

**HOWARD UNIVERSITY
COLLEGE OF DENTISTRY
POLICY MANUAL
2012- 2013**

NOTICE

The College of Dentistry Policy Manual may be changed at any time by the College of Dentistry without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by the College of Dentistry to promote fairness and academic excellence.

The College of Dentistry reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of enrollment. In addition, the College of Dentistry may at any time eliminate, modify, or change the location of any school, institute, center, program, department, course or academic activity.

The policy manual should be read in conjunction with other official University and College of Dentistry policies.

This current policy manual supersedes all previously distributed policy manuals. Please see page 11 A.1

INTRODUCTION

The policies contained in this manual have been compiled for the benefit of students and faculty in the College of Dentistry from a variety of College of Dentistry and University sources. In addition to these policies, students should consult the Howard University Student Handbook (H – Book), found on the University’s website, and the Student Code of Conduct and Judiciaries for additional University policies affecting students. Students are expected to become thoroughly familiar with these policies and procedures and to contact the Office of Academic and Student Affairs in the College of Dentistry about questions related to the Policy Manual. Most policies are available on the University or College of Dentistry websites.

Other informational announcements may be made as necessary during the year. Students should retain this manual and subsequent announcements for their reference. Modifications of the policies or procedures contained herein will be announced as they are approved.

This manual has been modeled on the Academic Policies Manual of the Howard University College of Medicine and other accredited Colleges of Dentistry in the United States.

Cecile E. Skinner, D.D.S., Ph.D
Executive Associate Dean
Academic and Student Affairs
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PART I.

ACADEMIC POLICIES AND PROCEDURES

I. HOWARD UNIVERSITY COLLEGE OF DENTISTRY (HUCD) HISTORY, VISION AND MISSION

A. HUCD HISTORY

The College of Dentistry dates from 1881 and serves a broad constituency. Seventy percent (70%) of the student body is comprised of under-represented minorities in the United States and students from foreign countries. There are over 3,000 living alumni of which a large percentage are African American dentists and dental hygienists practicing in this country and throughout the world.

B. HUCD VISION

HOWARD UNIVERSITY COLLEGE OF DENTISTRY recognizes as its primary obligation the provision of a quality dental education for any student, irrespective of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, or source of income.

C. HUCD MISSION

HOWARD UNIVERSITY COLLEGE OF DENTISTRY Mission is to provide educational opportunities for those socially, economically and culturally disadvantaged students, particularly African American students, who may not otherwise have an opportunity to acquire an education. Our mission includes the philosophy that education, research and service are inseparable constituents of a modern dental education. The College's primary goal is to remain a national resource for dental leaders which attracts highly motivated and academically accomplished students from culturally diverse backgrounds

II. OBJECTIVES AND TECHNICAL STANDARDS OF THE HOWARD UNIVERSITY COLLEGE OF DENTISTRY (HUCD)

A. HUCD EDUCATIONAL OBJECTIVES

The Faculty of the College of Dentistry has set forth as its primary educational goal to produce a competent, compassionate dentist and dental hygienist who will use the scientific approach to problem-solving and decision processes that will ultimately allow him/her to effectively complete the course of study and receive the full benefit of his/her educational experience at Howard University College of Dentistry. The student of dentistry and dental hygiene educational experience and exposure will include the caring for all patients whether or not they are socially and economically disadvantaged.

The College of Dentistry's primary goal is to produce a practitioner who is a clinician and a scientist, i.e. a dentist-scientist or hygienist. Therefore, research is built into the teaching program to enable the student (1) to interpret appropriate and pertinent literature; (2) to apply scientific methods in problem-solving, and ultimately (3) to achieve excellence in professional performance. Research in this context is not limited to the laboratory bench, but also includes chair-side clinical research. The learning environment in the College of Dentistry shall be designed so that students will acquire both cognitive and technical skills and will graduate as competent clinicians, who are able to pursue all avenues for growth in the profession.

B. HUCD TECHNICAL STANDARDS

Admission to the Dental School is open to all qualified individuals and in accordance with the 1973 Vocational Rehabilitation Act (29 U.S.C. §701 et seq.) and the Americans with Disabilities Act (42 U.S.C. §12101 et seq.).

Dental education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills and professional attitudes and behaviors essential to the profession. Students acquire cognitive, behavioral, technical, and social skills to negotiate the curricula. The Dental School is mindful of the unique nature of dental curricula. It is the responsibility of the Dental School's admissions committees to select candidates who are qualified to complete the required training. As part of the education process, students in all of the school's clinical programs are required to provide treatment for patients and practice techniques with student-partners. Students are required to serve as patients for their classmates in performing such diagnostic and reversible procedures as local anesthesia administration, sealant placement, and oral prophylaxis. The Dental School has the responsibility of ensuring timely and safe treatment of all patients during these processes.

The technical standards describe the essential functions necessary for advancement and completion of the competencies required for graduation as dentist or dental hygienist

1. Sensory and Motor Coordination and Function

The student will be required to demonstrate competency in the following described areas:

- a. Obtain the requisite knowledge of normal/abnormal development, structure, and function of the human being, particularly in the area of the head, neck and oral cavity so that the student can utilize the knowledge in treatment planning and patient problem-solving.
- b. Identify, describe and discuss the physical, chemical, and biological agents, hereditary and psychological factors, living habits, and social forces which affect bodily function.
- c. Identify and utilize the general techniques and resources available to both the individual and the community for the prevention of disease and the maintenance of oral health.
- d. Perform basic laboratory procedures with standard laboratory materials.
- e. Reach and manipulate equipment to all positions in order to function optimally.
- f. Execute motor movements required to provide general and emergency care, including activating the emergency medical system.
- g. Perform and integrate computer technology procedures to function in accordance with the standard system in place.

2. Communication and Observation

The student must acquire basic skills necessary to:

- a. Obtain an accurate and complete dental/medical history.
- b. Perform a complete physical examination of the head and neck and oral cavity.
- c. Order and interpret appropriate and essential laboratory tests.

- d. Use and assemble data to provide a diagnostic appraisal and effective course of therapy, calling upon additional specialists and community sources as needed.
- e. Communicate efficiently and effectively in oral and/or written form with patients, families of patients, and all members of the health care team, during both emergencies and non-emergency situations.

3. Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student must demonstrate:

- a. Critical reading, evaluation of information and the use of the scientific method in approaching dental problems.
- b. The ability to carry out diagnostic and therapeutic procedures with thoroughness and accuracy.
- c. The ability to interpret findings that enable him/her to manage patients with consideration and perceptiveness that produces a diagnosis and treatment plan as part of the professional health team.
- d. The standards and objectives set by each department in consonance with the overall objectives of the College of Dentistry.
- e. The knowledge needed to pass the National Dental Board Examination Parts I and II, the Dental Hygiene National Board Examination, the Curriculum Integrated Format (CIF) Clinical Examination and the ADLEX (American Dental Licensing Examination) and the Dental Hygiene Clinical Board Examination (NERB).

4. Behavioral and Social Attributes

The student must demonstrate:

- a. The ability to enter the profession as a hygienist or general dentist or to pursue a specific discipline of special interest.
- b. Display compassion, integrity, and concern for others.
- c. Conduct themselves with the highest ethical standards.

REASONABLE ACCOMMODATIONS

A student who discloses a disability and requests accommodation will be required to submit, in writing, the request for accommodation and pertinent supporting documentation to the Office of Student Services. The pertinent information will include documentation of the disability by an appropriately credentialed professional. If available, documentation should also include history of accommodations granted previously in other educational programs and references who can discuss the experience of the student in other educational settings. Requests for accommodation should be initiated with the Office of Student Services prior to matriculation.

The Office of Student Services may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. The Office of Student Services may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to the University may be obtained. Costs of independent medical examinations, testing, technical and medical consultations required by the Office of Student Services will be borne by the University.

The College of Dentistry will consult with the office of Student Services to make a determination as to whether the student can perform the essential functions of the educational program, taking into account the accommodations that the student has requested or alternative reasonable accommodations that the College of Dentistry would offer.

The College of Dentistry will provide reasonable accommodations, but is not required to make modifications that would fundamentally alter the nature of the educational program or provide auxiliary aids that present an undue burden to the College of Dentistry. **The student must be able to perform all of the technical standards with or without reasonable accommodations to matriculate or continue in the program.**

D. CLINICAL SHADOWING FOR PREDENTAL STUDENTS

Only students who are currently enrolled and are in good standing in one of the Health Sciences Programs or other recognized program at HU are eligible to shadow under the supervision of a faculty member of HUCD. The requesting student must provide proof of active enrollment by their current school.

This policy is intended to assure that all students who visit HUCD are accounted for and have had basic training in HIPAA regulations, blood borne pathogens and health insurance. **Note that pre-dental students wishing to complete the shadowing requirement for application**

to some dental schools in the US may NOT participate in this program. Such students are encouraged to shadow dentists in private or community practice.

III. POLICIES ON STUDENT PROMOTIONS AND GRADUATION

A. GENERAL POLICY ON STUDENT PROMOTIONS

1. Effect on Previous Versions of the HUCD Policy

The 2012 Revised Policy on Student Promotions supersedes all previous policy revisions. Students will be held accountable for all policies stated in this version, regardless of their matriculation date.

2. Denial of Student Status or Graduation

Notwithstanding the College's aim to promote, retain, and recommend graduation for all students admitted, the Faculty through its Executive Committee and/or Committee on Student Promotions and Graduation, will exercise its responsibility to deny student status or graduation to a student who: a) fails to make satisfactory academic progress; b) fails to successfully complete both Part I and II of the National Dental Boards; c) is unable to effectively meet academic or clinical requirements with or without accommodations; d) grossly neglects his/her academic or clinical responsibilities; e) violates reasonable standards of honesty, or; f) clearly demonstrates a disregard for ethical and professional standards of conduct; g) fails to follow the usual standards of professional care towards patients. Any student who has knowledge of any improprieties should immediately report such improprieties to the Dean or any of the Associate Deans of the College of Dentistry. Sanctions for conduct that violates ethical and professional standards of conduct or honesty, or constitutes gross negligence may include suspension or dismissal and/or **a letter of reprimand, a copy of which will be forwarded to the American Dental Association (ADA) and all state board examiners.**

3. General Promotion Requirements

Students must complete **all** didactic and clinical experiences in order to be promoted to the next class or to be recommended for graduation. All eligible fourth year dental (D4) and second year dental hygiene (DH4) students may participate in the Honors and Awards program. However, only those fourth year (D4) dental and second year (DH4) dental hygiene students who are validated by the College of Dentistry may participate in the commencement exercises of the University.

B. SATISFACTORY ACADEMIC PROGRESS FOR HUCD STUDENTS

1. Satisfactory Academic Progress in General

The academic requirements for the D.D.S degree and dental hygiene certificate include satisfactory performance in all required courses of the curriculum approved by the faculty of

the College of Dentistry. D2 dental students will be promoted to the D3 class provided that they have passed Part I of the National Board Examination by the end of the Spring semester and are in good academic standing. Those who have not taken or passed the Board Examination by the end of the Spring semester will be promoted on a probationary status. Should the student fail to successfully complete Part I of the Dental boards by the end of the summer session he/she will have to sit out the rest of the academic year and repeat the entire second year starting in the May of the ensuing summer session. Any student with any special visa conditions should contact International Student Services.

The Executive Committee meets at the end of each grading period to review the academic performance of each student.

a. "Passing" and "Failing" Students

Passing is viewed as: a student with no "I" or "F" grade/s while failing is viewed as: a student with one or two F grades and whose overall GPA is less than the equivalent of C. This applies to both didactic and clinical grades. **The student with one failing grade will be required to repeat the academic year and the student with two or more failing grades will be dismissed.**

Additionally, upon recommendation of the Executive Committee, during the fall semesters each student shall be either: continued with the current class or continued with the current class on probation. However, at the end of the Spring semester, each student shall be either promoted or promoted on probation, be required to repeat the academic year or be dismissed for lack of academic progress.

Second, Third and Fourth year dental students, (D2), (D3), (D4) and freshman and senior dental hygiene students (DH3), (DH4) who fail to satisfy the qualitative and quantitative requirements of Clinical Dentistry may, irrespective of their GPA, be scheduled for additional clinical work or be required to repeat the year or be dismissed.

b. Attendance Requirement

Attendance to all scheduled lectures, laboratories and clinic assignments is mandatory for all students in the College of Dentistry. Attendance taken in the classrooms, laboratories and clinics is related directly to student accountability and professional responsibility. When students miss twenty percent (20%) of scheduled classes, laboratories or clinic assignments for which they have not secured an approved excuse, six percentage (6%) points will be deducted from their final grade in that course.

2. Time to Matriculate

a. Time to Complete the Traditional D.D.S Requirements

The normal time frame for completion of the required course work for the D.D.S degree is four academic years of full-time study. The academic year begins in August and finishes in July. Therefore, student promotions are effective in August for the coming academic year.

A student assigned such a schedule must satisfactorily complete all courses in which enrolled. A student is considered to be making satisfactory academic progress if the student completes the first two academic years within thirty-six (36) months and the last two academic years within thirty-one (31) months. The Executive Committee will monitor the progress of each student at the end of each grading period to determine that the student is making sufficient progress to meet the time limits as specified. A student not making sufficient progress to meet these time limits will be deemed not to be making satisfactory academic progress, and may be dismissed for lack of academic progress. Those dismissed will have an opportunity to appeal the decision.

b. Time to Complete the Dental Hygiene Certificate Requirements

The normal time frame for completion of the required course work for the Dental Hygiene Certificate is two academic years of full-time study. A student assigned such a schedule must satisfactorily complete all courses in which enrolled. A student is considered to be making satisfactory academic progress if the student completes the two academic years within thirty-six (36) months.

The Executive Committee will monitor the progress of each student at the end of each grading period to determine that the student is making sufficient progress to meet the time limits as specified. A student not making sufficient progress to meet these time limits will be deemed not to be making satisfactory academic progress, and may be dismissed for lack of academic progress. Those dismissed will have an opportunity to appeal the decision.

c. Time to Complete the International Dentists Program (IDP) D.D.S Requirements

The normal time frame for completion of the required course work for the International Dentists Program (IDP) D.D.S degree is two academic years of full-time study. The academic year begins in August and finishes in July. Therefore, student promotions are effective in August for the coming academic year. A student assigned such a schedule must satisfactorily complete all courses in which enrolled.

A student is considered to be making satisfactory academic progress if the student completes two academic years within thirty-one (31) months. The Executive Committee will monitor the progress of each student at the end of each grading period to determine that the student is making sufficient progress to meet the time limits as specified. A student not making sufficient progress to meet these time limits will be deemed not to be making satisfactory academic progress, and may be dismissed for lack of academic progress. Those dismissed will have an opportunity to appeal the decision.

3. First (D1) and Second (D2) year Dental Students Satisfactory Academic Progress Requirements

First year dental (D1) students are required to pass all courses offered in the first and second

semesters of the first year to be promoted to the Second year. Students who fail one course in either semester will be required to repeat the academic year. Students who fail two courses will be dismissed from the College of Dentistry for lack of Academic Progress.

Second year dental (D2) students must pass all courses offered in the first and second semesters and summer session, including preclinical and clinical experiences and rotations, to be promoted to the Third (D3) year. Students who fail one course in either semester will be required to repeat the academic year. Students who fail two courses will be dismissed from the College of Dentistry for lack of Academic Progress.

Additionally, D2 dental students must also pass the National Dental Boards Part I to be promoted to the Third (D3) year. Students who fail to successfully complete the National Boards Part I examination by the end of the summer session of the D2 year will be required to repeat the D2 academic year. Any D2 student who fails the National Dental Board Exam Part I three times will be dismissed from the College of Dentistry for lack of Academic Progress.

4. Third (D3) and Fourth (D4) Year Dental Students Satisfactory Academic Progress Requirements

Dental students are required, during the Third (D3) year, to pass all courses offered in the first and second semesters and summer session, including clinical rotations and competencies to be promoted to the Fourth (D4) year. Additionally, they must complete the D3 Clinical Experiences as outlined in the Clinical Manual, to be promoted to the Fourth (D4) year without any stipulations. . Students who fail one course in either semester will be required to repeat the academic year. Students who fail two courses will be dismissed from the College of Dentistry for lack of Academic Progress.

Dental students are required, during the Fourth (D4) year, to pass all courses offered in the first and second semesters, including clinical rotations, experiences and competencies. Students who fail one course in either semester will be required to repeat the academic year. Students who fail two courses will be dismissed from the College of Dentistry for lack of Academic Progress. Additionally, all Fourth (D4) year dental students must pass the National Dental Boards Part II and submit proof to the Office of Academic Affairs by April 30 of the graduating year in order to be validated as a spring graduate and receive a diploma. Failure to comply may result in having to continue through the ensuing summer session and/or fall semester and incur the additional tuition cost.

5. First (DH3) and Second (DH4) Year Dental Hygiene Students Satisfactory Academic Progress Requirements

Freshman Dental hygiene (DH3) students are required to pass all courses offered in the first and second semesters of the first year to be promoted to the Second year. Students who fail one course in either semester will be required to repeat the academic year. Students who fail two

courses will be dismissed from the College of Dentistry for lack of Academic Progress.

Dental hygiene (DH4) students must pass all courses offered in the first and second semesters and summer session, including clinical rotations and competencies in order to graduate. Students who fail one course in either semester will be required to repeat the academic year. Students who fail two courses will be dismissed from the College of Dentistry for lack of Academic Progress.

C. UNSATISFACTORY GRADES AND APPEAL PROCESS

1. Unsatisfactory Grades

a. One Unsatisfactory (Failing) Grade

Students who fail **one** course in any semester will be required to repeat the academic year. The student will be dismissed from the College of Dentistry for lack of Academic Progress if

- i. he/she fails **any** subsequent courses during that repeat year
- ii. or fails to achieve a grade of “C” or higher in all courses.

b. Two or More Unsatisfactory Grades

Any student who has unsatisfactory grades in two or more courses will be dismissed from the College of Dentistry for lack of Academic Progress.

Any student dismissed for academic reasons may appeal following the protocol below:

All letters of appeal must be addressed to the Dean and must be received no later than one week after the student has been notified that he/she has been dismissed. The Appeals Committee is convened when the Chair of the committee is notified by the Associate Dean of Academic Affairs. The Appeals Committee reviews the written appeal and hears the verbal appeal of students who have been dismissed from Howard University College of Dentistry for lack of academic progress. Written recommendations are made to the Dean accompanied by justifications based upon the applicable policy and any unusual circumstances that the committee deems should be taken into consideration. The Dean of the College of Dentistry makes the final disposition.

2. Repeat Academic Year

Students repeating an academic year will be placed on academic probation and **must** attend all classes and take examinations in **all** courses of that academic year, including those already passed. The grade of “C” or higher must be achieved in all courses in that repeated year or the student will be dismissed from the College of Dentistry for lack of Academic Progress.

A repeating student who fails **ANY** course **will** be dismissed for lack of academic progress. **No student is allowed to repeat more than one academic year.**

3. Academic Probation

A student is deemed to be on academic probation if he/she fails to take and/or pass the National Board Examination prior to the end of the Summer session (D2) and/or the Spring semester (D4). A student who is repeating the year is deemed to be on academic probation until he/she completes that year without additional incomplete or failing, "I" or "F" grades. Additionally, a student who receives an incomplete, "I" grade in any course(s) is deemed to be on academic probation until he/she removes the "I", incomplete grade. All incomplete, "I" grades should be removed within two weeks of the ensuing semester. **A student may only receive an incomplete "I" grade when the student has not completed the course and/or assigned projects. Under no circumstances will an "F" grade be changed to an "I" grade.** Any student who is on academic probation will **not** be permitted to participate as an officer in any professional organization until the probationary period has ended. All students who are on academic probation are ineligible for Institutional Aid such as scholarships, and must file an appeal for other financial aid if he/she is in danger of exceeding the stipulated number of years required to complete the DDS degree or Dental Hygiene Certificate.

4. Dismissal

A repeating student who fails **ANY** course **will** be dismissed for lack of academic progress. A repeating student who receives an incomplete grade in **ANY** course **could** be dismissed for lack of academic progress, based on the decision of the Executive Committee. A student who receives two or more failing grades in any one semester will be dismissed.

Any appeal under this section shall be filed with the Howard University College of Dentistry Appeals Committee **which shall provide a recommendation to the Dean of the College of Dentistry who shall render the final decision. SEE SECTION ON THE APPEALS PROCESS** for further details.

D. LEAVE OF ABSENCES

A student may be granted a leave of absence for a variety of reasons. All leave requests must be processed through the Office of Academic Affairs with official documentation that specifies the circumstances and term of leave. Should the leave of absence exceed three weeks the student will be required to return the following academic year at the start of the summer or fall semester, in accordance to whichever class level from which the student requested the leave of absence. The period of time during which the student has been approved for a leave of absence will be excluded from the maximum time for completion of study as specified by these standards. Final approval of the leave of absence must be approved by the Office of the Dean. At that time a projected date of return **not to exceed two academic years** will be agreed upon.

Should that time period be exceeded, the Dean, guided by the recommendation of the Executive Committee, will decide if the student can return and at what class level the student is allowed to return.

Absence from the University

Failure to attend classes, or abandonment of a residence hall space to which one has been assigned, or one's non-return to classes for an upcoming semester for which one is already academically and financially registered in advance, does not constitute official discontinuance or withdrawal. The student should effect total withdrawal in person or request that it is done on his/her behalf.

E. WITHDRAWALS

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person, students who are administratively withdrawn, and students who have special needs due to extenuating circumstances should contact their dean's office or advisory center for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which EM/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of "W" for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must apply for or request readmission to the University by published deadlines. The procedure for readmission

depends on the length of the student's absence from the University.

Students should report first to the office of the dean or advisory center of their school or college to obtain a Total Withdrawal Request Form, and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean's designee, obtain readmission instructions, and then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2).
- International students must report to the Office of International Student Services, Rm. 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholar ships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).
- All students must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account. (6).
- All students must report to EM/Records, Rm. 104 Administration Building to submit the completed Total Withdrawal Request form and surrender their Capstone Card (ID) (7).

F. ADVANCED STANDING

1. Transfer Students

Transfer students are rarely considered for acceptance and only under a specific set of criteria. Students are eligible to transfer if they have successfully completed the first year of dental training with a minimum GPA of 2.8, from an accredited US/Canadian dental institution. In order to be considered, students must submit a written request to be transferred, an official transcript and 3 letters of recommendation from within the dental institution from which the student is transferring, one of which must be from the Dean. A background check is also required. All materials must be submitted no later than April 15th of the anticipated year of transfer.

Transfers are not permitted beyond the second academic year unless mitigating circumstances abound and then only with the approval of the Dean. A determination will be made at the time of entrance as to the remaining years of financial eligibility. This determination will be coordinated by the appropriate Associate Dean and the Office of Financial Aid.

2. International Dentist Program (IDP)

International dentists are accepted into the third academic year (August). IDP students will be accepted on probation during the summer session (May) during which time they will be calibrated and evaluated. If the IDP student has made satisfactory academic and clinical progress, they will be continued to the fall semester of the D3 academic year. Those IDP students who fail to demonstrate adequate progress will continue on probationary status into the fall semester of the D3 academic year with remediation. These probationary students will not be assigned patients until deemed proficient by the faculty. All IDP students will be held to the same academic standards and matriculation time limits as traditional D3 and D4 students. See section entitled “Third (D3) and Fourth (D4) Year Dental Students Satisfactory Academic Progress Requirements”.

G. MAINTENANCE OF FINANCIAL AID ELIGIBILITY

1. Financial Aid Eligibility

Federal law and regulations require that all students receiving financial assistance through programs under Title IV of the Higher Education Act must maintain satisfactory academic progress in the course of study being pursued. Please refer to the standards for satisfactory academic progress for students pursuing a Dental Degree or Dental Hygiene certificate degree at Howard University as stated in section **3 B. SATISFACTORY ACADEMIC PROGRESS FOR HUCD STUDENTS**

2. Financial Aid Probation and Suspension

A student failing to meet one or more of the standards of satisfactory academic progress may be placed on financial aid probation and/or suspension. The student, while on financial aid probation, may receive student aid for one academic year. A student who does not achieve compliance with each standard by the conclusion of the probationary period is suspended from financial aid eligibility. Notification to the student on probation and financial aid suspension will be coordinated by the appropriate Associate Dean and the Office of Financial Aid. A student will be reinstated for financial aid eligibility when that student has satisfactorily completed sufficient course work to meet the standards of progress.

3. Appeals of Financial Aid Eligibility

Students with mitigating circumstances may appeal the loss of financial aid eligibility to the appropriate Associate Dean. After review, the appeal, together with a recommendation from the College of Dentistry, will be referred to the Director of the Office of Financial Aid and Student Employment of Howard University. A final decision on student eligibility will be made by a subcommittee of the University-wide Financial Aid Committee.

4. Enforcement

The Director of the Office of Financial Aid shall have primary responsibility for enforcement of the financial aid eligibility policy as directed by the University-wide Financial Aid Committee. The Director shall ascertain prior to the time of each disbursement of funds and prior to certification of a financial aid application that the student is in compliance with this policy.

H. NATIONAL BOARD DENTAL EXAMINATION (NBDE)

1. NBDE Examination In General

The National Board Dental Examination (NBDE) is intended to fulfill or partially fulfill the written examination requirements for licensure. The examination assesses a student's ability to understand important information from basic bio-medical and dental sciences and also the ability to apply such information in a problem-solving context. Effective January 1, 2007, any candidate who has not passed part I or part II after three attempts will be required to wait one year (12 months) after the third attempt to apply to retest (Mandate from the American Dental Association). Candidates must wait 90 days between each attempt. Any candidate who has not passed part I after three attempts will be dismissed from the College of Dentistry for lack of Academic Progress.

2. NBDE Part I

All DDS candidates must pass part I of the NBDE before being promoted to the Third (D3) year, notwithstanding grades in didactic or clinical courses. **Any student who does not pass part I of the NBDE prior to the Third (D3) year will be required to repeat the second year (D2) for lack of academic progress. Any student who does not pass part I after three attempts will be dismissed from the College of Dentistry for lack of academic progress.**

3. NBDE Part II and Graduation Eligibility

A Fourth (D4) year dental student is **only** eligible for graduation if he/she passes Part II of the NBDE in addition to completing all didactic courses, clinical competencies and financial requirements. All Fourth (D4) year dental students must have taken and passed the Part II of the NBDE by the end of the Spring semester of the graduation year. Graduation candidates who fail to pass the NBDE by the deadline will not receive a diploma. With successful completion of their boards, they will be eligible to receive their diploma within the next graduation cycle. Any student who does not pass part II after three attempts will, per ADA policy, be required to wait 1 year before retaking the examination. If the student fails to pass the NBDE examination after a fourth attempt, he/she will be dismissed from the College of Dentistry for lack of academic progress and will not receive a diploma from the College of Dentistry.

4. Dental Hygiene National Dental Board Requirement

A second year (DH4) dental hygiene student desiring to take the National Board Examination during the Spring semester of the graduating year, must have a 2.8 GPA in the dental hygiene program, and must obtain approval of his or her faculty advisor and the

program director. If the student falls below the required GPA they will be eligible to take the exam in the summer following graduation. **No dental hygiene student is permitted to take the National Board Examination during the Fall semester of the graduating year.**

I. STUDENT PROMOTION AND GRADUATION COMMITTEE MEETING TIMES

The Executive Committee will act upon student performance and make recommendations regarding promotions at the end of each semester and summer session, and at the end of each academic year.

IV. GRADING AND EXAMINATIONS PROCEDURES

A. GRADING PROCEDURES IN THE COLLEGE OF DENTISTRY

All written examinations will be administered via computers, using ExamSoft and/or Blackboard. This exam format is effective immediately for all classes and will be comprehensive and mirror that of the National Boards. Students shall receive instructions regarding downloading and taking exams. All non-academic and extraneous material must be removed from the hard drive of the students' computers to allow adequate space for downloading the exams which will be removed at the completion of the exam and after the submission of the answers. **No student will be excused from any exam due to a virus infection or inadequate space on the computer.** Grades in the College of Dentistry are computed based on the scores of the student population taking any given examination. Letter grades for the dental and the dental hygiene classes are assigned according to the following ranges:

A	90 - 100
B	80 - 89
C	75 - 79
F	< 75

B. COMPUTATION OF FINAL COURSE GRADES

1. Computation of a Final Grade in General

Computation of final course grades is based on the weight assigned to each evaluation within the course. These weights are set by each department and/or course director, and include laboratory practicals, daily quizzes, assignments, attendance, intrasessionals, mid-semester and final examinations.

All Final Grades are posted on the University's Bison Web.

2. Disputing a Didactic Grade

Students shall have the right to dispute exam grades, no later than one week after the grades have been distributed by the faculty, after which they have not more than two weeks to challenge the answers of each exam. Should an exam be given immediately before a semester break the student will have no later than one week after the start of the next academic session to review the disputed exam.

3. Computation of Clinical Grades for Dental Students

Computation of clinical grades is based on competencies and points earned in procedures in the respective disciplines. Should a Third year (D3) dental student not complete the D3

competencies at the end of the Spring of the D3 year, that student will receive an “I” in Clinical Dentistry and be placed on probation. The student will have six weeks from the beginning of the summer session to complete the competencies. Should the competencies not be completed the student will receive a failing grade for Clinical Dentistry which will require the student to repeat the academic year. Similarly, a Fourth year (D4) dental student must complete the D4 competencies at the end of the D4 Spring semester or receive an “I” grade in Clinical Dentistry. The student will have six weeks from the beginning of the next semester to complete the competencies which will mean that the student cannot graduate in that spring semester. Failure to remove the “I” will result in a failing grade in Clinical Dentistry which will jeopardize his/her Academic standing and delay the graduation date to the Fall of that year, if the Fourth year (D4) dental student has not previously repeated any other year. If the student has previously repeated any other year he/she will be dismissed from the College of Dentistry as his/her matriculation process will have taken more than the required number of years needed to graduate.

A Fourth year (D4) dental student who fails to complete the clinical competencies and who has not previously repeated an academic year will be entitled to an opportunity to complete said competencies during a period not to exceed one calendar year beyond the initial graduation date.

Computation of Clinical Grades for Dental Hygiene Students

Computation of clinical grades is based on competencies and points earned in procedures in the respective disciplines. Should a first year (DH3) dental hygiene student not complete the DH3 competencies at the end of Spring of the DH3 year, that student will receive an “I/F” grade in Clinical Dentistry and be placed on probation. The student will have six weeks from the beginning of the next semester to complete the competencies. Should the competencies not be completed the student will receive a failing grade for Clinical Dentistry which will require the student to repeat the academic year. Similarly, a second year (DH4) dental hygiene student must complete the DH4 competencies at the end of the Spring of the DH4 year or receive an “I/F” grade in Clinical Dentistry which will mean that the student cannot graduate in that spring semester. The student will have six weeks from the beginning of the next semester to complete the competencies. Failure to do so will result in a failing grade in Clinical Dentistry which will jeopardize his/her Academic standing and delay the graduation date to the summer session of that year, if the second year (DH4) dental hygiene student has not previously repeated any other year. If the student has previously repeated any other year he/she will be dismissed from the College of Dentistry as his/her matriculation process will have taken more than the required number of years needed to graduate.

A second year (DH4) dental hygiene student who fails to complete the clinical competencies and who has not previously repeated an academic year will be entitled to an opportunity to complete said competencies during a period not to exceed one calendar year beyond the initial graduation date.

C. POLICIES AND PROCEDURES GOVERNING EXAMINATIONS

1. HUCD Policy on Cheating

RESOLUTION OF THE COLLEGE OF DENTISTRY ON PROFESSIONAL STANDARDS

RESOLVED:

That cheating is understood by all concerned to be expressly unlawful; that no student shall bring books or papers, IT devices(cell-phones, palm-pilots etc) besides the computers on which the exam is loaded, into any examination room; that an adequate number of proctors supervise each examination; that a proctor shall relocate a student to another seat in order to avoid even a suspicion of or the potential for unauthorized practices; that the proctor shall dismiss a student from the examination who is seen cheating or possessing unauthorized papers or books or IT devices(cell-phones, palm-pilots etc.); that students be notified that all answers are subject to a computerized analysis which can reveal cheating patterns; expulsion from the College of Dentistry can be the penalty for a student adjudged guilty of cheating in an examination; that the dental profession is an honorable one in accordance to the Code of Ethics of the American College of Dentists and that dentists and dental students must eschew dishonorable practices and that acceptance of a position as a student in the College of Dentistry implies acceptance of these policies.

A copy of this resolution, pledging to observe these standards, must be signed by each student upon entering the College of Dentistry.

2. Examination Guidelines and Procedures

All examinations are administered electronically and students must have a fully functional computer to take the examinations. If the student's computer is not functioning they must notify the faculty and Dean of Academic Affairs 24 to 48 hours prior to the start of the examination. Failure to notify the faculty and Dean of Academic Affairs within that time may result in the student being dismissed from the exam and receiving a zero for the exam. **Students must download the exam 24-48 hours before the start of the designated exam date and time. Failure to download the examination within the designated time period will result in a zero grade unless associated with a computer malfunction that has been reported appropriately.** Students must use the **official Howard University email** that was assigned to them by the university. This will be the email that will be used to correspond with students for notification regarding examination and school business.

If the Howard email is not functioning the student must contact the Dean of Academic Affairs immediately to resolve the issue. Otherwise, the student will be penalized for not following

information provided via the official University email.

Students must run a practice/mock exam after downloading an exam to ensure that the computer being used is fully functional for exam taking.

- a. Students are **NOT** allowed to bring pens, pencils, earplugs, food or drink (gum or water) books, papers, bags, pagers, cellular telephones or any communication device and/or paraphernalia into an examination room or onto the floor where said examination is being administered. Students must ask permission to bring water, overcoats and/or hats into the room if the temperature in the room is unacceptable. Otherwise overcoats and/or hats are not permitted. First offenders who are found with any of the afore mentioned items will be dismissed from the exam and will earn a zero for the exam. Second and subsequent offences may result in suspension and/or dismissal from the College of Dentistry.
- b. All students must enter the examination room through the designated door and should be seated at their assigned seats and set up their computer not later than five (5) minutes **PRIOR** to the scheduled start of their examination.
- c. After entering the room no student may talk, enter or leave the room until given permission to do so.
- d. Students who arrive late to the examination will **not** be given additional time to complete the examination.
- e. No late arriving student will be permitted to enter the room and take an examination after any student has completed the examination and left the room.
- f. Any student who submits an incomplete exam and leaves the room will not be allowed to return to complete the exam and/or complete the exam on another date or time. The student will only receive the points earned for the portion of that exam that he/she completed prior to finishing the exam or leaving the room.
- g. No talking or questions are allowed during examinations. If there is a typographical error or a problem with a question, the student must bring it to the attention of the proctor **AFTER** the examination. If there is an error, the question will be deleted from the examination.
- h. If students need to use bathroom facilities, they **MUST** raise their hands to receive permission to leave the room. Any student who leaves the room without permission will be disqualified and may not continue with the examination.
- i. **All** students who are excused to use the bathroom facilities must be accompanied by a Hall Monitor when leaving and returning to the room.
- j. Any student who finishes an exam must upload their answers while in the exam room and then present the document showing receipt of the upload to the faculty. After

signing out on the attendance sheet, the faculty member administering the exam will give the student permission to leave the exam room. Failure to explicitly follow these instructions may result in the student receiving a zero for the exam.

- k. Any student who may need accommodations for the examination process must secure the proper documentation in advance of taking the exam in accordance with policies established by the Office of the Dean of Special Student Services pursuant to the American Disabilities Act (ADA)

3. Guidelines for Excused Absences from Examinations

- a. Students may be excused from intrasessional, mid- semester, and final examinations for reasons of illness, serious injury or death in the immediate family.
- b. Official excuses from the Office of the Associate Dean for Academic and Student Affairs will be accepted by department chairs and/or course directors only for any absence due to illness or death. Excuses for all other reasons will be granted by the respective course director at their discretion.
- c. Illnesses or injury, which may result in missed examinations, must be reported immediately to the Office of the Associate Dean for Academic and Student Affairs and the department concerned. The report must be made and an absence request submitted no later than the end of the scheduled examination. Exemption to this rule will only occur under the circumstances when the student is severely injured or so ill that a telephone call cannot be made to the Office of the Associate Dean for Academic and Student Affairs, or in instances of sudden death of an immediate member of the family.
- d. Illnesses or injury resulting in a missed examination must be certified by a licensed physician, who is **not a family member**.
- e. Problems other than those stated above which result in a missed examination may be reported to the Office of the Associate Dean for Academic and Student Affairs for consideration. Such absences will not be excused, however, except in cases of extreme hardship. All such cases will be handled on an individual basis by the Dean.
- f. The course director may at his/her discretion grant an excuse if the student is obligated to present research papers or table clinics at local, state, or national conferences or participate in any externship programs. The student must secure an excuse and/or arrange for an exam at another time (following the rules for make-up exams). Fourth year (D4) students who are forced to have interviews for post-doctoral studies during examination periods may also be excused, but must follow the above stated protocol for make-up exams.
- g. Students are not permitted to participate in more than one (1) externship during the

summer session. Clearance for an externship must be obtained from the Clinical Dentistry and Academic/Student Affairs offices and must be obtained prior to the starting date of the externship. Only students in good academic standing are eligible to participate in externships. The application for the externship must be submitted to the offices at least **60 days** prior to the deadline of submitting the application to the externship institution. All documents associated with the application for externship must be submitted with the application for review and approval before any activity at or for an externship can take place. Further, Chairs and Course Directors of any classes and /or clinical rotations that may be affected by such externships must be notified within a week after receiving approval. Failure to comply with this policy will jeopardize the student's ability to participate in any further externships. **Further, the student will receive a zero for any exam or evaluation missed should he/she participate in an externship without expressed permission from the Office of Academic and Student Affairs.**

4. Guidelines Governing Make-Up Examinations in the College Of Dentistry

a. *Make-Up Examinations in General*

It is expected that each student will take all examinations as scheduled. Any student who misses an examination and does not receive an excuse from the Office of the Associate Dean for Academic and Student Affairs or the course director involved will not be eligible for a make-up examination and will receive an “**F**” grade in that examination. Exemptions to this rule will be considered only for extenuating circumstances (Ex: student is involved in a severe accident or has an acute illness which prevents him/her from using the telephone and/or a sudden death in the immediate family of the student, as stated above).

b. *Deadlines for Make-Up Examinations*

Students, who receive excuses, **must make arrangements** with the Course Director of the missed examination, **within forty-eight (48) hours of returning to school**, to take the make-up examination. The make-up examination **must be taken within five business days of the students' return**. All make-up examinations not given or rescheduled within the specified time described, due to negligence of the student, will result in an **F** grade (numerical grade of Zero) for that examination. If the course director is unable to schedule the make-up examinations within the specified time described, the student should contact the Office of Academic Affairs for a resolution. If the described make-up date falls within a semester break, the student will be allowed to take a make-up exam within five days of the next academic session.

It is important for the course director to contact the ExamSoft Administrator as soon as the exam makeup date and time have been arranged to ensure technical support for the examination.

d. Procedures Governing Make-Up Examinations

The make-up examination will be a **NEW** examination and may have a format different from the original examination. It will however, cover the same material as the original examination. The student will be allotted the same amount of time for the make-up exam as that given to complete the original exam.

V. HOWARD UNIVERSITY ACADEMIC CODE OF STUDENT CONDUCT

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty. To better assure the realization of this goal any student enrolled for study at the University may be disciplined for the academic infractions defined below.

Definitions of Academic Infractions

1. Academic Cheating—any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)

2. Plagiarism—to take and pass off intentionally as one's own the ideas, writings, etc. of another without attribution (without acknowledging the author).

3. Copy Infringement—Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Administration of the Code

This Academic Code of Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a

committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

Procedure

1. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled as soon as possible after the date of the infraction.

2. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the dean shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be as soon as possible after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.

3. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceeding. The faculty member concerned shall present the case for the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape recorded but will not be transcribed.

4. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Dean as soon as possible after the hearing.

5. Upon receipt of the results and recommendations of the hearing committee, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, as soon as possible, notify the student of the Dean’s determination. The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five working days to make such appeal from date of receipt of notification.

6. After hearing any appeal from a student, the Provost and Chief Academic Officer or Senior Vice President for Health Sciences shall make a decision that shall be communicated to the student as soon as possible. This decision shall be final.

Penalties

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the University, may be imposed depending upon the nature and extent of the infraction(s).

An Official Document may be reviewed in the Office of Academic and Student Affairs, Rm# 128.

VI. HUCD APPROPRIATE ATTIRE

A. STUDENT DRESS CODE

All College of Dentistry students are expected to dress in appropriate attire and to practice the highest standards of personal hygiene and cleanliness. All hair is to be neatly groomed, clean and secured above the collar/neckline of the Personal Protective Equipment (PPE) or lab coat. Nails are to be neatly trimmed and clean. All clothing should be clean and free of holes. (Appropriate is meant to describe the style of dress of a professional person.)

B. PRECLINICAL/CLASSROOM ATTIRE

1. Acceptable Preclinical/Classroom Attire (Male)

Male students are expected to wear pressed or ironed shirts and slacks or khakis; color coordinated approved “scrubs” and shoes (or approved safety shoes when necessary). Male students are expected to have their hair neatly groomed during classes and/or while on the premises of the College of Dentistry, or officially representing the College of Dentistry.

2. Acceptable Preclinical/Classroom Attire (Female)

Female students are expected to wear blouses, pants or skirts; color coordinated approved “scrubs” and shoes (or approved safety shoes when necessary). Female students are expected to have their hair neatly groomed during classes and/or while on the premises of the College of Dentistry or officially representing the College of Dentistry.

3. Unacceptable Preclinical/Classroom Attire

Unacceptable attire for students include extremely short skirts, skirts with inappropriately revealing splits, short shorts, clothes with holes, cut-off or frayed clothing such as jeans and shirts, tee shirts with inappropriate inscriptions, halter tops, midriffs, excessively low-cut necklines, pants worn low so as to expose underclothing. Bermuda length shorts and skirts are acceptable. Students should be fully clothed at all times. Shoes are required in all areas. The entire foot should be covered in the laboratory and other specified areas in compliance with safety regulations. The wearing of athletic attire is discouraged.

C. CLINICAL ATTIRE

1. Clinical Attire in General

In general, there should be conformance to the Howard University Hospital dress code which follows:

The Howard University Hospital code is designed to establish regulations governing attire

conducive to good public relations and the welfare of patients and hospital personnel. It also reinforces dress standards that meet safety, infection control, and sanitary requirements of health care institutions.

2. Scrubs

“Scrubs” and barrier gowns are to be worn when involved with clinical procedures **only**. “Scrubs” worn during clinical procedures must be clean and free of stains. This attire is not suitable for wear outside of the clinic area and does not comply with Occupational Safety Health Administration (OSHA) regulations. **There must be clean covering attire (white lab coats) when health service personnel travel outside of their clinical areas. All professional students, residents and attendings have white coats. This policy will apply to the Hospital Cafeteria and food service will be prohibited to those wearing uncovered scrubs.**

3. Additional Clinical Attire Requirements

In addition:

a. *Personnel, Staff, Faculty, and Postdoctoral Dentist Dress*

W.O.C., personnel, attending staff and dental faculty are to wear clean, pressed, three-quarter length white laboratory coats. Shoes must be clean and in accordance with the established footwear policy appropriate for this area in which the individual works. Postdoctoral dentists are to wear clean, pressed color coded smocks or three-quarter-length white laboratory coats.

b. *Student Dress*

Dental students are to wear clean scrub suits which will be worn under clean three-quarter length white laboratory coats, when not in the clinical area. Proper identification badges and name tags are to be worn at all times. When in the clinical areas, the scrub suits must be covered by the clinic gowns, which will be removed immediately when the student leaves the clinic area.

c. *Safety Shoes*

All employees who work in areas where there is a possibility of heavy or sharp objects falling on their lower extremities are required to wear safety shoes that meet Standard ANSIZ41.1-1976 of the American National Standard Institute (ANSI). The wearing of canvas top shoes, sandals, and mesh shoes during the performance of duties is discouraged. Bare feet are not allowed and bare legs are discouraged. All categories of female personnel are requested to wear stockings or socks when on duty.

The College of Dentistry will not assume responsibility for any injury sustained as a result of not wearing the proper type of safety shoes.

D. UNACCEPTABLE ATTIRE

1. Unacceptable Clothing

In addition to the requirements stated above, the following list includes *some* of the articles or styles of dress that are unacceptable attire for work anywhere in the College of Dentistry.

Jeans

Halter/ Tank tops

Tee Shirts

Mesh or see-through garments

Short Pants

Excessively low-cut necklines/vests

Short tops, or other clothing revealing abdomen and lower back

Sundresses (without undergarments)

Skirts with extremely high splits

Curlers in the hair

2. Unacceptable footwear

The College will not assume responsibility for any injury sustained as a result of not wearing the proper type of safety shoes. (see Preclinical guidelines). In the interest of employee, trainee, and volunteer safety, and in accordance with the recommendations of the College of Dentistry Safety Committee, this policy shall be strictly adhered to.

E. ENFORCEMENT OF GUIDELINES

In the case of students, it is the responsibility of every faculty member to monitor adherence to the guidelines and seek compliance, informally, if possible. If problems cannot be resolved at this level, then referrals should be made to the Clinical Dean's office.

In the case of staff and faculty, the Chair or Director in charge of the area is expected to monitor adherence to the guidelines. If the problem is not resolved at this level, then referrals should be made to the Clinical Dean's office.

The penalty, after a warning, for disobeying or breaking any of the above rules will be decided by the executive committee. The penalty may include suspension from clinical procedures for a specified time depending on the severity.

F. SMOKING POLICY

The Howard University and Health Sciences prohibit smoking within all buildings under their jurisdiction.

PART II.

HOWARD UNIVERSITY POLICIES REGARDING TREATMENT OF PATIENTS

(Per 2002 Updates from the Centers for Disease Control (CDC) Occupational Safety and Health Administration (OSHA), and American Dental Association (ADA) guidelines)

HOWARD UNIVERSITY OCCUPATIONAL EXPOSURE PLAN FOR MEDICAL, DENTAL, NURSING, AND ALLIED HEALTH SCIENCE STUDENTS

A. GOALS OF OCCUPATIONAL EXPOSURE PLAN

1. To prevent work-related injury and illness of Howard University medical, dental, nursing and allied health students.
2. To prevent the spread of communicable diseases to patients treated by Howard University clinical students.
3. To formalize procedures for reporting and managing work-related injuries and illness of Howard University clinical students.

B. METHODS

C.

1. Educators

New clinical students will be given a copy of the occupational exposure plan during orientation. Prior to their first patient encounter, they will be educated in universal precautions and isolation requirements. They will receive a clinic manual which describes the Health Information Portability and Accountability Act (HIPAA) and OSHA regulations.

2. Health Screening and Maintenance

The Howard University Student Health Center will monitor the health status of all dental, dental hygiene, medical, and allied health science students with potentially infectious conditions as well as those students who are injured or exposed to infections as a result of their assigned clinical activities. This will be accomplished through primary prevention (screening) and post-exposure or post-injury diagnostic testing and treatment.

The Howard University Hospital Employee Health Unit requires documentation of health screening and treatment of active disease prior to the time the student presents for training. Howard University Hospital, and all other hospitals, clinics or physician offices to which students are assigned, reserve the right to refuse access to their facilities to any student who fails to comply with the occupational exposure plan.

C. HEALTH SCREENING

Screening for infections is accomplished prior to matriculation, prior to the student's first patient encounter and **annually** thereafter. The following laboratory tests are required of all clinical students involved in direct patient care:

1. Recent physical examination (within the past two years)
2. Annual tuberculin skin test (PPD). If the student has had BCG or has a positive PPD, then an annual chest x-ray is required.
3. Venereal Disease Research Laboratory (VDRL)
4. Hepatitis B vaccination (series of 3 vaccines) or evidence of previous exposure (HBsAg and HBsAb).
5. Measles, Mumps and Rubella vaccine unless there is proof of **prior** vaccination or immunity to these diseases.
6. Combined Diphtheria/Tetanus (TD) within the last ten years.
7. Stool culture and sensitivity; stool ova and parasites for all dental students rotating through the dietary services, nursery, infant pediatrics, and labor and delivery.
8. CBC for radiology/radiation therapy students.

D. STUDENTS WITH ACTIVE DISEASE (NOT WORK-RELATED)

Any student having an active infectious disease must be treated by his/her private physician prior to beginning or continuing a clinical assignment. A physician's return to duty certificate is required by the University Student Health Center as well as the student's immediate supervisor before resuming clinical activity.

1. Colds and Coughs

A student with cold symptoms, without constitutional symptoms, may begin or continue his/her clinical assignment unless coughing repeatedly with a temperature of 100⁰F or more. Exception: students with viral infections or cold symptoms who work with children, immunosuppressed and renal transplant patients will not be permitted to work on these patients.

2. Herpes

Students with open herpetic lesions will be relieved from direct patient contact until the lesions are dried and healed.

3. Communicable Disease

Students with a communicable disease (or who have a family member with a communicable disease) should follow the guidelines found in, "Guidelines for Students With or Exposed to Communicable Diseases".

E. EVALUATION OF OCCUPATIONAL EXPOSURE, ILLNESS AND INJURY

Students who are exposed or become ill or injured as the result of a clinical assignment, must complete an incident report in the Office of Clinical Affairs and will be evaluated at the Howard University Student Health Center during the Center's normal operating hours. Students will be treated at the Howard University Hospital Employee Health Center after obtaining a referral and claim form from the Student Health Center. If the Employee Health Unit is closed, the student will be referred to the Howard University Hospital Emergency Department.

The Student Health Center staff member will triage the student and write the following information on the referral form:

- whether the student has had his/her series of Hepatitis B and tetanus vaccines, and any other laboratory information.
- the type of injury, when and how the injury occurred, and any pertinent information regarding the patient.

When the Student Health Center is closed or in cases of dire emergency, the student should first contact the designated administrator at the work site. Any necessary emergency medical and nursing care shall be made available to the student through the regular procedures in effect at the Employee Health Unit or Emergency Department of the hospital, clinic or other medical facility to which the student is assigned. The morning following discharge, the student must report to the Student Health Center for evaluation and clearance to return to work. The student should bring copies of discharge instructions and any other information describing the treatment that was rendered. The student will be referred to the Howard University Hospital Employee Health Unit for further management of the condition, if deemed medically necessary by

the Student Health Center.

PREVENTION OF EXPOSURE TO BLOOD BORNE PATHOGENS

STANDARD PRECAUTIONS

Workers at risk of blood, body fluid or needle stick exposures are at the highest risk of infection with Hepatitis B (HBV) and Acquired Immune Deficiency Syndrome (AIDS) viruses. According to Centers for Disease Control (CDC) surveys, an estimated 300,000 new HBV infections occur 1% each year in the U.S. HBV infections occur in about 8,000 to 12,000 health care workers per year and result in over 200 deaths per year due to acute and chronic effects. Infection with the AIDS virus in the workplace represents a small but real hazard to health care workers. Only a few such cases have been reported to date.

The CDC has made recommendations to protect health care professionals (HCPs) from exposure to blood and other potentially infectious material (OPIM). OPIM includes most body fluids, experimental HIV materials as well as unfixed tissues or organs (except intact skin). OPIM does not include stool, urine or sputum (unless bloody), nor saliva, except dental procedures. These precautions are prudent practices that help prevent the transmission of HBV and AIDS viruses and other similar blood borne-type infections and should be used routinely.

Recommendations for Prevention

1. Treat all blood and body fluids as potentially infectious!
2. Observe universal precautions!
3. Be vaccinated against HBV!

Personal Protective Equipment (PPE)

Use gloves when handling (or when you anticipate handling) blood, blood products or fluids.

Use masks, eye protectors, face shields for procedures that could involve splashing of blood or body fluids. (Eyeglasses are okay if solid clip-on side shields are used).

Use gowns, aprons, and other protective body clothing depending on the task and extent of exposure anticipated.

Use protective caps, hoods and boots where gross contamination may occur.

Use pocket masks, resuscitation bags or other regulation device to resuscitate a patient to minimize exposure that may occur during emergency mouth-to-mouth resuscitation.

Remove contaminated PPE immediately or as soon as possible after a procedure.

Remove all PPE (contaminated and non-contaminated) before leaving the work area.

Needles and Sharp Instruments

Do not bend, shear or break contaminated needles.

If recapping is necessary, use a mechanical device or a one-handed method. Place the syringe on the bracket table and slide the cap slowly over the needle. Never use a two-handed method of recapping.

Place contaminated sharps in a nearby specially designed puncture-proof container immediately after use.

Do not pick up broken glassware that may be contaminated using you bare hands.

Other Precautions

Wash hand thoroughly after removing gloves and immediately after contact with blood or body fluids.

Minimize splashing and splattering when performing procedures.

Do not eat, drink, apply cosmetics/lip balm or handle contact lenses in work areas where there is a reasonable likelihood of occupational exposure.

Do not store food or drink in refrigerators, cabinets, freezers, shelves, etc. that contain blood or OPIM.

Place specimens of blood or OPIM in leak proof containers during collection, handling, processing, storage, transport or shipping. Label specimens with a BIOHAZARD label or place in a red bag or red container.

UNIVERSAL PRECAUTIONS

Because the health/medical history and physical examination cannot reliably identify all patients infected with HIV or other BLOOD BORNE pathogens, blood and body fluid precautions should be consistently used for all patients; hence the term **Universal** precautions. Universal precautions are intended to supplement rather than replace recommendations for routine infection control such as hand washing and use of gloves to prevent gross microbial contamination of hands.

1. Wear gloves when touching blood or body fluids, mucous membranes, or broken skin of all patients; when handling items or surfaces soiled with blood or body fluids; and

when performing venipuncture and other vascular access procedures. Change gloves after contact with each patient, do not wash or disinfect gloves for reuse.

2. Wear masks and protective eye wear or face shields during procedures that are likely to generate droplets of blood or other body fluids, to prevent exposure of mucous membranes of the mouth, nose and eyes.
3. Wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
4. Wash hands and other skin surfaces immediately and thoroughly following contamination with blood, body fluids containing blood, or other body fluids to which universal precautions apply. Wash hand immediately after gloves are removed.
5. **Take care** to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures, when cleaning used instruments; and when disposing of used needles. Do not recap used needles by hand; do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant disposal containers which should be located as close to the use area as is practical.
6. Although saliva has not been implicated in HIV transmission, emergency mouth-to-mouth resuscitation should be minimized by using mouthpieces, resuscitation bags, or other ventilation devices.
7. Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

Body Fluids to Which Universal Precautions Apply

Universal precautions apply to blood and other body fluids containing visible blood. Universal precautions also apply to tissues, semen, vaginal secretions, and the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic..

Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomit unless they contain visible blood. Universal precautions also do not apply to human breast milk. The risk of transmission of HIV, as well as hepatitis B virus, from these fluids and materials is extremely low or nonexistent. Although universal precautions do not apply to saliva, special precautions are recommended for dentistry, in which contamination of saliva with blood is predictable.

HAND WASHING TECHNIQUE

Objective:

To decrease contamination of the hands and prevent the spread of pathogens to noncontaminated areas.

Policy

Hands must be washed:

1. When coming on clinical rotation.
2. Before and after contact with patients.
3. After removing the gown (but before removing mask) in the cubicle.
4. Before preparing or serving food.
5. Before performing any invasive procedures.
6. Between patient encounters.
7. Before eating.
8. After blowing or wiping the nose.
9. After using toilet facilities.
10. After contact with patient excretions, secretions or blood (directly or through contaminated objects).
11. On completion of duty.