate and current information, the University of Florida College of Dentistry reserves the right to change without notice statements concerning rules, policies, fees, curriculum, or other matters.

**Disclosure: The Office of Academic Affairs may amend this Pre-Doctoral Student and Handbook at any time. Any amendments or changes shall only become effective after notice is given to students.**

# Table of Contents

SECTION A – Vision, Mission, Values and Anti-discrimination Commitment	5
Vision	5
Mission	5
Values	5
Anti-discrimination Commitment	5
SECTION B – The Core Dental Curriculum	6
Educational Mission	6
Educational Philosophy	6
Curriculum Committee	6
Doctor of Dental Medicine Curriculum	6
Competency-based Dental Education	7
UFCD Competencies for the New Dental Graduate	7
Enrollment and other policies	8
SECTION C – The Elective Dental Curriculum	9
Registration in an elective	9
Evaluation	9
Combined/Joint Degree Program	9
SECTION D – Instructional Support, Testing and Teaching Policies	10
Canvas	10
Computer requirement	10
Canvas and ExamSoft	10
Exam Scheduling Policy	10
Security of Personal Mobile Devices at the University of Florida	11
Email Policy	11
Testing Information	12
Course Scheduling	12
Library Services	12
Teaching and Evaluation	13
Section E – Academic Standing, Grades, and Graduation	14
Academic Standing	14
Grading System	14
UF Grades and Equivalent Grade Points	14
Course Remediation	14
Graduation Requirements	16
Student Class Ranking	16
Graduation with Honors	16
Graduation with Research Honors and High Research Honors	16
Section F - Professionalism	18
Professionalism Policy and Standards	18
Overview	18
Professionalism as a Technical Standard	18
Fitness for Duty	19

Professional Resource Network (PRN)	19
Professionalism in the Classroom	19
Professionalism in Clinical Settings	20
Professionalism Outside of the Classroom and Clinical Settings	20
Professionalism and Social Media	20
Threat of Harm to Others	20
Section G – Professional Variance	22
Student Professional Variance	22
Professional Variance Forms	26
Section H - Student Performance Evaluation Committee (SPEC)	27
Overview	27
Reasons for a student to meet with SPEC	27
Steps in the SPEC procedure	28
Results and SPEC Decisions	29
Academic Probation	30
Retracking	31
Dismissal	31
Suspension from Clinical Patient Care	32
Appeals Process	32
Appeal to the Dean	32
SECTION I – Academic Honesty and Honor Code	34
Academic Honesty	34
Selection of Remedies in Student Discipline	34
Procedures for Suspected Violation of the Student Honor Code	34
SECTION J – Policies Regarding: Student Attendance, Absence, Leave, Religious Holidays, and Parking	35
For Acute Illness, Family or Personal Emergency	35
For Planned Personal Reasons	36
Unexcused Absence from Clinical Rotations or from Required Attendance Educational Events	37
Leave Policy for the TEAM Clinic	37
Procedure	38
Penalties	39
Jury Duty	39
Religious Holidays Policy	39
Elective Extramural Activities and Elective Clinical Clerkships	39
Consecutive Absence of School Days	40
Absence of More than 30 Consecutive School Days	40
Cumulative Absence for a Calendar Year	41
SECTION K – Student Safety	42
Referring a Student in Distress	42
Personal Safety	42
Student Nighttime Auxiliary Patrol (SNAP)	42
Emergency Telephones	43
Reporting a non-emergency incident:	43
Personal Safety and Crime Prevention Programs	43

Thefts	44
Property Security	44
Safety in Clinics	44
SECTION L – Advising, Evaluation and Complaint Process	45
Advising Procedures	45
TEAM Program	45
Evaluation Policies	45
Sharing/Distribution of Grades	45
Student Evaluation of Instruction	46
Internal Complaint Process	46
External Complaint Process	47
Complaint Process	47
External complaint process	47
Internal complaint process	48
SECTION M – Student Resources and Services	49
Student Financial Aid	49
Office of the University Registrar	49
Americans with Disabilities Act (ADA) – Accommodations	49
Tutoring Program	50
Health and Wellness Resources	50
Student Health Insurance	51
Dental Student Organizations	51
UFCD Student Officers and Representatives	51
Requesting Rooms	51
SECTION N – Miscellaneous	53
Dress Code	53
Participation as a Student-Patient in the UFCD Clinical Education Program	56
Student Parking at the Health Science Center	57
Dental Clinic Services	57
SECTION O – Tables	58
Table G – Professional Variances – Severity Point Value	58
Table I - 3 and 4DN Leave	60

This handbook applies to all students during the academic year (August to August of the next year). It is updated every summer and goes into effect with the fall academic term.

#### Alternate Format of this Handbook

Upon request, for individuals with documented visual and print-related disabilities, this Handbook is available in an alternate format. The alternate formats may include large print, Braille, audiocassette, DVD, and

interpreters. For more information, contact the Office of Academic Affairs, PO Box 100407, Gainesville, FL 32610-0407, or email us: [DN-dmd-support@dental.ufl.edu](mailto:DN-dmd-support@dental.ufl.edu).

## SECTION A – Vision, Mission, Values and Anti-discrimination Commitment

### Vision

To be a global leader in dental education, research, patient care, and service.

### Mission

Provide innovative dental education and deliver the highest degree of patient-centered care and service while promoting discovery and the generation of knowledge through research.

### Values

We value excellence through high-quality, comprehensive dental care, cutting-edge research, and learner-focused education. We support a culture of dignity, respect, support, and compassion fostered through a diverse and inclusive environment.

### Anti-discrimination Commitment

The University of Florida and the University of Florida College of Dentistry are firmly committed to fostering an environment free from discrimination. The University is committed to nondiscrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

For further information, visit:

[UF Regulations](#)

[UF Human Resources Options for Reporting Concerns](#)

[UFCD Code of Conduct](#)

[UFCD Anti-discrimination Statement](#)

The vision, mission, goals and values statements of the college are spelled out in the University of Florida College of Dentistry (UFCD) 2019-2024 Strategic Plan developed in 2018 and updated in 2022: <https://cod-strategic-plan.sites.medinfo.ufl.edu/2018/07/12/ufcd-2019-2024-strategic-plan/>.

## SECTION B – The Core Dental Curriculum

### Educational Mission

The Educational Mission of the University of Florida College of Dentistry (UFCD) is to graduate a scientifically knowledgeable, biologically oriented, technically competent, socially sensitive practitioner of dental medicine. We expect students and graduates to adhere to the highest standards of professional conduct and ethics and function effectively as a member of the nation's health care delivery system. Our graduates must be competent in the prevention, diagnosis and care of patients' oral-facial conditions that affect overall health and patient well-being. A competent practitioner is one who is able to begin independent, unsupervised dental practice upon graduation.

### Educational Philosophy

UFCD's highest commitment is to academic excellence. The development of the competent graduate in the science, art, and practice of dentistry is the foundation of our educational philosophy. It is paramount that the educational environment is humanistic and reflects the values of integrity, honesty, respect, fairness and cooperation. It is equally important that faculty and staff develop, integrate and facilitate effective and active learning. These efforts must result in graduates who possess and demonstrate knowledge and skills in the cognitive, psychomotor, and affective domains.

### Curriculum Committee

The Curriculum Committee is responsible for overseeing and managing the four-year DMD curriculum consistent with the Commission on Dental Accreditation (CODA) Standards and the college's educational mission and philosophy. The committee is responsible for overseeing and managing the predoctoral curriculum. The committee ensures that the curriculum is consistent with CODA standards and the college's educational mission and philosophy. These responsibilities confirm that the content is current (evidence-based), that teaching methods are based on sound educational principles, and that evaluation activities are ongoing and include a variety of assessment methods. The committee strives to maintain sufficient hours of instruction by minimizing unnecessary redundant material among departments, incorporating emerging information and ensuring that students receive sufficient exposure to the curriculum material and clinical skills so they retain necessary knowledge, attitudes and skills to become competent dentists.

Find more information on the Curriculum Committee here:

<https://dental.ufl.edu/about/administration/shared-governance/committees/curriculum-committee/>

### Doctor of Dental Medicine Curriculum

The Doctor of Dental Medicine curriculum spans eleven semesters, typically completed in four years and utilizes a biological, psychological and social approach to foster integration of basic, behavioral and clinical

sciences. The timing and sequence of courses are designed to help students develop the requisite knowledge base and the rationale they will need for clinical patient care.

The *basic and biomedical sciences* provide dental students with foundation knowledge in anatomy, physiology, cellular and molecular biology, virology, immunology, microbiology, and nutrition.

The *behavioral sciences* provide dental students with applied knowledge in the areas of interpersonal communication, human behavior and ethics.

The *clinical sciences* develop a dental student's therapeutic and clinical decision-making skills. Interprofessional education sessions and evidence-based practices are incorporated throughout the curriculum. No student can provide treatment in teams clinics before passing all preclinical courses.

*Electives* allow dental students the opportunity to vary their program according to their individual interests. Each student is encouraged to enroll in at least one research-oriented elective, and all students must complete a minimum of six (6) credit hours of electives for graduation.

The College is also committed to volunteer services and interdisciplinary service-learning. Each student is required to perform ten hours of community service every academic year. A wide range of opportunities exists locally, in-state, nationally and internationally.

### Competency-based Dental Education

The UFCD curriculum provides students with the mechanism for developing competency as clinical dentists in preparation for the practice of general dentistry. Graduates will be competent to provide a wide spectrum of dental care, either directly or through referral while remaining responsible for all aspects of patient care. In this sense, the general practitioner is expected to understand the indications and contraindications for contemplated treatment and recognize when the scope of treatment is beyond their individual capability. The curriculum is designed so that the students develop and/or enhance the knowledge, skills, and values required of a competent practitioner. Students must be deemed competent in these knowledge, skills, and values by the faculty prior to graduation.

### UFCD Competencies for the New Dental Graduate

The Competencies for the New Dental Graduate was developed by UFCD's Curriculum Committee with input from the faculty, students, and staff and approved in October 1999, with revisions in June 2004, April 2007, March 2010, August 2014, May 2016, August 2020, and December 2021. Find the entire document here: <https://dental.ufl.edu/wordpress/files/2022/02/UFCD-Competencies-for-the-New-Dental-Graduate2022.pdf>

## Enrollment and other policies

Registration in UFCD (DEN) courses is restricted to students who are currently admitted to a program in the college and who are classified as DMD and Graduate Dental Students. Postdoctoral Fellows may audit courses for no credit or grade. While the college will use all of its resources to provide sufficient patients for students, the ultimate responsibility for procuring patients and completing clinical courses and degree requirements rests with the student.

## SECTION C – The Elective Dental Curriculum

Elective courses are designed to allow students the opportunity to self-direct their education according to their individual interests and needs. Electives supplement the core curriculum. **Each student is required to complete a minimum of six (6) credit hours (sixty clock hours) of approved elective courses.**

In addition, six (6) continuing education units (CEUs) must be earned in the junior and ten (10) in the senior year for a **total of sixteen (16) hours of CEU credits**. Only 3DN and 4DN students receive credit for CEUs. Clinically relevant continuing education courses only will be allowed for credit. Business management courses are always encouraged but will not be allowed for credit towards graduation.

### Registration in an elective

To enroll in an elective, refer to the Curriculum Overview web page for directions:

<https://dental.ufl.edu/education/dmd-program/curriculum-overview-2-0/>

If a student is interested in a course of study not currently offered, he/she should work with the appropriate faculty member to develop it. The faculty member should complete a new elective request form (available at the UFCD website) and forward it to the Curriculum Committee for approval. The course director will be notified of the committee's final action.

### Evaluation

The evaluation mechanism is stated in the syllabus for each elective and is based on criteria developed by the course director. All electives are graded as pass/fail (S/U).

### Combined/Joint Degree Program

#### Integrated DMD/PhD program

This integrated program allows students to work simultaneously in both research and clinical areas that will enhance their focus and skills to start an academic career.

Students will complete three years of the DMD program prior to entering the integrated format. In the subsequent four to five years, the student is expected to complete their clinical training for the DMD degree, pass the INBDE, and meet all requirements for the PhD portion of the program. Find complete information on the DMD/PhD program here: <https://research.dental.ufl.edu/student-resource/dmd-phd-program/>

## SECTION D – Instructional Support, Testing and Teaching Policies

### Canvas

All DMD courses use Canvas, a learning management tool that includes course syllabi, teaching materials and assessment tools. Students receive instructions on how to use Canvas during their pre-orientation to the dental program. Gatorlink authorization is required for login at the site, which can be found on Canvas.

### Computer requirement

The College of Dentistry requires incoming students to have a laptop computer in order to be able to function in the current learning environment. Students are required to access electronic forms of information, submit assignments, and communicate with other students and faculty electronically in the DMD program.

In general, students need a near state-of-the-art laptop and printer. The choice of platform – Apple or PC – and the brand of laptop is up to the student so long as it meets the requirements stated below.

Laptops that use the following operating systems meet the [UFCD requirement](#).

For more detailed information about Computing at UF, go to [UF Computer Requirements](#)

Please be aware that products in the computer world are constantly changing. Therefore, this requirement is evolving and will continue to evolve. You can expect it to change as the power, price, and quality of computers change and students' needs in the college change. We make every effort to minimize the impact of changes in this requirement on our students.

### Canvas and ExamSoft

Courses in the UF College of Dentistry use Canvas as an online learning platform. Students must keep all notification settings active to keep current on course updates. The DMD program uses Canvas/LockDown Browser and ExamSoft testing software for examinations using the student laptop computers. Laptops that do not meet college guidelines may cause difficulties for students when testing. It is particularly important for students to acquire an up-to-date, robust laptop for use while in the dental program.

For more detailed information about Canvas and ExamSoft go to [Testing Information](#)

### Exam Scheduling Policy

All exams are subject to the availability of approved testing locations and proctors.

The exam schedule is constructed by the Office of Academic Affairs and approved by the course director the semester prior to the course taking place. Before the schedule is approved and posted for the upcoming semester, the course director is able to request schedule modifications.

- After the course has started, exam schedule changes are possible but depend on several factors before a change can take place. Exam date polling will be conducted by the Office of Academic Affairs. Failure to meet one of the requirements will result in an exam taking place as originally scheduled. Exam rescheduling 2 months prior to the exam if the course director has approved the change, there is a 75% approval for the change by the class, and the Office of Academic Affairs has the resources for the date change.
- Exam rescheduling after 2 months, an exam can be rescheduled if the course director has approved the change, there is a 100% approval for the change by the class, and the Office of Academic Affairs has the resources for the date change.

Planned Leave: Individual make-up examinations are only permitted after proper paperwork with the Office of Academic Affairs has been submitted, approval has been granted by the course director. Course syllabi should be referenced before requesting a make-up exam. Make-up exams are scheduled by the Office of Academic Affairs. Make-up exams must be completed within 48 hours of returning to campus.

Unplanned Leave: Individual make-up examinations are only permitted after proper paperwork with the Office of Academic Affairs has been submitted, and the course director notified. Course syllabi should be referenced before requesting a make-up exam. Make-up exams are scheduled by the Office of Academic Affairs. Make-up exams must be completed within 48 hours of returning to campus.

## Security of Personal Mobile Devices at the University of Florida

Please refer to the UF Mobile Computing and Storage Devices policy [UF Mobile Computing Policy](#).

## Email Policy

In the College of Dentistry, email is the primary mode of communication between faculty, administration, staff, and students. **Students are required to check their email daily on all scheduled school days.** A [Gatorlink \(ufl.edu\)](#) and [dental.ufl.edu](#) accounts are required for each student, with the primary email address as the [dental.ufl.edu](#). **Official emails will be sent exclusively to the [dental.ufl.edu](#).** Additional emails can be forwarded from the [Gatorlink \(ufl.edu\)](#) to the [dental.ufl.edu](#). The preferred email address recorded for all students will be the [dental.ufl.edu](#) address. This is the email address displayed in the online phonebook. Students are responsible for checking their email twice daily.

The official platform for UFCD electronic communications is Microsoft Outlook. Faculty, students and staff are required to use Outlook for all UFCD business. Outlook email may NOT be automatically forwarded outside the [dental.ufl.edu](#) domain space.

Accessing your University email from other people's computers can be convenient, but exposes you to additional risks. It is never a good practice to configure an email client to access your email from a computer not assigned to you by the university or personally controlled by you. It is best to use Outlook Web.

Policies on acceptable use may be found on the UF Information Technology site: [UF Acceptable Use Policy](#)

## Testing Information

Testing software and platforms are subject to change depending on availability, and emerging technology options. The college uses Canvas/LockDown Browser and ExamSoft testing software to administer selected DMD program examinations using student laptop computers. Laptops that do not meet college guidelines may cause difficulties for students when testing. It is particularly important for students to acquire an up-to-date robust laptop for use in the dental program.

In conjunction with Canvas assessments, UFCD uses the LockDown Browser proctoring software.

Find detailed information about Canvas and ExamSoft here: <https://dental.ufl.edu/education/dmd-program/testing-information/>

## Course Scheduling

University of Florida class periods use the following schedule:

<https://registrar.ufl.edu/courses/class-times>

UFCD course schedules are found in the student forums on Canvas and on the Course Schedule below:

<https://dental.ufl.edu/education/dmd-program/curriculum-overview/course-schedules/>

Course schedules are created and maintained by the Office of Academic Affairs the term before the class begins. Schedules are subject to change due to university closures, room closures, service outages, or other extenuating circumstances.

Students are responsible for monitoring the schedule, emails, and Canvas course information during the term for updates and changes.

## Library Services

UFCD has a liaison librarian who is there to assist dental students with access to electronic resources, database selection, and searching, and other research questions. You may contact the UFCD library liaison (Jennie Crumpton) at [jenniebalchunas@ufl.edu](mailto:jenniebalchunas@ufl.edu)

The Health Science Center Library is located in the Communicore Building. Hours of operation may be found here: <https://library.health.ufl.edu/quick-links/>

In order to borrow library materials, students will need a valid activated Gator 1 card. The card may be activated at the library's Circulation/Reserve desk. There is an in-depth FAQ online to answer most questions on how to use the library and its databases and online services here: <https://library.health.ufl.edu/help/faq/>

The UF Health Science Center Libraries has added a code of conduct to our website, which applies to all visitors to the HSCL, both in person and at virtual events hosted by the HSCL. With this resource, we hope to make our physical and virtual spaces a safe, inclusive, and supportive environment that fosters mutual respect for all people. Please take a moment to review the code of conduct: <https://library.health.ufl.edu/about-us/library-user-policies/code-of-conduct/>.

Thanks to the HSCL's Team for drafting these guidelines. If you have any questions, please contact us either using our [online form](#) .

## Teaching and Evaluation

Students and/or class officers with questions or course concerns should first contact the course director. If the concern is not addressed the student can consult with their class advisor.

Find policies on student instruction and evaluation in the UFCO *Best Practices for Classroom Teaching and Student Evaluation* here: <https://dental.ufl.edu/wordpress/files/2022/11/22-Revision-Best-Practices-for-Classroom-Teaching-and-Student-Evaluation-in-the-DMD-Program.pdf>

Faculty evaluations are conducted through GatorEvals. Students will receive reminders on when to complete evaluations directly from GatorEvals and the Office of Academic Affairs. Best practices for scheduling faculty evaluations are for didactic and preclinical after every examination if a course has many lecturers or at the end of the semester.

Clinical course evaluations should open at the beginning of the semester due to rotations. Best practices for students are to complete evaluations as they are made available to them. All students are expected to complete course/faculty evaluations at the end of each semester.

## Section E – Academic Standing, Grades, and Graduation

### Academic Standing

Students are in good academic standing when they pass all courses, maintain a 2.5 cumulative GPA, and demonstrate professional behavior and ethics. Students who violate the University of Florida’s [Student Honor Code and Student Conduct Code](#) risk sanctions up to and including dismissal.

### Grading System

Student performance in academic coursework and clinical requirements is evaluated by letter grades “A” to “E”. Below is the UFCD grade scale.

A	100%	to 93%
A-	< 93%	to 90%
B+	< 90%	to 87%
B	< 87%	to 83%
B-	< 83%	to 80%
C+	< 80%	to 76%
C	< 76%	to 72%
E	< 72%	to 0%

A grade of “D” is issued only when a student successfully remediates a course he/she previously failed with an “E” grade (see remediation section below).

The Satisfactory/Unsatisfactory (S/U) grading system is used for select courses so designated by the College and for all elective (DEN8290) courses. An “S” is issued when a satisfactory/unsatisfactory course has been successfully remediated.

Grade point averages (GPA) are derived from the UF numerical equivalents of the letter grade. Overall GPA is determined by computing the ratio of grade points to semester credits attempted.

### UF Grades and Equivalent Grade Points:

The University of Florida’s grades and grade posting policies can be referenced here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

### Course Remediation

Students who do not make normal academic progress in the clinical curriculum or fail any academic coursework will be awarded an “E” or “U” grade must meet with the course director to develop a remediation plan within one week of receiving the failing final grade.

- The remediation activities are at the discretion of the Course Director and may consist of a comprehensive examination or other appropriate activities.
- Faculty are available to assist students preparing for this examination, but the responsibility for learning the material resides with the student. The remedial activity will include no formal instruction.
- The time and place of the remediation examination will be arranged individually.
- The highest grade attainable in a remediated course is a “D” or “S” following the grade basis of the course.
- Students failing to satisfactorily complete the remediation program will maintain the failing “E” or “U” grade.
- If the course is a clinical course requiring cumulative points, units or RVUs, then the highest passing grade issued will be a “C”.

Students in the first or second years of the program who fail a course and it's the remediation will be awarded an “E” or “U” and will automatically have to repeat the course at its next offering. This means that the student may have to retrack and re-enroll in the following cohort. Students who feel they have documented extenuating circumstances that impacted their ability pass the course and its remediation may appeal to SPEC the automatic retrack decision.

Students in the third or fourth years of the program enrolled in clinical courses and involved in patient care, who fail a course and its remediation will be awarded an “E” or “U” and will be referred to SPEC for interview and determination on the best course of action for the student: retrack, dismissal, or if an alternative course of action to be determined by SPEC.

Students who feel they have documented extenuating circumstances that impacted their ability to pass the course and its remediation may appeal SPEC's decision to the Dean of the College of Dentistry. To initiate a Dean-level appeal, students should email the dean with letter of appeal and any supporting documentation attached.

Students who hold a GPA of <2.5 are not considered in good standing. Students failing to satisfactorily complete a course at the second offering will be referred to SPEC for further evaluation and possible dismissal.

A failing grade awarded in any course will remain on the permanent record. Any grade achieved after re-enrollment will be listed separately when the course is taken again.

If the course director determines that the student failed the coursework to such an extent that remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, the course director can recommend that the student repeat the course when it is offered, which could require retracking. Re-enrollment will be as soon as deemed feasible by the course director in agreement with the Associate Dean for Academic Affairs. In summary, it is at the course director's discretion to offer remediation when the academic performance during the semester is below expectation and the student must re-enroll in the course when it is offered again.

## Graduation Requirements

In order to earn the DMD degree the student must have an overall four-year GPA of 2.5 or better, have passed all courses and competency assessments, including a minimum of 6 credit hours of electives and 16 hours of Continuing Education Credits in clinical dentistry (6 hours in 3DN year and 10 hours in 4DN year). Students must have no incomplete grades on his/her academic record and must pass the Integrated National Board Examination (INBDE). Additionally, the student must satisfy all requirements relating to senior checkout, patient treatment status, patient records, collection of fees, exit surveys, and accountability for institutional equipment and supplies. Students with failed or incomplete grades are not eligible to graduate.

Finally, the Department Chairpersons must review the performance of all degree candidates and certify to the Dean their eligibility for graduation.

## Student Class Ranking

Student class rankings are developed and used to respond to requests for/from other institutions or agencies, most often when a student applies for an advanced education program, scholarship, or employment. Rankings for each academic year are computed annually after grades have been finalized for Spring Semester as a function of cumulative grade point averages. Rankings are also calculated and provided to students for their own monitoring purposes at the end of each semester, again using cumulative grade point averages. Grade point averages are derived from the numerical equivalent of the letter grade. The student with the highest-grade point average is ranked number one, with lower rankings computed accordingly. At the completion of the dental curriculum, an overall grade point average and class ranking is computed. If more than one student achieves the same GPA, they will be assigned the same rank. In the event of a late graduation, the late graduating student will retain the same rank they had at the time of their cohort's scheduled spring graduation.

## Graduation with Honors

The College of Dentistry recognizes high academic achievements by DMD candidates with the designation magna cum laude (high honors) and cum laude (honors) on the transcript and diploma. Students are recognized in the commencement program and ceremony. The Office of Academic Affairs provides UF honor cords for these graduates to recognize their academic achievement; the cords are worn during the commencement ceremony.

The top ten percent of the original entering class, ranked according to cumulative weighted grade point average at the end of the Fall semester (S-10) may graduate with honors. The top five percent graduate magna cum laude and the next five percent graduate cum laude. Recipients may not have a record in the University of Florida Office of Judicial Affairs indicating a violation of the Student Honor Code while enrolled at the College of Dentistry.

## Graduation with Research Honors and High Research Honors

Dental students who have engaged in research during the DMD program may be eligible for Research Honors. The Research Committee administers this program and details can be found at:

<https://research.dental.ufl.edu/student-resource/research-programs/research-honors-high-research-honors-awards/>.

## Section F – Professionalism

### PROFESSIONALISM POLICY AND STANDARDS

#### OVERVIEW

Professionalism is a fundamental aspect of academic promotion at the University of Florida College of Dentistry (the “College”). Demonstrating professionalism is essential (1) to the academic instruction being pursued by each student at the College, and (2) to the student’s future licensing requirements. Because the College confers a professional degree, it serves a gate-keeping function to graduate only those students who will make competent, professional practitioners. The College’s curriculum includes a professionalism stream in its curriculum as a part of its academic performance requirements, in furtherance of this function.

In conferring a degree from the College, the College certifies that the student has achieved competency in knowledge, skills, values and attitudes. Additionally, the College’s faculty and administrators agree that the graduating student possesses the personal traits and communication abilities essential to the profession. These traits include, but are not limited to, respect, honesty, empathy, humility, conscientiousness, courtesy, civility, and decency in their interactions with others. Professionalism also requires that students appropriately manage mental and physical health related issues, including any involving alcohol or drug use, and that they are fit for duty in their respective profession.

Demonstrating professionalism is therefore a fundamental and essential academic aspect of the College’s curriculum for every student. A student’s behavior, while enrolled in the College, (1) will demonstrate the student's ability to become a competent professional, and (2) will be evaluated during all applicable settings.

The College reserves the right to dismiss a student, at any time in accordance with its prescribed due process procedures, from its program if the College determines the student lacks the professionalism required for their field of practice.

#### PROFESSIONALISM AS A TECHNICAL STANDARD

At the College, professionalism standards are included in the College’s technical standards that every student must meet, with or without reasonable accommodations, in order to timely progress academically and graduate. Embedded in the professionalism requirement is a student’s fitness for duty. If a student is failing to meet professionalism standards and the College reasonably suspects the failure is related to a substance abuse issue, or a mental or physical health related issue, the College may determine whether the student is not fit for duty and then move towards an academic dismissal. The College bears a responsibility to the public to ensure a student is fit for duty in their chosen profession and ready for professional licensure.

## FITNESS FOR DUTY

The College has a reasonable suspicion that a student is not fit for duty, the student will not be permitted to attend classes in person, or attend any labs or clinics, unless and until the College has cleared the student to return. The College may move towards an academic dismissal for the student's failure to meet the professionalism standards. Once the College calls a student's fitness for duty into question, the burden shifts to the student to demonstrate they are fit for duty. In an effort to assist the student in resolving the underlying issue causing them to become unfit, the College may request that the student submit to a drug or alcohol test, self-refer to the Professional Resource Network ("PRN"), accept a referral to the PRN or be evaluated by a medical provider approved by the College. All costs associated with evaluation and treatment shall be solely the student's responsibility. If the student agrees to submit to the requested test or evaluation and comply with any recommended treatment, the College may pause the academic dismissal process to afford the student time to become fit for duty and comply with the professionalism standards. In certain circumstances, the student may be afforded a medical leave to receive care.

## PROFESSIONAL RESOURCE NETWORK (PRN)

The PRN will provide evaluations upon self-referral by the student or referral by the College and provide a treatment plan, if warranted, to address substance abuse and mental health related issues. The student is solely responsible for any cost associated with the PRN.

For a student to demonstrate they are fit for duty, that student must comply with all PRN recommendations and, upon request, must provide unabridged and unredacted documentation of compliance to the College. The PRN treatment plan recommendations may include participation in medical treatment programs, periodic drug screen testing, and/or professional counseling. Participation in PRN does not guarantee continued enrollment (or re-enrollment) and may not necessarily prevent adverse academic action, including dismissal, or disciplinary action for violations of University of Florida Regulations or Policies. Whether to allow the student to continue (or re-enroll) in their program at the College shall in all cases remain at the sole discretion of the College and be decided on a case-by-case basis.

## PROFESSIONALISM IN THE CLASSROOM

A student's behavior in the classroom, whether online, on campus, or off-campus, directly reflects that student's professionalism toward their peers, faculty, staff and visitors. The College expects and requires every student to demonstrate professionalism in the classroom including preclinical laboratories which includes, but is not limited to:

- Adhering to the College's attendance policy, dress code and any other applicable rules or policies
- Communicating in a civil, respectful and courteous manner
- Refraining from any classroom disruptions

The College always supports and encourages civil academic debate and discourse, but personal attacks have no place in the classroom.

### PROFESSIONALISM IN CLINICAL SETTINGS

A student is expected to meet the College professionalism standards and act appropriately and professionally in all clinical settings. Clinical practice is an essential part of the academic instruction that a student receives from the College. Moreover, the clinical setting demands professional behavior and directly reflects a student's ability to become a competent professional. Therefore, the College expects and requires every student to demonstrate professionalism in all clinical settings and during all clinical activities, which includes, but is not limited to all professionalism expectations for the classroom setting as noted above, and all clinical site rules and policies.

### PROFESSIONALISM OUTSIDE OF THE CLASSROOM AND CLINICAL SETTINGS

While not all aspects of a student's life are academic in nature, professionalism extends well beyond the classroom and into other College-related activities. These include activities like participating in internships and externships, joining study groups, visiting faculty office hours, corresponding with other students and faculty, as well as participating in student organizations. The College expects and requires a student to demonstrate professionalism in these and all other College-related activities which includes, but is not limited to, the professionalism expectations for the classroom setting as noted above.

### PROFESSIONALISM AND SOCIAL MEDIA

The College recognizes that social media (such as Facebook, GroupMe, Instagram, Threads, TikTok, YouTube, X (formerly Twitter)), can be an important and timely means of communication and expression. However, a student who uses social media must be aware that posting certain information may be unprofessional and, in some rare instances, a violation of this Professionalism Policy or University Regulation 4.040 Student Honor Code and Student Conduct Code or HIPAA. Individuals are encouraged to present themselves in a mature, responsible, and professional manner, adhering to all applicable codes, rules, policies, laws and regulations governing the academic program and the profession. Nothing contained within this Policy shall be interpreted to limit the constitutional or statutory rights of any student, including but not limited to expressive rights protected by the First Amendment.

### THREAT OF HARM TO OTHERS

In some circumstances, a student may pose a direct threat to the health and safety of others. The University may, at its sole discretion, invoke UF Regulation 4.036 for Involuntary Medical Withdrawal. Under UF Regulation 4.036, a student who poses a significant danger of serious harm to the health or safety of others

at the University will be involuntarily withdrawn from the University by the Dean of Students or designee. Such action will be taken only after appropriate consultation with the Director of the Student Health Care Center or the Director of the University Counseling Center, in accordance with said Regulation.

<https://policy.ufl.edu/regulation/4-036/>

## Section G – Professional Variances

All dental students are held to the highest professional standards in the classroom, in all experiential and clinical settings, as well as outside of the educational learning environment. This includes their interactions with patients, colleagues, faculty and staff, and exhibiting caring and compassionate attitudes. Punctuality, preparedness, and engagement are expected. Appropriate behaviors and actions befitting a professional member of the community are imperative to the advancement of students in this program. These and other qualities will be evaluated during patient contacts and in other relevant settings. The behavior of dental students reflects on their qualification and potential to become competent dentists. Attitudes and behaviors inconsistent with compassionate care, refusal by or inability of the student to participate constructively in learning or patient care, derogatory attitudes or inappropriate behavior directed at patient groups, peers, faculty or staff, or other unprofessional conduct can be grounds for dismissal.

In conferring the DMD degree, the University of Florida certifies that the student is competent to undertake a career as a dentist. It also certifies that in addition to competency in dental knowledge, skills and values, the graduate possesses those personal traits essential to the profession of dentistry. Professionalism encompasses altruism, accountability, compassion, duty, excellence and respect for others.

### **Monitoring, Reporting and Disciplining Variance in Student Professional Behavior**

On occasion, a student may vary from the positive expression of the college's core values by displaying professionalism violations. These professionalism violations may affect other individuals or the property of others. On such occasions, these variances must be reported, documented, and feedback given to the student. The College may act based on the nature of the infraction.

### **Student Professional Variance**

To help provide guidance and training for students in this program, professionalism variances are tracked across courses and across the curriculum. Professional Variances are housed in the Professionalism Courses.

The College has developed a point system according to severity and nature of professional variances. These points will be added cumulatively within a semester and within the entirety of the dental program. Students who fail a professionalism course in any semester will be referred to SPEC and placed on probation. Students who fail the Professionalism course a second time will be retracked or dismissal from the program.

The following are examples of professionalism violations and is not an exhaustive list of all potential behaviors associated with a lack of professionalism:

#### **1 Point:**

##### **Attendance / Preparedness**

- Student fails to adhere to the dress code or maintain personal cleanliness & professional appearance (including Gator 1 card).
- Student has unexcused and/or unapproved absence from any mandatory scheduled activities, including but not limited to lectures, labs, small-group activities, exams, and huddles;
- Student fails to come prepared for lectures, laboratory or clinical activities;
- Student fails to follow the Simlab guidelines;
- Student fails to set up operatory, e.g., necessary instruments and materials not present, operatory area unorganized;
- Student fails to seat/finish patient on time (in the absence of circumstances that may warrant additional time such as a health emergency or due to factors beyond the student's control);
- Student fails to follow UFCD processes for pre-planned/unplanned leave described in the student handbook (planned leave: **minimum of 2 weeks** in advance of the planned absence. An acute illness or personal emergency: **online report of unplanned leave form**);
- Student fails to sign out with patient care coordinator when leaving clinic after huddle;
- Student fails to be available when contacted by the patient coordinator during business hours;

#### **Regard for Facilities**

- Student fails to return leased equipment in a timely fashion;
- Student fails to leave assigned workstations, simulation lab stations, clinic stations, and/or classrooms in a clean & orderly manner.

#### **Records Management**

- Student fails to complete charts or obtain proper signatures in a timely manner;
- Student fails to have the patient record signed by patient;
- Student fails to keep diagnosis & treatment plans complete and up-to-date;
- Student fails to appropriately document every patient appointment;

#### **2 Points:**

#### **Attendance / Preparedness**

- Student fails to demonstrate preparedness for treatment to such an extent that another student needs to treat the patient, the faculty must intervene, or the patient needs to be sent home.

### **Courtesy & Communication**

- Student fails to work collaboratively with others; inappropriately disrupts class, lab or clinical activities, and/or patient care.
- Student fails to demonstrate courteous, professional and respectful behavior or uses unprofessional communication, which includes disruptive or threatening communication and personal attacks, on patients, students, faculty and staff.

### **Accountability / Dress Code**

- Student fails to demonstrate responsibility for personal actions and behavior.
- Student fails to participate in group activities or assist others on predoctoral activities when needed and requested by faculty and staff.
- Uses a personal camera or phone to take patient-, treatment-related photos, or photos in the UFCD clinic.
- Discussing patient protected information (HIPAA violations) or student protected information (FERPA violations) in public areas including but not limited to hallways, waiting rooms, elevators, bathrooms.
- Fails to repeatedly meet dress code expectations.

### **3 Points:**

#### **Attendance / Preparedness**

- Student signs into class for another student.
- Student is absent and signed into class by another student.
- Student repeatedly fails to come prepared for lectures, laboratory or clinical activities.

#### **Integrity / Comprehensive Approach to Patient Care**

- Fails to treat patients with appropriate thoroughness or timeliness, properly sequence patient treatment, properly manage specialty referrals or properly manage patient emergencies.

- Fails to apply ethical standards to professional practice as described in Clinical Procedure Manual. (Compliance with standards of care focused on treatment reinforced by attending clinical faculty and staff and assessed by the quality assurance committees as defined within the UFCD Standards of Care document).
- Fails to disclose previous instructions from another faculty when seeking new instruction from a second faculty.

#### **Regard for Facilities**

- Fails to follow any UFCD infection control protocol (UFCD clinic procedure manual).
- Fails to follow sharps protocols (3rd offense).
- Parking in a patient-designated parking area.

#### **Courtesy & Communication**

- Fails to communicate with peers, staff or faculty in a professional manner.
- Fails to respect faculty, staff, patients and/or other students/residents.
- Fails to read and respond to emails and other forms of formal communication in a timely manner.

#### **4 Points: CRITICAL VARIANCES**

Automatic failure of the Professionalism course and referral to SPEC for possible suspension, dismissal, or additional disciplinary action (regardless of accumulated “points”). These include violations to the UF Student Honor Code and Student Conduct Code: <https://policy.ufl.edu/regulation/4-040/>.

Other examples but not limited to:

- Forging signatures of faculty, patients and peer students; practicing dentistry without a license; misrepresenting the truth; grossly misrepresenting or omitting facts in a clinical note; intentional destruction of College or University property; practicing dentistry without supervision; any advertisement that claims or misrepresents the student as a licensed dentist prior to graduating from dental school or passing the state board exam.

**A detailed table with can be found in [table G](#).**

## SHARPS VIOLATION

A sharps violation is an unacceptable and dangerous lapse in judgment by the student and will be recorded as follows:

1. First offense: Student will receive a warning, plus mandatory online training module to be completed within a week. Clinical Administration will provide the training. Failure to complete within a week (w/quiz) result in second offense (below).
2. Second offense: Three-day suspension from clinics, rotation in sterilization, and professional variance (1 point).
3. Third offense: 3-point professional variance and referral to SPEC

## Professional Variance Forms

Find the Professional Variance form on the UF College of Dentistry website here:

<https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>

This form can be used to document and provide feedback for variances in professional behavior both in clinical and academic settings:

1. A faculty or staff member-observing student deviating from expected behavior must complete the form; the form must be signed by faculty.
2. Once the form is completed, the faculty must meet with the student to discuss the observed behavior and more appropriate alternative behaviors. If only a staff member observed the unprofessional behavior, the meeting must include the staff and their immediate faculty supervisor or department chair.
3. The student has the opportunity to respond and/or appeal as indicated on the form if s/he so desires.
4. Both the student and the faculty/staff sign the form.
5. Forms are maintained in the student conduct files in the Office of Academic Affairs.
6. All variances are cumulative over the entire course of enrollment in the DMD program.

# Section H- Student Performance Evaluation Committee (SPEC)

## Overview

The SPEC is charged to act upon recommendations from appropriate units of the college relative to student warnings, advising/counseling, academic probation, and academic dismissal in concert with the student's academic standing and progress. The SPEC makes recommendations to the Dean regarding the status of individual students.

This committee consists of six full-time faculty members elected by the Faculty Assembly, and one full-time faculty member appointed by the Dean, with two committee members elected each year. In addition, the committee includes three pre-doctoral students, one from the second, third, and fourth-year classes as non-voting members. There is no Vice-Chairperson. The Associate Dean for Academic Affairs will serve as the non-voting permanent chairperson and as the college's liaison when interacting with the student, their family and the University Administration. The Associate Dean of Students will serve as a permanent, non-voting, ex-officio member of the Committee. The Associate Dean of Clinical Administration and Quality will also serve as a permanent, non-voting ex-officio member of the committee. Members of this committee may also serve as the College's representatives to the Health Science Center Student Conduct Committee and will be advised of conduct violations of students undergoing academic review by this committee. The committee reports directly to the Dean who handles all appeals originating from the actions of the committee.

The function of the SPEC is to:

- Identify and recommend students for commendation who have achieved outstanding performance (Deans lists, honor roles, etc.).
- Monitor student performance in the basic sciences, didactic, clinical electives and professionalism courses.
- Identify students who are experiencing academic difficulty and implement action according to college guidelines.
- Place and remove students on/from academic probation.
- Address student appeals.

## Reasons for a student to meet with SPEC

Students can be interviewed and/or placed on academic probation for various reasons.

Students are interviewed, and considered for academic probation, by SPEC when the following occurs:

- They are referred for professional or conduct issues.
- If, at any time, the Associate Dean for Academic Affairs observes that progress is unsatisfactory in didactic and/or clinical courses.

- If, at any time, the SPEC deems appropriate to initiate action due to lack of overall student academic progress.
- If, at any time, deficiencies related to clinical activities are noted by faculty through the department chairperson. This may involve the student's failure to treat patients promptly, efficiently, and satisfactorily after patients are assigned to the student.

Students are interviewed by SPEC and automatically placed on academic probation when any of the following occurs:

- They do not have a grade point average (GPA) of at least 2.5 for their first semester, second semester, or cumulative GPA is below 2.5 thereafter.
- They receive a failing "E" or "U" grade in one or more courses, and then successfully remediate to a "D" or "S". Students who fail a course remain on academic probation even after successful remediation.
- Unsuccessful remediation and receive a failing "E" or "U" grade in one or more courses. Students who fail a course remain on academic probation even after re-enrollment.
- They fail the Integrated National Board Dental Examination (INBDE)

Students are placed on academic probation without a SPEC interview when:

- They fail to graduate from the program at their anticipated graduation date.
- They automatically fail any of the Professionalism courses due to critical variances having been issued.

### Steps in the SPEC procedure

Students identified as having poor academic performance or delay in their academic progress are asked to be interviewed by the Committee, following due process procedures, when placement on academic probation, retracking, or dismissal is a consideration.

1. The Associate Dean for Academic Affairs will establish an interview date and notify the student, the student's advisor or Team leader, and the course director.
2. The purpose of the interview is to give the student an opportunity to discuss the circumstances that lead to their referral.
3. After the interview, the SPEC will evaluate all the information. It is SPEC's responsibility to make independent decisions regarding individual student's academic status and/or professional behavior based upon documentation provided to the committee including the following:
  - Academic counseling reports
  - Referrals from course directors and/or Academic Review Committee
  - Professional variance(s)
  - Submission of course final grades

4. SPEC voting procedures:
  - The quorum for the SPEC is one half plus one person of the voting committee.
  - A majority vote of the established quorum is required to support a decision.
  - In the event of a tie vote, the Associate Dean for Academic Affairs may cast the deciding vote.
  - Vote for dismissal will be conducted by secret ballot and counted by the chair of SPEC and Associate Dean of Students, or the support staff for the committee.
  - Faculty who are involved in the course(s) in question, or who serve as course directors may participate in the deliberations of SPEC but must recuse themselves from voting.
  - SPEC student-members may participate in the deliberations but must recuse themselves from voting.
5. The Associate Dean for Academic Affairs will notify the student in writing of the SPEC decisions. Students are notified by email to pick up the notification letter in the Office of Academic Affairs. Copies of all correspondence with the student will be maintained in the student's academic file.
6. The SPEC may request progress reports on probationary requirements. A student on probation who has not successfully fulfilled probation requirements will continue on probation with the possibility of retrack or dismissal.

## Results and SPEC Decisions

The SPEC will decide regarding removal from academic probation, retracking, and dismissal of students who are interviewed. SPEC will also deliberate on the retrack appeals from students who feel they have documented extenuating circumstances that affected their ability pass the course and its remediation.

## Academic Probation

A student will be **automatically** placed on academic probation when awarded an “E” or “U” grade in a course regardless if it is remediated to a “D” or “S”, does not make normal academic progress in the clinical curriculum, or has a semester GPA of less than 2.5 or cumulative GPA of less than 2.5.

Academic probation is intended to:

1. Inform students that their academic performance is below the standards required to graduate, and that they must improve their achievement to the standards required to graduate.
2. Recognize unsatisfactory work and unprofessional behavior at an early date.
3. Be sufficiently significant to make clear to the student, and to the administration, the shortcomings of the student's performance.
4. Provide occasion for advising/counseling.
5. Give students whose ultimate success is doubtful further opportunity to demonstrate adequate performance.

While on probation:

1. SPEC will review the student’s performance every semester. Typically, students must demonstrate acceptable academic performance for a minimum of one year prior to consideration for removal from probation.
2. If students receive any grade lower than a “C” or receive a “U” grade students will remain on probation for another year.
3. Having received 5 or more credit hours of "D/E" grades during one semester, or 8 or more credit hours of "D/E" grades in one academic year constitute grounds for dismissal from the program.
4. Students must maintain a 2.5 average for the first and second semester and overall cumulative GPA.
5. Failure to comply with the stipulations of these probationary guidelines will result in additional action by SPEC including possible retracking or dismissal.

6. A student cannot represent the College externally without SPEC permission, for example, national organization meetings. Students on academic or conduct probation will neither be funded for travel nor designated as official student representatives to any state or national organization. Further, students on academic or conduct probation cannot serve as representatives on University Committees without the permission of SPEC.

### Retracking

Academic retracking is when students are required to repeat a year, or part of the year, when their academic accomplishments are substandard. It recognizes that repetition may improve their knowledge and skills and allow students to make satisfactory progress. The majority of students who are retracked improve their knowledge and skills, and this allows them to continue with their dental education. When the student must repeat a year, the student is placed with the next year's graduating class and their graduation date is extended by a year. If the student must repeat part of the year, their graduation date may be extended as long as needed to complete all graduation requirements. The student is also placed on academic probation.

### Dismissal

A student will be dismissed from UFCD if the student fails to maintain normal academic progress. When dismissed, a student is no longer able to continue in the DMD program at the University of Florida College of Dentistry. Such dismissal does not prohibit the student from enrolling in other programs or colleges if the student meets the requirements of those programs.

### Dismissal from UFCD may occur after any of the following:

- Earning 2 grades of E or U in the same course
- Receiving a third grade of E or U in any combination of courses
- Failure to successfully pass a course after taking it for a second time
- 6 years after beginning the program (if all degree requirements have still not been met)
- Violations of the clinic procedure manual
- Violation of the attendance policy
- Unprofessional or unethical conduct in the academic and clinical settings
- Behavior that compromises patient safety
- Unprofessional behavior that is disruptive to students, staff, residents and faculty of the College
- Repeated incidents of unacceptable or uncorrected behavior and/or evidence of insufficient critical thinking for clinical competence or clinical judgment
- Falsifying documents
- Violation of HIPAA regarding patient privileged information
- Copying or manipulating assessment material in any way at any time

### Suspension from Clinical Patient Care

Students who do not exhibit appropriate professional behavior will be suspended from clinical patient care and referred to SPEC. The Associate Dean for Clinical Affairs and Quality administers suspension from clinic. Detailed information regarding suspension from the clinic can be found in the Clinic Procedure Manual, UFCD

Clinical Affairs Manual. Find more information in the Clinical Procedure Manual and Quality Assurance Manual here: <https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>.

## Appeals Process

Students have the right to appeal to the SPEC a retrack decision if they feel they have documented extenuating circumstances that affected their ability pass the course and its remediation. The student's appeal should be made to the Chair of SPEC, and submitted to the Associate Dean for Academic Affairs. All appeals must be in writing and received within five business days of the written notification of final grade and failure of the course by the course director/grade coordinator/chairperson. SPEC will review the written appeal, the student's academic record, and may invite the student for an interview.

If the SPEC decides to meet with the student, the student will be notified in writing of the time, date, and location of the meeting. If the student fails to appear for the meeting, the SPEC will meet and make the final decision based on the written material without the student's interview. The student will be notified of the final decision rendered by the SPEC.

## Appeal to the Dean

Students have the right to appeal the SPEC decisions. Students who continue to feel they have documented extenuating circumstances that affected their ability pass the course and its remediation may appeal SPEC's decision to the Dean of the College of Dentistry. To initiate the appeal to the Dean, students must email the dean a letter of appeal and any supporting documentation within five business days of the written notification of the SPEC decision. The Dean will review the written appeal and the student's academic record and may make the decision based on those documents. Alternatively, the Dean may convene a faculty panel to hear the appeal and assist with a review of the matter. The findings of the review panel are not binding on the Dean, who has the sole authority to overturn or sustain the SPEC decisions.

If the Dean decides to meet with the student and/or appeal panel, the student will be notified in writing of the time, date, and location of the meeting. If the student fails to appear for the meeting, the Dean and the review panel will meet, and the Dean will make the final decision based on the written material. The student will be notified of the final decision rendered by the Dean. Current members of the SPEC and the director of the course in question may not serve on the appeal panel but may be interviewed as part of the appeal process.

## SECTION I – Academic Honesty and Honor Code

### Academic Honesty

Find further information regarding the UF Honor Code here: <https://sccr.dso.ufl.edu/process/student-honor-code/>

### University of Florida Academic Honesty Guidelines

All students are required to abide by the UF Student Honor Code and Student Conduct Code found here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

### Selection of Remedies in Student Discipline

Find more information here: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

### Procedures for Suspected Violation of the Student Honor Code

The UF Student Honor Code process is found here: <https://sccr.dso.ufl.edu/process/student-honor-code/>

If the severity of the offense in question warrants more than a grade penalty and an educational sanction, the faculty member can refer the incident to the Office for Student Conduct and Conflict Resolution for a hearing rather than give a grade penalty.

# SECTION J – Policies Regarding: Student Attendance, Absence, Leave, Religious Holidays, and Parking

## Student Attendance Policy

Students are expected to attend class during school hours (7:25 am -5:00 pm). Attendance is mandatory for all lectures, basic sciences and preclinical simulation laboratory sessions, all clinic sessions, all intramural and extramural rotations, special education events, testing sessions, and lectures/seminars where the course director mandates attendance. Course directors can require attendance in their classes on all days officially scheduled on the annual academic calendar. If in doubt, attendance is required.

D1s and D2s will be allowed 10 total personal leave days (PLDs) during semesters 1-5. D3s and D4s will be allowed 14 total PLDs during semesters 6-11. PLDs can be considered planned or unplanned, and excused or unexcused. Leave can only be requested after schedules have been released for the semester. Absence for didactic and/or laboratory classes will be subject to grade penalties imposed by the course director or in accordance with policy stated in the course syllabus. Each course director for mandated attendance classes, labs and clinics scheduled during a planned absence need to sign the student's request to miss their activity and provide appropriate make-up session(s) as necessary. Course directors are not obligated to sign and/or remediate students requesting this leave.

Personal leave days cannot be used for clinical rotations or mandated special education events. Students who have an unexcused absence for clinical rotations or mandated special education events will be subject to the ***Policy Regarding Unexcused Absence from Clinical Rotations or from Required Attendance Educational Events***. Students with unexcused absences will receive a professional variance (Table G).

Any student not following this policy will be considered having an unexcused absence.

## Absence

### For Acute Illness, Family or Personal Emergency

A student who is absent because of an acute illness or personal emergency is required to notify the Office of Academic Affairs immediately to advise them of the situation.

The recommended process is submittal of an unplanned leave form at: <https://uf.tfaforms.net/f/dmd-leave>. This will notify their Course Director(s), their TEAM Leader/Treatment Coordinator, and when necessary parties. If necessary, students can email the office of academic affairs at: dmd-support ([dmd-support@dental.ufl.edu](mailto:dmd-support@dental.ufl.edu)) with copies to their Course Director(s) and their TEAM Leader/Treatment Coordinator, when appropriate. Course directors' email addresses are located either in the course syllabus or in the Outlook address book. The Office of Academic Affairs will notify any intra- or extramural rotation sites to which the student is assigned that day and will notify the student and rotation coordinator of the date and time for the make-up session(s).

Extended unplanned absences (greater than 3 days) and/or absences occurring on days of scheduled examinations, assignment deadlines, supervised laboratory projects or clinical rotations may require documentation from the student by the Office of Academic Affairs or Course Director. Acceptable documentation includes verification of the doctor's appointment, visit Student Health Services or a an obituary announcement.

Upon return to the College, it is the responsibility of the student to contact the involved course directors within two working days following the date of the absence and prior to the next scheduled class session. Failure to notify the course director within this period may result in grade penalties at the discretion of the course director if make-up examinations or laboratory sessions need to be arranged. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class session(s). (see Exam Scheduling Policies)

### For Planned Personal Reasons

Requested leave of absence, except for acute emergencies, will be granted only to students in good academic standing. While some course directors may not mandate attendance for classroom lectures, attendance is mandatory for all basic science and preclinical simulation laboratory sessions, all intramural and extramural rotations, special education events, testing sessions, and lectures/seminars where the course director mandates attendance. Leave can only be requested after schedules have been released for the term. Each course director for mandated attendance classes, labs and clinics scheduled during a planned absence need to sign permission for the student to miss their activity and willingness to provide appropriate make-up session(s) as deemed necessary. Course directors are not obligated to sign and/or remediate students requesting this leave.

Absences for personal reasons will be granted only when the course director(s) determine that such absence will not be detrimental to the student's progress in the course, or that such absence will not affect the teaching of the course. The student assumes full responsibility for their actions should their academic progress or graduation be jeopardized through failure to complete courses, clinical competencies, and electives in a timely and satisfactory manner. Students in the TEAM Program, semesters 6-11, are given Personal Leave Days in accordance with the policy provided below.

Before going on leave, the student must report all planned absences of five days or less to the Office of Academic Affairs using the electronic **Report of Planned Student Leave Form** on the Teaching Resources and Forms web page found here: <https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>

Requested leave during an assigned extramural rotation will be denied unless a rare make-up session is available. If the requested leave includes basic science and preclinical simulation laboratory sessions, special education events, testing sessions, and/or lectures/seminars where attendance is mandated, the student must obtain permission from each course director and their signature on the form. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class session(s). If an absence occurs during an assigned intramural clinical rotation(s), the student is

obligated to arrange with another student to switch assignments and have the student substitute sign the form. If an absence occurs during assigned TEAM clinic session(s), the TEAM Leader must also sign the form.

### Unexcused Absence from Clinical Rotations or from Required Educational Events

Students are permitted to exchange rotation assignments with another student only if the entire length of the assignment is exchanged and they promptly notify the Office of Academic Affairs. Students exchanging single days or a portion of the assigned rotation or students who do not inform the Office of Academic Affairs of the exchange will be considered as having an unexcused absence. In addition, students who do not follow the excused absence policy, as outlined in the Student Handbook, and who either a) arrive late or not at all to their assigned clinical rotation; or b) chose not to attend a required educational event for which regularly scheduled classes and clinics have been suspended, will receive the following penalty based upon the frequency and severity of their unexcused absences:

- Clinical Rotations:
  - First offense or 1 day of absence or tardiness: *written reprimand and make-up of absence, a letter signed by the student and placed in the student's file.*
  - Second offense or 2 days absence or tardiness: *written reprimand and make-up assignment to equal double the time of the absence.*
  - Third offense or 3 or more days of absence or tardiness: *issue failing grade in rotation, repeat entire rotation, referral to the SPEC.*
- Required Educational Event:
  - Failure to attend a required educational event without an excused absence recorded in the Office of Academic Affairs will result in suspension from clinic activities at the discretion of the Associate Dean for Clinical Administration and Quality.

Attendance reports (absences) must be sent to the Office of Academic Affairs by the department responsible for the rotation or educational event. Reported absences will be compared to the report of excused absences on file. When absence or tardiness is determined to be unexcused, the Associate Dean for Academic Affairs will arrange a conference with the student in the presence of the Associate Dean of Students and will issue an appropriate penalty as warranted.

### Leave Policy for the TEAM Clinic

This policy governs attendance at the UFCD TEAM Clinic and does not govern attendance at UFCD internal and extramural clinic rotations, didactic core or elective courses, and special events, which are handled by a separate policy. All students are expected to be present at each assigned TEAM clinic session with their Clinic Care Group (CCG). The TEAM Leader (TL) is responsible for the attendance of each student in his/her CCG. Except for jury duty, unplanned medical leave (acute illness), or personal/family emergency, leave is a privilege and not a student right; it requires advanced coordination, planning, and permission of the TL. Leave can also be granted for approved Personal Leave Days (PLDs). All leave requires completion of the UFCD Report of Planned Leave form. Some leave may receive RVU credit.

## Procedure

All leave requests must be made using the UFCD Report of Planned Leave form and signed by the dental student, approved by the TEAM Leader, in consultation with TEAM Treatment Coordinator (TC) three days prior to the anticipated date of the absence so as not to interfere with patient scheduling. This form again the electronic version is then forwarded to the Office of Academic Affairs and placed in the student's file. The following absences require completion of this form:

- **Jury Duty:** Since it is a civic responsibility, jury duty will be considered a professional learning experience. This is an excused absence.
- **Educational opportunities:** Students interested in registering for a CE course that conflict with scheduled classes, clinics, rotations or other mandated college activities and events must complete a Planned Student Leave of Absence form on the Teaching Resources and Forms web page. This form requires course directors' signatures and TEAM Leader. Students should not request and will not be granted a leave of absence to attend a CE course that interferes with a scheduled exam or a mandated laboratory.
- **Other:** As approved by the TEAM Leader. Some service-learning experiences (volunteer service) may be given RVU credit as long as the service is beyond the ten hours required annually in the curriculum.
- **Acute Illness or Personal/Family Emergency** – For students absent due to acute illness or personal emergency, should place a note in AxiUm, notify the treatment coordinator and team leader and the Office of Academic Affairs on the day when it is apparent that an absence will occur. The treatment coordinator will call the patient to reschedule. On the first day of the student's return to school, the student will be responsible for signing the Report of Student Unplanned Leave form completed by the Office of Academic Affairs.
- **Personal Leave Day (PLD)** – Examples may include, but are not limited to, personal vacations (Note: Clinics are closed 7 weeks for breaks plus 9 days of observed University holidays per year – these dates are not to be counted as PLDs and provide ample time to plan personal vacations), advanced education program or job interviews, and others approved by the TL. Religious holidays are granted to any student requesting leave for the religious observances and are not counted as a PLD. For the Integrated National Board Dental Examination, four days are granted for preparation, and two days are granted to take exam. They are not counted as PLDs. PLDs are discouraged on days when it interferes with didactic core courses and/or TEAM meetings.

*\*see [table I](#) for planned leave protocol*

3DNs and 4DNs will be allowed 14 total PLDs during semesters 6-11. Additional PLDs require prior approval by the TL in consultation with the Associate Dean for Academic Affairs and Associate Dean for Clinical Affairs and Quality. PLDs in excess of the allotted 9 must be made up between the end of semester 11 and the date of graduation (about a three-week interval). The payback days are in the ratio of 1:1.

Elective course attendance is granted clinic absence if the treatment coordinator has been given sufficient notice to block clinic patient scheduling. The TL must approve elective course attendance beyond the required six credit hours.

## Penalties

Students absent without prior approval may be suspended from further clinical activity within the Clinic Care Group. The student will be referred to the Associate Dean for Clinical Affairs along with objective documentation of the unexcused absence. Unexcused absences will be considered as patient abandonment and as such are a violation of clinic policy.

## Jury Duty

Juries are selected in Florida from a list of United States citizens 18 years or older who have a Florida driver's license and are legal residents of Florida. This list includes University of Florida students who are obligated to serve on juries when selected. In all cases, jury service shall be a legitimate excuse for missing class. Faculty shall not penalize students for missing class because of jury duty and students must be given the opportunity to make up tests or work missed because of jury service.

## Religious Holidays Policy

Students and faculty must cooperate to allow each person to observe the holy days of their faith. A student needs to inform the faculty member of the religious observances of that their faith will conflict with class attendance, with tests or examinations or with other class activities prior to the class or occurrence of that class, test or activity. The faculty member then is obligated to accommodate the student's religious observances. Because our students represent a myriad cultures and many faiths, the University of Florida cannot ensure that scheduled academic activities do not conflict with the holy days of all religious groups. We, therefore, rely on individual students to make their need for an excused absence known in advance of the scheduled activities. The UF Religious Holidays policy is located at [UF Religious Holiday Policy](#) and is as follows:

Students, upon prior notification of their instructor, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

If a faculty member is informed or is aware that a significant number of students are likely to be absent from his/her classroom because of religious observance, a major exam or other academic events should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

## Elective Extramural Activities and Elective Clinical Clerkships

Although participation in some approved elective courses and college-sanctioned elective extramural externships may require absence from usually scheduled activities, the leave policy as described above is applicable to those endeavors. This does not include required extramural rotations.

## Consecutive Absence of School Days

The Associate Dean for Academic Affairs (in addition to the TEAM Leader and the Associate Dean for Clinical Affairs for third- and fourth-year students) must approve absences of 6-30 consecutive days. In a documented emergency, the leave will be approved without any problem. Leave for personal convenience will be approved only when the student documents that he/she has received approval for absence from all courses and has also received approval from the appropriate course director(s)/department chairperson(s) that the absence will not compromise the student's normal progress in the curriculum.

**NOTE:** An absence exceeding 6 days usually will be viewed as a breach of expected protocol for timely treatment of patients and as detrimental to the maintenance of clinical skills and progress in the curriculum.

Specification of leave policy should not be interpreted as an entitlement to leave time, but rather as a descriptive protocol when leave becomes necessary. The annual academic calendar includes appropriate holidays and semester breaks.

## Absence of More than 30 Consecutive School Days

A student must petition in writing the Associate Dean for Academic Affairs for approval if it is anticipated that leave of more than 30 consecutive school days will be necessary. It is recognized that circumstances or opportunities may arise that demand or legitimately necessitate a temporary interruption in a dental student's course of education and such circumstances include, but are not limited to, the recommendation of a physician or counselor providing treatment to the dental student, childbirth or adoption, death, illness or infirmity of a close family member, financial distress, professional obligations, and other family tragedies.

Under these circumstances, the Associate Dean for Academic Affairs will make a reasonable attempt to approve requests; that such requests will be judged by the same criteria and considered without discrimination or bias. When necessary and appropriate, accommodations will be made to facilitate a student's continued participation in the program, providing that the cost of such accommodations is reasonable, and does not infringe on the rights of others.

Students who have circumstances requiring time away, if approved, must complete requirements within the next semester, in addition to that semester's coursework. The deadline for completion will be determined by the course director and the Associate Dean of Academic Affairs. After one term, they will be assessed and graded for progress with the rest of the cohort and on case-by-case basis. Students must complete the course requirements for the term based on the standard course due dates and deadlines. Students are required to complete the course requirements within that said term, unless specifically allowed by the course syllabus. Granting leave of more than 30 consecutive school days may result in a stipulation that the student is dropped back one year in standing, or that the student withdraws from school and applies to the Associate Dean for Academic Affairs for reinstatement.

### Cumulative Absence for a Calendar Year

A student missing a cumulative total of four weeks of course work during one academic year will be subject to the stipulations described in item 4 above. This policy applies regardless of the length of time of each absence making up the cumulative total. A leave of more than 30 consecutive school days may result in a stipulation that the student is retracked one year in standing, or that the student withdraws from school and applies to the Associate Dean for Academic Affairs for reinstatement.

## SECTION K – Student Safety

We encourage the UF community to seek support and report any concerns, including students of concern, dangerous or disruptive behavior, academic misconduct, or any other actions that could negatively affect the campus or beyond. Some reporting options and resources are confidential. If you are unsure about the appropriate reporting option, please contact the Care Team in the Dean of Students Office for guidance. To refer or report please refer to: <https://umatter.ufl.edu/refer-or-report/>

### Referring a Student in Distress

If you are aware of a student facing challenges or difficulties, please share your concern using this link: [https://ufl.qualtrics.com/jfe/form/SV\\_7TA2GvqzyB6mlgy](https://ufl.qualtrics.com/jfe/form/SV_7TA2GvqzyB6mlgy)

This form allows students, staff, faculty, residents, and UFCD community members to refer a student of concern. If you know a student is experiencing challenges or difficulties, please share the concern using this form. It is our goal to intervene before the student reaches a crisis level.

Examples of concerning behavior include but are not limited to the following: a student in distress, exhibiting uncharacteristic behavior, or displaying unhealthy patterns of behavior.

### Personal safety

Personal safety for students, staff, and faculty is a top priority at the University of Florida. There are many resources available on campus to this end. The University of Florida Police Department provides a website with helpful crime prevention information here: <https://police.ufl.edu/> .

Staffed by Police Service Technicians (PST's), security is provided to the Health Science Center (HSC) complex 24/7, every day of the year. For more detailed information, please refer to: <https://police.ufl.edu/divisions/operations/health-science-center-security/>

### Student Nighttime Auxiliary Patrol (SNAP)

The Student Nighttime Auxiliary Patrol (SNAP) is a free, nightly, campus safety and transportation service for students sponsored by UF Student Government, Student Traffic Court, and UF Transportation and Parking Services. For more information about SNAP and its app, visit their web page: <https://taps.ufl.edu/alternative-transportation/snap/> .

## Emergency Telephones

As an added security measure, “Blue Light,” non-dial, outdoor emergency telephones are located at strategic points on campus, including all parking garages.

## Reporting a non-emergency incident:

To report any non-emergency incident occurring on campus, call the University of Florida Police Department directly visit their webpage (<https://police.ufl.edu/contact/>) for helpful contact numbers or come to the University of Florida Police Department located at 1515 Museum Rd., Gainesville, FL 32612 (on the corner of Museum Road and Newell Drive).

- When calling for either emergency or non-emergency service, be prepared to:
- Clearly identify yourself
- Give your location
- Explain briefly the nature of your call
- If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire, and/or medical service.

## Personal Safety and Crime Prevention Programs

Personal safety is generally the first concern of people on university campuses nationwide. The University of Florida Police Department places personal safety as its number one priority. There are many programs available from the police department to assist the community with their personal safety. Here are some tips to enhance your personal safety.

- Listen to your instincts. If you feel there is a problem, get away.
- Stay tuned into your surroundings. Be alert for danger.
- Stick to well-lit walkways. Avoid isolated, wooded, or dark areas. Do not take shortcuts.

When you run or jog, never do so alone. Avoid running at night. If you must run at night use the lighted areas of campus and run with others. Avoid isolated areas and never wear headphones when running.

The Community Services Division of the University of Florida Police Department is proud to offer R.A.D. (Rape Aggression Defense) self-defense training to all women of the university community. R.A.D. training focuses on personal safety skills and threat assessment to empower women with the ability to protect themselves in violent situations. For more information, view the Community Services Division, R.A.D. web page: <https://police.ufl.edu/programs/classes/rape-aggression-defense/>.

## Thefts

Thefts are the largest single crime problem on campus. Frequent targets are bicycles and personal property that is left unlocked or unattended. It is general knowledge in the criminal community when students return to campus. Protect your property by following simple precautions:

- Never leave your valuables unattended.
- Register your bicycle and other valuables with the police department.
- Homeowner's insurance policy on your permanent residence may cover thefts while away at school. Check with your insurance company.
- When in the residence hall, never leave your room unlocked while taking a shower or making a short trip down the hall. Do not prop open exterior or hallway doors.

## Property Security

- Never leave your belongings unattended anywhere.
- Always use a U-style lock for your bicycle. Attach the lock through a wheel, the frame, and a stationary object such as a bicycle rack.
- Mark or engrave your valuables. Use Operation ID (link to OP ID) for the most expensive items. Register all of your property with the UF Police Department and then take your valuables (laptops, iPods, bikes, play stations) to the University Police station to be engraved for tracking.

*For further information on this or others safety topics please visit the University of Florida Police Department's Community Services Division webpage: <https://police.ufl.edu/divisions/support-services/community-services-division/>*

## Safety in Clinics

Clinical experiences by their nature involve students in a variety of settings, locations and communities, as well as with a variety of patients/clients. Students are expected to exercise good judgment and reasonable caution in ensuring their own safety during clinical experiences (e.g., lock car doors, travel with classmates when possible, be aware of security services).

Patient care areas may have the potential for exposure to hazardous substances such as radioactive materials. Students who require protection beyond those of all staff are to notify faculty prior to any clinical assignments. If at any time students believe the clinical setting is unsafe, students should take appropriate steps to protect themselves and their patients, including leaving the setting if necessary. Contact the course instructor or any college administrator immediately so that appropriate arrangements can be made.

## SECTION L – Advising, Evaluation, and Complaint Process

### Advising Procedures

The Associate Dean of Students is the ongoing Freshman class advisor. At the beginning of the Sophomore year, each class will select a faculty member who will become their class advisor and remain so through the remaining three years. Associate Deans, Chairpersons, and Division Directors are not eligible to become class advisors due to potential conflict of interest. Team leaders also serve in an advising capacity, but on an individual level. The Associate Dean of Students is available for academic and personal counseling and the Associate Dean for Academic Affairs is available for academic advising.

Advisor/Advisee responsibilities are as follows:

- Assist and support students in academic, professional and personal development.
- Promote class harmony.
- Provide consultation and support in personal/family/financial emergencies.
- Promote access to appropriate college, health science center and university personnel and services.
- Advise class officers.
- Monitor student academic progress.
- Promote academic honesty.
- Demonstrate respect.
- Promote ethical behavior.

### TEAM Program

All Sophomore, Junior, and Senior students are assigned a TEAM leader who serves as their advisor. The TEAM leaders are expected to have good communication skills and serve as an advocate for the students' education and for quality and timely patient care.

Special advisors may be assigned to individual students to address specific issues.

### Evaluation Policies

Find policies regarding evaluation procedures in the UFCD *Best Practices for Classroom Teaching and Student Evaluations*: <https://dental.ufl.edu/wordpress/files/2022/11/22-Revision-Best-Practices-for-Classroom-Teaching-and-Student-Evaluation-in-the-DMD-Program.pdf>

### Sharing/Distribution of Grades

Student academic information is, by law, confidential; any academic record that is individualized with a student's name or social security number must be protected. A student's right to privacy is protected by Florida Statute 1002.22 and the federal Family Educational Rights and Privacy Act of 1974, as Amended

(FERPA), commonly referred to as the Buckley Amendment. Even with names obscured, numeric student numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number is not permitted.

Overall course, examination, quiz and assignment grades will be made available on personal Electronic Curriculum Organizer accounts.

### Student Evaluation of Instruction

The faculty members of UFCD seek to continually improve the quality of its instructional program. The College evaluates instruction through faculty/course evaluations and student debriefings. Students are expected to submit evaluations each semester. Completion of these evaluations is voluntary, however, as part of your professional commitment to the program, we strongly and encourage you to participate. All responses are confidential. Student's thoughtful responses and comments serve as a basis for future planning.

As part of the curriculum management plan students are also asked to participate in a course debriefing. Course debriefings consist of approximately 6-8 class representatives, course faculty members, and staff from the Office of Academic Affairs. Participants review the course evaluation data and design recommendations for the course at its next offering in the curriculum. Student participation is vital to the College's evaluation of the educational program. Policies regarding curriculum management can be located in the UFCD *Curriculum Management Plan* here:

[https://dental.ufl.edu/wordpress/files/2019/04/Curric\\_Management\\_2018\\_draft\\_CCapproval-1.pdf](https://dental.ufl.edu/wordpress/files/2019/04/Curric_Management_2018_draft_CCapproval-1.pdf)

### Internal Complaint Process:

**Informal:** Students who wish to make a complaint are advised to initially work through their class officers or student representatives on college standing committees, such as the SPEC, Student Affairs, Curriculum and Clinical Affairs and Quality Assurance committees. Class officers may seek the help of their class advisor, team leader or the Associate Dean of Students. Students who do not feel comfortable discussing their concerns with their class officers can instead discuss the complaint with the Associate Dean of Students, or the Associate Dean for Academic Affairs.

**Formal:** If the informal process has not led to a satisfactory resolution, the student may access an online formal complaint form. The complaint log will be available onsite. The secure online form includes a description of the complaint, previous efforts to resolve the complaint and the resolution being sought. The grievance is forwarded to the appropriate designee based on the type of complaint, i.e. the facilities manager would receive all complaints involving the physical plant/infrastructure of the college. A timely acknowledgment of the submission is sent by email. More detailed information on the student complaint process is in Standard 4-7.

## External Complaint Process:

The University of Florida's DMD program is accredited by the Commission on Dental Accreditation (CODA). If a student has any complaints or concerns about the college's accredited educational programs, those issues and concerns can be directed to the Commission. CODA will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

## Complaint Processes

The University of Florida ensures compliance with the CODA Complaint Policy by advising DMD students of a readily available process for filing complaints. During D1 orientation, students are informed how they may file a complaint. Students are encouraged to first contact their class officers; the class officers will contact the responsible parties for issue resolution. If the student does not feel comfortable discussing the concern or complaint with a class officer, or is not satisfied with the response, the student can contact the associate dean for student affairs or the associate dean for academic affairs. These steps are considered "informal" ways to resolve an issue. If the complaint cannot be resolved informally, the student can file a formal complaint. The UFCD Complaint Form is available on the UF Health SharePoint intranet under the heading "For Students." The form includes detailed instructions for filing the complaint. The complaint is then assigned to the appropriate person or may be referred to the Student Affairs Committee for a hearing. When the complaint is resolved, we inform the student by e-mail with a link back to the completed form, including any action taken. The Office of Academic Affairs maintains an electronic complaint log.

## External complaint process

- The University of Florida's DMD program is accredited by the Commission on Dental Accreditation (CODA). If a student, faculty, patient or other individual has any complaints or concerns about the college's accredited educational programs, those issues and concerns can be directed to the Commission.
- CODA will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for 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 or by calling 1-800-621-8099 extension 4563.

## Internal complaint process

- **Informal:** Students who wish to make a complaint are advised to initially work through their class officers or student representatives on college standing committees, such as the SPEC, Student Affairs, Curriculum and Clinical Affairs and Quality Assurance committees. Class officers may seek the help of their class advisor, team leader or the Associate Dean of Students. Students who do not feel comfortable discussing their concerns with their class officers can instead discuss the complaint with the Associate Dean of Students, or the Associate Dean for Academic Affairs.
- **Formal:** If the informal process has not led to a satisfactory resolution, the student has access to an online formal complaint form . The complaint log will be available onsite. The secure online form includes a description of the complaint, previous efforts to resolve the complaint and resolution sought. The grievance is forwarded to the appropriate designee based on the type of complaint, i.e. the facilities manager would receive all complaints involving the physical plant/infrastructure of the college. A timely acknowledgment of the submission is sent by email. More detailed information on the student complaint process is available in Standard 4-7.
- **Formal:** UF Grievance Procedure – Regulation and Policy Hub ([ufl.edu](http://ufl.edu)).

## SECTION M – Student Resources and Services

### Student Financial Aid

The UF Student Financial Affairs office administers student financial aid for all UF students, including DMD and advanced and graduate students in dentistry. Detailed information, including educational links, access to awards and contact information is available here: <https://www.sfa.ufl.edu/>

A UF Student Financial Aid Coordinator is physically located in UFCD to assist students with financial aid issues. Find detailed information about UFCD financial aid resources, policies and procedures here: <https://admissions.dental.ufl.edu/financial-aid/>

While the College and the University will assist students in obtaining needed financial support, it is the student's responsibility to finance their dental education.

### Office of the University Registrar

The Registrar's Office maintains the University of Florida information about student records and student record privacy. Find full privacy information here: <https://registrar.ufl.edu/ferpa/>.

Students can log in to review their holds, request enrollment verifications, view their unofficial transcripts, and order official transcripts. Find the student information portal here: <https://one.ufl.edu/>.

Other services include official name change processing, and diploma reorders. Find more information about the Registrar's Office and their services here: <https://registrar.ufl.edu/>.

### Americans with Disabilities Act (ADA) – Accommodations

UFCD provides reasonable accommodation for those students providing documentation of disabilities. Common testing accommodations can include providing a scribe, a reader, extended time, quiet and separate environment, and assistive technology. Disability resources are available on campus at the Disability Resource Center. Find more information here: <https://disability.ufl.edu/>

Students with documented physical, medical, sensory, or psychological disabilities must meet all standard UFCD admissions requirements.

If you are admitted and require accommodation while attending UF, you must register with the Disability Resources Center in the UF Dean of Students Office. A registration appointment is required, and a copy of your documentation should be brought to the appointment. For detailed information about the Disabilities Resources Center go to the link listed above.

Students are to communicate required accommodations to the UFCD Associate Dean of Students.

Procedure to obtain special testing accommodations within UFCD:

- Students receiving special testing accommodation will be handled in a manner that protects their privacy and confidentiality. Computerized testing conditions will mimic those provided to non-accommodated students. Accommodated examinations will occur simultaneously during regularly scheduled block examinations in an appropriate location. When scheduling conflicts prohibit synchronous testing, the examination will be scheduled prior to the regular examination time.
- Students requiring special testing accommodation will be handled through the Associate Dean of Students. The following procedures will be followed:
  - Students requesting testing accommodation must be tested by the Disability Resources Program at Peabody Hall. Students qualifying for accommodation will receive an Accommodation Memo from that office which must be presented to the Associate Dean of Students

## Tutoring Program

A tutoring program is available to any student who fails an examination, whose performance ranks in the bottom ten percent of the class in multiple courses or who is referred for tutoring by the course director. Students are advised of this tutoring program during orientation and occasionally reminded during class meetings. Student performance is monitored by the Associate Dean of Students following each block examination period. The Associate Dean of Students will contact the student, provide counseling and advisement, offer tutoring and match tutors with tutees. The two work out a schedule and activity plan that is reported to and approved by the Office of Student Affairs and Involvement. The tutor is compensated by an hourly wage.

## Health and Wellness Resources

The University of Florida has a broad variety of student support services available.

The UF Counseling and Wellness Center (<https://counseling.ufl.edu/>), located in P301 Peabody Hall, and at 3190 Radio Road, provides counseling and student development services to students.

**NOTE:** Consultations are available. For information, visit their web page:

<https://counseling.ufl.edu/services/consultations/>.

The Student Health Care Center (SHCC) (<https://shcc.ufl.edu/>) an outpatient clinic provides primary medical care and a variety of other special services. The SHCC is located on campus, 2140 Stadium Rd. For more information regarding their hours of operation and locations, visit their website:

<https://shcc.ufl.edu/appointments/locations/>.

## Student Health Insurance

UFCD requires all students to have health insurance. Beginning Summer B, 2014, student health insurance is mandatory for all newly admitted or re-admitted students who are enrolled at least half time in a degree-seeking program. Students are required to show proof of adequate health insurance as a condition of enrollment. This requirement applies to existing UF students who complete a degree and move to a new degree-seeking program (e.g. from bachelor's to DMD).

The program allows students and their families to retain the freedom to purchase insurance in the marketplace or through the University-sponsored plan. Find more information about the University-sponsored options here: <https://shcc.ufl.edu/fees-and-insurance/health-insurance-options/>

## Dental Student Organizations

The college has a wide variety of student-led organizations in which students participate. Find a complete list here: <https://dental.ufl.edu/education/student-multicultural-affairs/student-organizations/>

## UFCD Student Officers and Representatives

UFCD abides by UF policies and rules regarding student organizations and student officers and representatives of UF organizations.

UFCD has an established policy that students who are on academic or conduct probation will neither be funded for travel nor designated as official student representatives to any state or national organization.

Further, students on academic or conduct probation may not serve as: class officers, student representatives on College Standing Committees, or representatives on University Committees.

This policy is predicated on the rationale that any student in these circumstances would prudently devote full attention, time, and energy to maintaining a satisfactory performance standard.

## Requesting Rooms

Student Organizations and individual students may request the use of rooms for non-academic purposes (lunch and learn, general body meetings, *etc*). These requests are submitted through a couple of different methods, depending on the desired location and use.

For any UFCD rooms (detailed below) the request is sent directly to [DN-DMD-Support@Dental.ufl.edu](mailto:DN-DMD-Support@Dental.ufl.edu). In the submission, please include the following information:

- Name of requestor
- Name of the Student Organization (if applicable)
- Event name
- Brief description of event and its intention

- Date(s) being requested
- Event start and end time
- Room being requested and any preferred alternatives if first isn't available

The Office of Academic Affairs schedules the following rooms in the Dental Sciences Building:

<u>Room</u>	<u>Capacity</u>
D3-3	95
D3-21	23
D1-9	17
D8-11	13
D8-46	45
MDL-6	110

Communicore/UF Health rooms must be requested directly through UF Health. The request form can be accessed via <https://ufl.emscloudservice.com/web>, which requires Gatorlink credentials.

When submitting these requests, please be mindful that Student Organizations and individuals are fiscally responsible for any damage or unscheduled maintenance caused by the use of reserved rooms. Misuse of rooms may result in disciplinary action for the members or organization.

# SECTION N – Miscellaneous: Dress Code, Participation as a Student-Patient, Student Parking at the Health Science Center, Dental Clinic Services

## Dress Code

The UFCD predoctoral (DMD) Student Dress Code applies to student attire during all academic, clinical, research and volunteer activities to include classes, clinics, lecture, laboratories, simulation lab, etc., in all UFCD, UF Health, UF locations and external rotation sites. This dress code should be followed regardless of the time of the day or night, Monday through Sunday.

An established dress code ensures student safety per OSHA and CDC guidelines, allows clear identification of authorized personnel and ensures a consistent level of professionalism. The way we dress influences the perception of our patients, faculty, peers, students from other colleges and the public. It sets a standard for the oral health profession and makes a difference in how people trust themselves to our care. DMD students should always present a clean and neat appearance; clothes and shoes should be clean and be free of stains or holes/tears.

The expected/acceptable attire for various situations are summarized below. We cannot anticipate every possibility so if you are unsure of what is acceptable, please contact the Office of Clinical Affairs or the Office of Academic Affairs and ask for clarification.

### **Gator1/UF ID Badge**

- Students must wear their Gator1 ID badge at all times during campus activities.
- External rotation sites may require an additional badge.
- If you lose your UF ID, it will need to be replaced at a cost.
- It is a violation to use another person's ID badge.

### **Expected Attire**

*For Clinics, SimLab, Junior/Senior Lab, Clinical Activities:*

- Ceil blue scrub top and bottoms; pants should be properly hemmed, should not be tight-fitting, and not be touching the floor.
- Athletic or health care professional, closed-toed shoes are required, and socks must cover the skin when seated – including when you are wearing pants with the “jogger” bottoms. Be mindful to ensure there is no exposed skin when seated, this includes skin between the bottom of the pant leg and the shoe. Otherwise, exposed skin is an OSHA violation.

- Lab coats are acceptable when meeting/escorting patients between waiting areas and clinics. Your white coat should be clean, pressed and in good repair.
- Students are not permitted to wear sweatshirts when meeting/escorting patients between waiting areas and clinics or while providing clinical care. Hooded sweatshirts/jackets of any kind are NOT permitted in classrooms, Sim Lab, laboratories or clinics.
- Long sleeve shirts that are black, white, gray, ceil blue or navy blue can be worn under scrub tops in clinics if you are cold – as long as no logos are showing and there is no writing down the sleeves.
- Sweatshirts/jackets without hoods are permitted in classrooms, Sim Lab and laboratories, provided that they fall within the professional guidelines below:
  - Sweaters/jackets can have branding/logos/imagery related to UF or UFCD and affiliated professional organizations.
  - Sweaters/jackets cannot have branding/logos/imagery of other schools, sports teams, businesses, extracurricular events, etc.
  - Sweaters/jackets can have the logo of an apparel brand provided that the logo is reasonably small, not distracting, and falls within the accepted standards of professional dress.
- Hats or head coverings are NOT permitted in classrooms, Sim Lab, laboratories or clinics, except for scrub caps and religious head coverings.
- Hair should be clean and groomed; long hair should be secured in clinics and Sim Lab so that it doesn't fall in the patient or provider's face. Facial hair should be maintained and neat in appearance.
- Fingernails should be clean and maintained at a length that is not visible from the palmar aspect of the hand. No fluorescent colors or nail art. No chipped or cracked polish. No artificial (acrylic) nails, wraps, extensions, jeweled or pierced fingernails due to safety and infection control concerns. Acrylic nails violate OSHA standards because they can harbor pathogens and inhibit manual dexterity.
- Tattoos that contain offensive or demeaning material (e.g., profanity, nudity) must be covered.
- Perfumes, colognes or scented lotions can cause respiratory issues for patients and others and must be avoided. Please do use antiperspirant or deodorant if possible.
- Do not wear jewelry that could pose a safety risk. Examples include but are not limited to rings that could interfere with proper gloving or glove integrity; bracelets, ankle bracelets, earrings that hang off the earlobe; hooped eyebrow rings, facial piercings other than ears. Religious piercings may be approved.

For Professional Activities, Presentations, Guest Lectures, Research Events, etc.

- DMD students can wear dress clothes during professional events that involve no clinical activity.
- Dress slacks, dress shirts with ties, dresses, blouses, skirts and other professional attire are acceptable.
- Depending on the venue/event, khaki pants or skirts and polo shirts are acceptable.

- Business shoes or boots.
- Hair should be clean and groomed.

Unacceptable Attire for all Classroom, Clinical, Sim Lab, Junior/Senior Lab or Other Official Activities

- Shorts, short skirts, capris pants, jeans/denim pants or skirts, leggings, jogging/athletic pants.
- Graphic-printed t-shirts, low cut/cropped shirts, tank tops.
- Baseball caps, athletic headwear such as headbands, running beanie, etc.
- Work or hiking boots, open-toe shoes, thongs, sandals or “crocs” with holes and no heel closure.
- Any footwear that has openings that might leave your foot vulnerable to falling instruments, needles, caustic substances, etc.

#### *“After Hours” and Weekend Attire*

- If you are in the dental building and not using the Sim Lab or any clinical areas, you can dress in comfortable clothes of your choosing, keeping in mind that you are always representing our college and the dental profession when you are on campus, so dress appropriately.
- Our Sim Lab is often used for continuing education and for board exams and board prep. For this reason, if you are in the Sim Lab regardless of the time or the day, you are expected to follow all standard dress codes that are outlined for clinics/Sim Lab.

#### *Volunteer Activities*

Some activities (ex: a fun run) negate the need for professional or clinical attire. Use your judgement in these situations and, if you’re not certain, ask the Office of Clinical Administration or the Office of Academic Affairs.

#### *Exceptions to the Dress Code*

- Dress code does not apply to sporting activities or to social and club events organized by the college.
- Students may arrive at the college in casual clothes and change into suitable clothing upon arrival.
- Exception to the code may be made by instructors when activities require a different type of dress is necessary or appropriate.

Faculty and Staff have the authority to enforce the dress code. If the standard of dress interferes with patient or student safety, a student may be asked to meet the set guidelines before being allowed to participate further in classroom or clinic activities.

### *Corrective Actions*

- First offense: Faculty and/or staff observing an infraction should speak directly to the individual not following the dress code and remind them of School policy and the requirements of a healthcare professional. This information may be brought to the attention of the Associate Dean of Students, OAA, and Clinic Administration. Discussion of a dress code infraction must take place in private.
- Second offense: Students not following the dress code will be issued a professional variance (1 point) and reported to the Associate Dean of Students for a follow-up discussion.
- Third offense: Students not following the dress code will be issued a professional variance (3-point) from the Associate Dean for Clinical Affairs or the Associate Dean of Academic Affairs and be referred to SPEC.
- Students not following the dress code may be asked to leave the clinic, preclinic, or classroom. Any absence due to non-conformance should be made up.

Class officers and the student-faculty communications committee are available to assist students in the interpretation of the dress code and will consult with the Associate Dean of Clinical Affairs or the Associate Dean of Academic Affairs, when necessary.

### **Participation as a Student-Patient in the UFCD Clinical Education Program**

As part of a student's educational experience, it is essential to personally experience some of the routine clinical procedures rendered to patients.

Among the required clinical procedures, considered reversible and carrying minimum risk, that dental students are expected to experience are:

- Health history review.
- Head, neck and intraoral examination, including charting of clinical and radiographic findings.
- Periodontal probing.
- Oral disease risk assessment.
- Alginate impressions for study casts.
- Face-bow transfers.
- Supragingival dental cleaning using hand and ultrasonic instrumentation.
- Oral hygiene instructions.
- Topical fluoride treatments.
- Intraoral topical and local anesthesia administration employing standard infiltration and block injections.
- Nitrous oxide/oxygen inhalation with nasal hood.

Any student wishing to petition to be excluded from any of these requirements must do so to the Associate Dean of Clinical Affairs within the first week of the course providing training in the petitioned clinical

experience. Petitions for exemption must be provided in writing stating the individual reason(s) to justify the request.

## Student Parking at the Health Science Center

All Health Science Center students, including dental students, must purchase a decal and park in designated student parking areas.

Two (2) business days after registration for semester courses, new students will be able to visit Transportation and Parking Services (UF TAPS) online to purchase the green parking decal. The Green decal will allow dental students to park in any lot designated “Green” or “Any Decal.”

Students are NOT allowed to park in garages intended for patients and visitors, unless they themselves have an appointment to be treated as a patient that day or are visiting a patient. Because parking is limited and must be prioritized for patients, parking in undesignated areas could lead to undesired consequences, such as a SPEC hearing, conduct probation, retracking and/or dismissal from the program.

There are a variety of parking options available to students. Please visit the UF Transportation and Parking Services website to learn more: <https://taps.ufl.edu/>.

Please adhere to parking regulations and do not park in patient/visitor parking. Free or reduced fee parking vouchers are available for patients only who are receiving treatment that day in health science center clinics, including dental clinics. Vouchers are not for student use, unless the student is receiving treatment as a patient on that day.

Parking policies, including parking voucher use by students, are strictly enforced and can result in referral to and action by the college Student Performance Evaluation Committee.

## Dental Clinic Services

As a dental student, you will probably be asked how family and friends can obtain dental treatment in the University of Florida Dental Clinic. Please refer to the Clinic Procedure Manual for detailed information about becoming a college patient. Find the Clinic Procedure Manual here: <https://dental.ufl.edu/education/dmd-program/teaching-resources-forms/>

## Section O – Tables

Table G – Professional Variance - Severity Point Value

Level of Severity (Point Value)	Variance	Description
1	Attendance	Unexcused and/or unapproved absence from any mandatory scheduled activity
1	Attendance	Fails to follow due process for pre-planned/unplanned leave as described in the student handbook (planned leave minimum of 10 days in advance of the planned absence. An acute illness or personal emergency online report of unplanned leave form.)
1	Attendance	Fails to sign out with patient care coordinator when leaving clinic after huddle
1	Attendance	Fails to be available when contacted by the patient coordinator during business hours
1	Dress Code	Fails to adhere to the dress code or maintain personal cleanliness & professional appearance (including Gator 1 card)
1	Preparedness	Failed to present prepared for lecture, laboratory and/or clinical activities
1	Preparedness	Failed to follow SimLab guidelines
1	Preparedness	Fails to set up operatory, i.e., necessary instruments and materials not present, operatory area unorganized
1	Preparedness	Fails to seat/finish patient on time
1	Records Management	Fails to complete charts or obtain proper signatures in a timely manner
1	Records Management	Fails to have the patient record signed by patient
1	Records Management	Fails to keep diagnosis & treatment plans complete and up-to-date
1	Records Management	Fails to appropriately document every patient appointment
1	Regard for Facilities	Fails to return leased equipment in a timely fashion
1	Regard for Facilities	Fails to leave assigned workstations, simulation lab stations, clinic stations, and/or classrooms in a clean & orderly manner
2	Accountability	Fails to demonstrate responsibility for personal actions and behavior
2	Accountability	Fails to participate in group activities or assist others on predoctoral activities when needed and requested by faculty and staff
2	Accountability	Uses a personal camera or phone to take patient-, treatment-related photos, or photos in the UFCD clinic
2	Accountability	Discussing patient protected information (HIPAA violations) or student protected information (FERPA violations) in

		public areas including but not limited to hallways, waiting rooms, elevators, bathrooms
2	Courtesy & Communication	Fails to work collaboratively with others; inappropriately disrupts class, lab or clinical activities, and/or patient care
2	Preparedness	Fails to demonstrate preparedness for treatment to such an extent that another student needs to treat the patient, the faculty must intervene, or the patient needs to be sent home
3	Attendance	Absent without notice
3	Comprehensive Approach to Patient Care	Fails to treat patients with appropriate thoroughness or timeliness, properly sequence patient treatment, properly manage specialty referrals or properly manage patient emergencies
3	Integrity/Ethics	Signs into class for another student
3	Integrity/Ethics	Signed into class by another student
3	Integrity/Ethics	Violates student honor and conduct code.
3	Integrity/Ethics	Fails to apply ethical standards to professional practice as described in Clinical Procedure Manual. (Compliance with standards of care focused on treatment reinforced by attending clinical faculty and staff and assessed by the quality assurance committees as defined within the UFCD Standards of Care document. )
3	Integrity/Ethics	Fails to disclose previous instructions from another faculty when seeking new instruction from a second faculty
3	Regard for Facilities	Fails to follow any UFCD infection control protocol (UFCD clinic procedure manual)
3	Regard for Facilities	Fails to follow sharps protocols (3rd offense)
3	Regard for Facilities	Parking in a patient parking lot
4	Critical Variance	Dishonesty/Lying - False or Misleading Information (e.g. forging signatures, practicing dentistry without a license, misrepresenting truth, intentional destruction of college or university property)
4	Critical Variance	Plagiarism (e.g. lack of citation resources, idea, words, or information for any assignment; including artificial intelligence or generative language models)
4	Critical Variance	Cheating (use of unauthorized materials or resources in any academic activity for academic advantage or benefit)
4	Critical Variance	Stealing (e.g. improper use of parking vouchers, or any other form of stealing)
4	Critical Variance	Endangering behavior, harassment, intimidation, coercion, bullying
4	Critical Variance	Providing services to patients outside of UFCD/Practicing Dentistry without supervision (e.g. bleaching/whitening, fillings, extractions, cleanings)
4	Critical Variance	False Advertisement (e.g. any advertisement as a licensed local dentist prior to graduating dental school or passing the state boards)

Table I – 3 and 4DN Leave

Reasoning	Missed activity	Who do I contact?	Notification type	Does it count towards leave time?	**Excused/Unexcused
<b>Personal leave</b> (i.e., vacations, unofficial conference attendance, etc.)	Course Lecture/Lab	OAA and Course Director(s)	Online Form	Yes	Excused based off of syllabus.
	Extramural Rotation*	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	Yes	Excused based off of syllabus.
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	Yes	Excused based off of syllabus.
	Special Education Events*	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.
<b>Religious holiday</b>	Course Lecture/Lab	OAA and Course Director(s)	Online Form	No	Excused with documentation
	Extramural Rotation*	OAA, Course Director(s) and Extramural Site	Online Form and Email	No	Excused with documentation
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	No	Excused with documentation
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	No	Excused with documentation
	Special Education Events*	OAA and Course Director(s)	Online Form	No	Excused with documentation
<b>Jury Duty</b>	Course Lecture/Lab	OAA and Course Director(s)	Online Form	No	Excused with documentation
	Extramural Rotation*	OAA, Course Director(s) and Extramural Site	Online Form and Email	No	Excused with documentation
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	No	Excused with documentation
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	No	Excused with documentation
	Special Education Events*	OAA and Course Director(s)	Online Form	No	Excused with documentation
<b>Medical leave</b> *unplanned and planned (1 - 4 days)	Course Lecture/Lab	OAA and Course Director(s)	Online Form	Yes, unless documentation is provided	Excused with documentation
	Extramural Rotation*	OAA, Course Director(s) and Extramural Site	Online Form and Email	Yes, unless documentation is provided	Excused with documentation
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	Yes, unless documentation is provided	Excused with documentation
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	Yes, unless documentation is provided	Excused with documentation
	Special Education Events*	OAA and Course Director(s)	Online Form	Yes, unless documentation is provided	Excused with documentation
<b>Family Emergency / Bereavement</b>	Course Lecture/Lab	OAA and Course Director(s)	Online Form	Yes, unless documentation is provided	Excused with documentation
	Extramural Rotation*	OAA, Course Director(s) and Extramural Site	Online Form and Email	Yes, unless documentation is provided	Excused with documentation
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	Yes, unless documentation is provided	Excused with documentation
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	Yes, unless documentation is provided	Excused with documentation
	Special Education Events*	OAA and Course Director(s)	Online Form	Yes, unless documentation is provided	Excused with documentation
<b>Residency / Job Interview</b>	Course Lecture/Lab	OAA and Course Director(s)	Online Form	Yes	Excused based off of syllabus.
	Extramural Rotation*	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.
	Clinical Rotation	OAA, Patient Coordinator, Rotation Coordinator	Online Form	Yes	Excused based off of syllabus.
	Team Clinic	OAA, Patient Coordinator, Team Lead	Online Form	Yes	Excused based off of syllabus.
	Special Education Events*	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.	This event cannot be missed.

**IMPORTANT NOTES AND DISCLAIMERS:**

**1. For both planned and unplanned leave, documentation must be provided for the absence to be excused.**

**2. Course directors reserve the right to deny or unapprove any leave request forms based off of their own reasoning and syllabus interpretation.**

**3. Representing UFCD at a dental conference includes oral presentations (poster, paper) or attending conference committee meetings as a committee member on behalf of UFCD.**