This manual applies to students in the various educational programs in the School of Dentistry (DA, DH, DDS, Adv Ed)

July 2017

This version (July 2017) of the manual supersedes all other versions, whether published on the University’s websites or in hard copy.
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I. INTRODUCTION

A. Purpose
   The purpose of this Manual is to inform students, faculty and staff of academic policies and procedures applicable to UNC School of Dentistry (SOD) students in its various academic programs: DA, DH, DDS, and Advanced Education. Other programmatic policies and procedures may apply for topics within this manual for non-DDS students; see your specific programmatic policy (see Appendix I).

   These policies and procedures are established to:
   1. Assist students in obtaining an optimum learning experience;
   2. Maintain the academic and patient care standards of The University of North Carolina School of Dentistry;
   3. Maintain the academic and patient care standards of dental education as established by the Commission on Dental Accreditations (CODA);
   4. Ensure that graduates from the UNC School of Dentistry are capable of delivering the highest level of oral health care;
   5. Promote fair and reasonable review of student performance and potential;
   6. Promote an environment that allows for a safe classroom and clinical experience; and
   7. Assure that academic progression, review, and appeal procedures conform to applicable due process standards, as described herein.

B. Distribution and Updates
   This Manual will be updated when necessary and appropriate and published electronically on the School of Dentistry website.

C. Student Responsibilities
   To be full participants of the University and School of Dentistry communities, students are expected to fulfill the following responsibilities:
   1. Treat fellow students, staff, faculty and patients with respect and exhibit behavior appropriate for a dental professional;
   2. Know and comply with all program (for ADE students, this includes General Medical Education policies), School, University and course policies, rules, regulations and requirements, and seek clarification of policies, rules, regulations and requirements if they are unclear;
   3. Be aware at all times of their academic standing and initiate timely action to clarify grades or student progress decisions;
   4. Immediately inform the Office of Academic Affairs or the respective program administrators of personal circumstances likely to affect academic performance and patient care activities. Early reporting of such circumstances permits administrators and faculty members to offer assistance
and resources that may aid in the improvement of academic performance. Attempting to use such circumstances after the fact to excuse poor academic performance usually allows no recourse;

5. Attend all scheduled classes, laboratories, and clinical appointments;
6. Be present for all examinations when scheduled;
7. Adhere to the UNC School of Dentistry Code of Professional Conduct located in Appendix II;
8. Adhere to the Code of Clinical Behavior referred to in the Patient Management Manual located on the DENT CLINICALS page of Sakai;
9. Understand and comply with the Honor Code of UNC-CH located at http://studentconduct.unc.edu/
   a. It is the responsibility of every student at The University of North Carolina at Chapel Hill to obey and to support the enforcement of the Honor Code. Specific information about the Honor Code can be found at https://studentconduct.unc.edu/students/honor-system-module.
   b. Procedures for Reporting Code Violations
      The procedures for handling Honor Code violations are detailed in the Instrument of Student Judicial Governance, available in the office of the Dean of Students or at https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf. Violations of the Honor Code are reported directly by the administrator, faculty member or student with information regarding the alleged violation to the Graduate Student Attorney General, the Assistant Dean for Student Affairs in the School of Dentistry, or the Office of Student Conduct in the Division of Student Affairs on campus. If a member of the University community suspects a violation of the Honor Code has occurred, he or she is encouraged to speak with the student to provide the opportunity for the student to explain the behavior. If the student does not provide a satisfactory explanation for his or her conduct, the witness to the conduct should report the matter to the Honor System Office or the Office of Student Conduct.
10. Promptly notify your program director (Academic Affairs for DDS students) in writing of any criminal charge, any disposition of a criminal charge, or any school, college, or university disciplinary action, or any type of military discharge other than an honorable discharge that occurs at any time after submission of the responses to the campus safety questions (including both prior to matriculation and during enrollment as a student in one of the School of Dentistry programs). Failure to provide notification will be grounds to deny or withdraw admission, or will be grounds for dismissal after enrollment.
D. Faculty Responsibilities
To provide appropriate role models and create an environment conducive to learning and the delivery of proper patient care, faculty are expected to fulfill the following responsibilities:

1. Conduct themselves in a professional manner by displaying behaviors exemplifying a dental professional (see UNC Code of Professional Conduct in Appendix II);
2. Treat students, colleagues and patients with appropriate respect;
3. Provide students with the most contemporary dental education possible;
4. Provide students with a current syllabus at the beginning of their courses. The syllabus will provide evaluation criteria and attendance policies;
5. Assist students in developing the knowledge, skills and values necessary for the delivery of excellent oral health care beyond graduation;
6. Adhere to the Code of Clinical Behavior referred to in the Patient Management Manuals located on Sakai.
7. Understand and comply with the University’s Honor Code located at [https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf](https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf); and
8. Understand and comply with all University policies, located at [http://policies.unc.edu/](http://policies.unc.edu/).

II. ACADEMIC ADMINISTRATION

A. Office of Academic Affairs
Overseen by the Associate Dean for Education, the Office of Academic Affairs is responsible for all educational programs, recruitment, DDS and graduate student admissions, matriculation, performance and advancement, compliance with academic policies, assessment/revision of academic programs, maintenance/compliance with accreditation standards, application of educational technology, faculty development programs, student services programs, administration of student aid programs, and compliance with all University policies, including affirmative action and diversity/equity policies. The dental curriculum is under the direction of the Associate Dean for Education in the Office of Academic Affairs.

B. Assistant Dean for Student Affairs and Assistant Dean for Admissions and Predoctoral Education
The Assistant Dean for Student Affairs assists students with identifying and managing concerns that may affect academic performance and patient care activities, including tutoring needs and financial aid. The Assistant Dean for Admissions and Predoctoral Education coordinates the educational process for predoctoral dental students and also provides support.

C. Assistant Dean for Advanced Education/Graduate Studies
The Assistant Dean for Advanced Education/Graduate Studies, as chair of the Advanced Education Directors Committee, advises program directors on the development and approval of policies, procedures and systems related to graduate/advanced dental education and assists program directors with accreditation, outcomes assessment, core curriculum (course objectives, design and scheduling),
general admissions, graduate student/resident credentialing, graduate student/resident performance, and off-site rotation affiliations.

D. Program Directors for Dental Assisting, Dental Hygiene and Advanced Education Programs
The directors for Dental Assisting, Dental Hygiene and the Advanced Education programs are responsible for the management and administration of their respective educational programs, including but not limited to recruitment, admissions, matriculation, registration, withdrawals, schedules, academic performance, program outcomes assessment, compliance with accreditation standards, student services, and graduation.

E. Academic Performance Committee (APC)
Each program in the School of Dentistry has a committee that reviews grades, performance on assessments, professionalism concerns, and recommendations made by the respective program’s teaching committee, the Office of Academic Affairs, and the Office of Clinical Affairs.

F. Registrars
The registrars manage registration, withdrawals, grade reports, class and room schedules, and semester class schedules. The Dental Hygiene program office is responsible for these duties for the Dental Hygiene Program.

G. Course Directors
Course directors determine course content, teaching methods, sequencing of courses and student evaluation and remediation methods. More specific responsibilities include but are not limited to:
1. Submit course syllabus to the Curriculum Committee for approval of changes, reviews, and/or revisions; Advanced Education/Graduate courses submit changes to the ADE program director committee;
2. For DDS, submit course syllabus to the Office of Academic Affairs prior to the first day of classes in each semester;
3. Post/distribute course syllabus for students registered in the course;
4. Submit a course schedule and room requests to the Registrar in a timely manner;
5. Upload or distribute class preparatory materials where appropriate to students at least 48 hours in advance of the classes in which the material is presented;
6. Participate in appropriate Teaching Committee or ADE/Graduate Program Director meetings on a regular basis;
7. Administer and enforce the UNC School of Dentistry Code of Professional Conduct;
8. Submit Academic Comment Memoranda as appropriate; and
9. Submit final course grades to students and Academic Affairs in a timely manner. Final course grades for the Dental Hygiene Program are submitted to the University Registrar’s office.
H. Department Chairs, in Concert with Department Faculty and Appropriate Curriculum Committee
Responsibilities of the Department Chairs, in concert with their faculty and the Curriculum Committee or ADE committee, include review and approval of course content and sequencing of discipline-specific courses, determination of assessment methods, evaluation of student performance including competency, review and evaluation of teaching effectiveness of faculty, and formal evaluation of departmental programs using outcomes assessment.

III. STUDENT RECORDS AND REGISTRATION

A. Introduction
All students are required to be officially registered with the University in order to attend classes and clinics (with the exception of Dental Assisting and graduate certificate students, who must be registered with the Office of Academic Affairs). Official registration includes being admitted by the Admissions Office or the respective program and registering in accordance with the procedures established for the specific term. A complete admission to and registration in the University includes, but is not limited to, residency status classification and submission of the required medical history and vaccination forms. Failure to complete these or any other part of the admission or registration procedures will make registration incomplete and subject to immediate cancellation.

B. Registration
All students are registered for coursework by the registrars in the Office of Academic Affairs or administrators in the respective programs.

C. Official Registration Status of Students
The University Registrar, through the Office of Academic Affairs or the specific program director, maintains class rolls. Course directors have access to their class rolls through ConnectCarolina.

D. Late Registration
University regulations require students who do not register before the first day of classes in any semester or summer session to pay an additional fee of $20 for delayed registration. Any student who believes that s/he can show sufficient justification for the delay may petition for a refund by completing this form http://registrar.unc.edu/guide/registration-policies/late-fee-refund-petition2/ and outlining the reason for delay.

E. Course Exemption
On a limited basis, students may be exempted from courses in their respective curriculums if they have completed such courses previously, or they may receive credit by examination. Requests for exemption are handled on an individual basis through the Office of Academic Affairs or the respective program director.
F. Payment of Tuition, Fees, and Other Financial Obligations

Students are expected to meet all financial obligations to the University and to the School of Dentistry.

University

Students are required to pay all University tuition and fees prior to the first day of classes. If payment is not received by the Cashier's Office, the student's registration will be canceled and the student will be unable to attend classes or participate in patient care activities. Once the tuition and/or fees have been paid, students will be able to register but will be charged a late registration fee.

School of Dentistry

Full payment for dental instrument leasing, copying fees and gown sterilization fees is due at fall orientation. Students have the option to pay dental school fees in two equal payments by September 15 for Fall semester and February 1 for Spring semester. Other partial payment amounts (other than one-half) will not be accepted. Failure to pay School of Dentistry fees will result in dismissal from the School of Dentistry.

G. Transcripts

The official, permanent academic records of all currently registered and formerly registered students are maintained by the University Registrar's Office in the Student and Academic Services Building (SASB), except for dental assisting and graduate certificate students, where the records are retained by the respective program.

H. Master Hold System

A "hold" prevents readmission, registration, or the issuance of transcripts or diplomas for students because of outstanding debts or disciplinary actions. Students can view their “hold” status through ConnectCarolina. Note: If the University places a “hold” on a student’s registration, the student will not have access to Sakai courses until the “hold” has been removed.

I. Access to Students' Records

1. Family Educational Rights and Privacy Act (FERPA)

The University’s Policies and Procedures under the Family Education Rights and Privacy Act of 1974 (http://policies.unc.edu/files/2016/06/FERPA.pdf) provide information regarding access to and disclosure of student education records.

2. Consistent with FERPA, the University is permitted to disclose the following “directory information” without a student’s prior consent:
   a. the student's name;
   b. address (local and grade/billing);
   c. electronic mail address;
   d. telephone number;
   e. date and place of birth;
   f. county, state or U.S. territory from which the student applied for admission;
   g. class (1st year, 2nd year, etc.);
h. major field of study;
i. enrollment status (full-time, half-time, part-time);
j. participation in officially recognized activities and sports;
k. weight and height of members of athletic teams;
l. dates of attendance;
m. anticipated date of graduation;
n. degrees and awards received; and
o. the most recent previous educational agency or institution attended by the student.

Students may “opt out” of these directory information disclosures by contacting the Office of the University Registrar at 919-962-3954.

Students who wish to authorize the School of Dentistry to disclose information from their education record (e.g., recommendation letters for educational or professional purposes) can sign a release form and submit it to the Office of Academic Affairs in the School of Dentistry. This form is called the “FERPA Consent Form” and can be found at https://www.dentistry.unc.edu/wp-content/uploads/2014/08/FERPAConsentForm.pdf?75834a. Dental Hygiene students should submit this form to the Dental Hygiene program office. For graduate students who are military/government, there is a second release that must be signed that can be retrieved from the ADE office.

3. Record Custodians
   Student files in the Office of Academic Affairs or in the respective program directors’ office contain student transcripts, admissions data, copies of grade reports, file letters, etc.

4. Record Access
   a. A faculty member in the School of Dentistry may view a student’s records by (1) receiving approval from the Office of Academic Affairs or the respective program director who has first determined that the faculty member is discharging his/her educational obligations and has a legitimate educational interest in the information, or (2) obtaining written permission from the student whose file he/she wishes to see.

   b. Each student has a right to access his/her own records and may grant access to third parties. To exercise this right, the student must present a written request to the School’s Registrar or program director 45 days in advance. Upon receiving this request, the University will provide a student with a copy of his/her education records. The office providing copies may charge a reasonable fee for each copy but will not charge a fee to search for or retrieve the records in question. The University may deny a request for a copy of education records if the student is easily able to come to the office that maintains the records and inspect them in person and if the records are so voluminous that copying them would be unreasonably burdensome for the University employees charged with the task.
c. A student is not permitted to inspect confidential letters and statements of recommendation concerning admission to an educational institution placed in the record if the student has waived his/her right to inspect these letters and statements.

d. No original student record, or its contents, may be taken from the office where it is held. No one is permitted to view a student record except in the presence of a staff member from the specific program.

e. Student requests for recommendations: On an occasion when a student in the School of Dentistry requests a recommendation or a reference to be submitted to an entity that is outside of the School or University, the student must provide a written release to the SOD administrators, faculty, or staff before any information can be shared. This form can be downloaded at https://www.dentistry.unc.edu/wp-content/uploads/2014/08/FERPAConsentForm.pdf?75834a.

IV. LEAVE OF ABSENCE

For Advanced Education/Graduate programs, Dental Hygiene, and Dental Assisting, a leave of absence is governed by the individual program or the Graduate School. For DDS students, the intense nature of the educational programs in the School of Dentistry and the progressive development of patient care skills requires continuous enrollment. Therefore, except for bona fide conditions that compromise continued enrollment, a temporary leave of absence from the School of Dentistry may not be possible. To qualify for a medical leave of absence from the School of Dentistry, a student must present a letter to the Associate Dean for Education. The letter must be from a qualified health care professional stating the (1) nature of the condition, (2) reason why the student cannot continue in school, (3) expected duration of the condition, and (4) prognosis for successful resolution of the condition. Prior to the student’s return, clear evidence must be provided to the Associate Dean for Education that the original problems leading to the medical leave have been resolved or that the student is capable of completing the program. A personal leave of absence under extraordinary conditions may be possible upon approval by the program director or Associate Dean for Education (for DDS students). A delay in graduation may be indicated based on the length of the student’s absence.

When a student returns from a leave of absence, the student is required to submit a letter to the Associate Dean for Education (for DDS students) or to the student’s program director indicating the student’s intent to return. The deadline for receipt of this letter will be communicated to the student by the specific program. A student returning from a leave may also be required to:

1. Submit a letter from a qualified health care professional that indicates that the issues requiring the student’s absence have resolved or that the student is capable of completing the program and is capable of returning to the academic environment;
2. Meet with and/or be evaluated by personnel in the University’s Counseling and Psychological Services;
3. Perform academic/clinical skill exercises in order to determine the student’s present level of ability; and/or
4. Be evaluated through written or oral examinations.

V. STUDENT RELIGIOUS OBSERVANCE POLICY

Students are authorized up to two excused absences each academic year for religious observances required by their faith. Students who wish to request more than two excused absences in an academic year for religious observances required by their faith will need to contact their program directors (Office of Academic Affairs for DDS students) and request the additional absence, which will only be granted with the program director’s permission. Primary holy days for religious observance are noted on a web-based interfaith calendar site at www.interfaithcalendar.org.

Students are responsible for providing a written notice for an excused absence for a religious observance two weeks in advance of the date requested or as soon as possible if the date occurs within the first two weeks of the semester. This policy also applies to students who have an excused absence for a religious observance during the summer.

Students must be given the opportunity to make up tests and other work missed due to an excused absence for a religious observance. Make-up tests may entail an alternative examination or other accommodation that allows the student to not be penalized for an excused absence for a religious observance.

VI. MATERNITY/PATERNITY/ADOPTION LEAVE POLICY

For Advanced Education/Graduate programs, Dental Hygiene, and Dental Assisting, a maternity/paternity/adoption leave is governed by the individual program or the Graduate School.

A. Maternity Leave for DDS Students
   For DDS students:
   1. Maternity leaves of absence should begin when the affected student's condition precludes the student from participating in program activities.
   2. A request for leave should be submitted to the absence request system for DDS students, Associate Dean for Education.
   3. A student may be granted up to six (6) weeks maternity leave; however, a longer leave may be permitted as indicated by a physician. The student must provide appropriate medical documentation.
   4. The student may elect to return to school after a shorter period of time if the student receives written approval from her physician. This should be a strictly voluntary decision by the student.

B. Paternity Leave for DDS Students
   Paternity leave may be requested by the affected student by submitting a written request to the Associate Dean for Education. Up to two weeks of leave may be granted. If
requested by the student, additional weeks of leave may be granted in order to manage unforeseen circumstances upon approval of submission of written medical documentation indicating reasons for extending the period of leave.

C. Adoption Leave
Students may request two weeks of absence. The parents may be eligible for an extension of the period of leave upon submission of written medical documentation.

D. Academic Accommodations Related to Leave
Issues of schedule accommodations, academic credit and the need for make-up time to meet educational requirements following maternity/paternity/adoption leave may be addressed with the Office of Academic Affairs (for DDS students) or the student’s program director prior to the student's beginning the leave of absence.

VII. OTHER POLICIES ASSOCIATED WITH PREGNANCY

A. Policy Regarding Patient Care Activities by Pregnant Students
1. Pregnant Students and Radiation Risks: Significant and robust scientific data indicate that the risks of in-utero birth defects are zero for dental exposures used for patients. It follows that the risk is also zero for radiographic equipment operators. Therefore, there are no contraindications for pregnant students operating x-ray equipment. In addition, if the student follows prescribed guidelines for operating x-ray equipment, there has been and will not be any additional radiation exposure above background radiation levels. A student may discuss her concerns with her radiology course director or Academic Affairs.

2. Determination of Reduction in Activity: For pregnant students, the reduction in classroom, laboratory, or clinical activity or formal leaves of absence will be determined on a case-by-case basis by the student’s program director in consultation with the student's physician. Leaves of absence for pregnancy are covered in the School of Dentistry's policies on maternity/paternity/adoption leave.

3. Leave and Meeting Academic Requirements: Students who take leave or request schedule adjustments may be delayed in fulfilling their degree requirements for graduation. The Office of Academic Affairs will work with students to try to minimize progression disruption.

VIII. WITHDRAWALS

A. Formal Withdrawal
Formal withdrawal, which is prerequisite to potential reentrance to the School, must be approved by the specific program director (Office of Academic Affairs for DDS students). The application for formal withdrawal must be made in writing to the program director. Such a withdrawal may be approved following an investigation of the circumstances surrounding the request. For ADE/Graduate students, this request is done online through the Graduate School.
If a student withdraws after mid-semester, a “W” will be recorded for all courses for which the student is currently enrolled and “Withdrawn” will be recorded on the student’s transcript.

B. Readmission Following Withdrawal (applies to DDS, DH, and DA students)

Students who formally withdraw from the School may apply for readmission immediately, but must comply with the admission process for prospective students. The student will be required to provide evidence that subsequent performance is likely to meet or exceed minimum standards. Readmission is not automatic but is contingent upon acceptance by the appropriate Admissions Committee and final approval by the Dean and is dependent upon a favorable assessment of the student's potential for meeting the School's standards based on a consideration of all the relevant facts and circumstances.

To request readmission following withdrawal from the School, application must be made to the respective Admissions Committee using the same admissions process as required for all prospective students in the program. Requests for readmission, which also requires payment of a new application fee, will be evaluated by the Admissions Committee at its next regularly scheduled meeting. Applicants must meet the standards of admission that are applicable at that time and be interviewed by the Committee. Admission is not guaranteed, even if the student is academically eligible. If the Admissions Committee recommends that the student be readmitted, the student’s standing in the program will be evaluated by the respective performance review committee prior to the student’s entry in the program.

For students who are readmitted following withdrawal, the grades earned for the courses the student previously completed will be counted toward the cumulative GPA for purposes of determining eligibility to graduate. If the student is readmitted more than five years after the withdrawal, previous coursework will not be counted toward the cumulative GPA for purposes of determining eligibility to graduate.

Students who have taken a leave of absence or a formal withdrawal and who have been absent from the School for fewer than two years are minimally expected to repeat the year in which they left the School. Students who have been absent two or more years are expected to repeat more years as determined by the respective professional review committee. Clear evidence must be provided that the original issues leading to the leave or formal withdrawal have been resolved.

Any student who takes a leave of absence or a formal withdrawal is expected to satisfactorily complete benchtop activities or academic evaluations to determine the student’s knowledge level prior to returning to his or her program.
IX. DISMISSAL/RECLASSIFICATION

A. Dismissal
A student may be dismissed at any time during the student’s enrollment from his/her respective academic program under one or more of the following conditions:

1. The student does not, in the judgment of the respective performance review committee, show sufficient academic or professional promise to justify allowing the student to continue his/her educational studies.

2. The student has displayed a repeated lack of professionalism with respect to the management of patients or in interactions with other students, staff, or the faculty. These factors are as important as academic standards.

3. Any act by a student that constitutes a physical, emotional or behavioral problem that conflicts with safety essential to the practice of dentistry.

4. Any act by the student that violates the technical standards of the School of Dentistry.

5. A student who violates the Honor Code.

6. A student who demonstrates dangerous or disruptive behavior will be evaluated by the University's Emergency Evaluation and Action Committee. Additionally, a student who is convicted of a crime involving moral turpitude or violence that in any way compromises the student's ability to deliver patient care, or otherwise jeopardizes the welfare of patients, students, staff, or faculty, shall have his/her classroom and/or patient care privileges suspended and may be subject to dismissal from the School of Dentistry or expulsion from the University.

7 Additional conditions for dismissal can be found in specific program policies or program manual (e.g., DH students must adhere to Academic Standing Policy).

The student’s appeal rights are set out in Section XIII. The final decision for dismissal of a student will rest with the respective performance review committee, the Dean (if the dismissal is appealed to the Administrative Board) or the University’s Emergency Evaluation and Action Committee. If the student is dismissed through the Honor Court process, the final decision rests with the Chancellor.

B. Readmission Following Dismissal (applies only to DDS or DH students)
Students who are dismissed from the School may apply for readmission after three years. However, readmission will be considered (and granted) only in highly exceptional and compelling circumstances. The student will be required to provide evidence that subsequent performance is likely to meet or exceed minimum standards. Such application for readmission will be considered only when clearly exceptional circumstances can be documented to support the readmission request.
Readmission is contingent upon acceptance by the appropriate Admissions Committee and final approval by the Dean and is dependent upon a favorable assessment of the student's potential for meeting the School's standards based on consideration of all the relevant facts or circumstances.

To request readmission following dismissal from the School, application must be made to the respective Admissions Committee using the same admissions process as required for all prospective students in the program. Requests for readmission, which require payment of a readmission application fee, will be evaluated by the Admissions Committee at its next regularly scheduled meeting. Applicants must meet the standards of admission that are applicable at that time and be interviewed by the Committee. Admission is neither guaranteed nor automatic, even if the student is academically eligible. If the Admissions Committee recommends that the student is readmitted and that advanced standing should be considered, the respective performance review committee will recommend the standing.

For students who are readmitted following dismissal, the grades earned for the courses the student previously completed will be counted toward the cumulative GPA for purposes of determining eligibility to graduate. If the student is readmitted more than five years after the dismissal, previous coursework will not be counted toward the cumulative GPA for purposes of determining eligibility to graduate.

C. Reclassification
If the student does not, in the judgment of the respective performance review committee, show sufficient academic promise or professionalism (as defined in Section X) to justify allowing the student to continue his/her educational studies, the committee may approve reclassification of a student at any time during the student’s enrollment. The purpose of reclassification, or requiring a student to repeat a portion of the curriculum, is to recognize that the student may have the potential to make satisfactory progress if the student’s knowledge, skills, and values are improved by repetition. If a student is reclassified, it will extend matriculation time and the date of graduation.

X. PROFESSIONALISM

A. All students attending the School of Dentistry, regardless of educational program, are expected to comport themselves in a professional fashion. The rules that define this behavior are listed in four documents:
1. UNC Honor Code (https://studentconduct.unc.edu/)
2. School of Dentistry Code of Professional Conduct (Appendix II)
3. School of Dentistry Technical Standards (Appendix I)
4. Program specific manuals located at the site below, on Sakai, or distributed as hard copy (https://www.dentistry.unc.edu/experience/policies/)

B. If a student’s alleged conduct constitutes an offense according to the UNC Instrument of Student Judicial Governance, the matter must be referred to the
Graduate Student Attorney General. If in the respective performance review committee or the Dean’s reasoned professional judgment the alleged conduct, if true, would constitute a disruption of the academic process, a risk to patient care or safety, or pose a threat to the welfare of the School in any form or fashion, the respective performance review committee or the Dean may suspend the student from class or patient contact while the case is being addressed by the Honor Court.

C. If, upon review of the matter, the Attorney General determines that the alleged conduct was not an offense under the Instrument of Student Judicial Governance, but the alleged conduct calls into question the student’s professional fitness for any program in the School of Dentistry, the respective performance review committee may address the conduct under this policy.

D. If the Honor Court finds the student responsible for the offense charged, and the conduct at issue also calls into question the student’s professional fitness for any program in the School of Dentistry, the respective performance review committee may review the conduct under this policy.

E. If the Honor Court finds the student not responsible for the offense charged, or if a ruling against the student is reversed on appeal, normally the respective performance review committee may not consider the matter further. However, in certain circumstances, where the student has admitted conduct in connection with the case that calls into question the student’s professional fitness for any program in the School of Dentistry, the respective performance review committee may address the conduct under this policy.

XI. STUDENTS SEEKING HELP

Students are strongly encouraged to seek counseling from advisors, faculty and administrative officers regarding problems they are experiencing that may be interfering with academic progress. If a student is unsure about available resources, the School of Dentistry’s Assistant Dean for Student Affairs can provide assistance.

Students are encouraged to address problems as soon as they arise. The Assistant Dean for Student Affairs is available to identify resources to assist students with personal, academic and career concerns. Students also are welcome to approach any faculty member for advice and assistance as needed so that students may successfully complete their requirements for graduation and gain the best possible experience in preparation for a career in the dental profession.

Other offices that offer student support include the Academic Success Program for Students with LD/ADHD (ASP-LD/ADHD) and the Office of Accessibility Resources & Service (ARS). The Academic Success Program provides services for students with LD/ADHD. The Academic Success Program works collaboratively with students to create innovative ways to overcome challenges associated with disabilities so students can be successful in college (and in life) while attending to academic standards or goals. Students can find information about this office at [http://www.unc.edu/asp/](http://www.unc.edu/asp/). ARS supports the
University’s commitment to an accessible environment. In consultation with faculty, staff, and students, the department and ARS work to identify and eliminate barriers that limit a student’s ability to meet the numerous demands of University life. ARS provides services and reasonable accommodations to currently enrolled undergraduate and graduate/professional students with disabilities. More information about this office can be found at http://accessibility.unc.edu/.

XII. TRANSFER REQUESTS (only applies to DDS students)

Current students at other U.S.- or Canada-accredited dental schools wishing to transfer will be considered if space is available in the class and completed application forms have been submitted, including acceptable scores on the DAT and Part I of the National Board Dental Examination. Several other factors will be considered: prior academic record, compatibility of the curricula of the two schools, reason for transfer, and residency status. Transfers may be made into the second or third year class. At least two years must be completed at the UNC School of Dentistry to receive a DDS degree from this institution. These students should understand that transferring from one dental school to another often requires an additional year of dental education due to the incongruity of the curriculum at the respective schools.

Transfer requests from candidates wishing to enroll will be considered on an individual basis. Application for transfer, which requires completion of all application materials and payment of an application fee, must be made to the Admissions Office. The completed application will be reviewed by the Admissions Committee. If the student is recommended for admission, the respective performance review committee will recommend the standing.

XIII. DUE PROCESS

A. Appeals

All appeals must contain one or more of the following as a basis for appeal:
1. Mathematical or clerical error.
2. Arbitrariness, possibly including discrimination or harassment on the basis of an individual's age, color, creed, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or veteran status (collectively referred to as “Protected Status”).
3. Personal malice.

The University’s Policy on Prohibited Discrimination, Harassment, and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence, and Stalking (http://sexualassaultanddiscriminationpolicy.unc.edu/files/2014/05/UNCCH_Policy_PDHRM_Including_Sexual_Violence_Interpersonal_Violence_and_Stalking3.pdf) prohibits discrimination or harassment on the basis of an individual’s age, color, creed, disability, gender, gender expression, gender identity, genetic information, race,
national origin, religion, sex, sexual orientation, or veteran status (collectively referred to as “Protected Status”).

Students who want additional information regarding the University’s process for investigating allegations of discrimination or harassment should contact the Equal Opportunity and Compliance (EOC) Office for assistance:

Equal Opportunity and Compliance (EOC) Office
The University of North Carolina at Chapel Hill
100 E. Franklin Street, Unit 110, CB# 9160
Chapel Hill, North Carolina 27599-9160
Telephone: 919-966-3576
Fax: 919-962-2562

Any administrator or supervisor, including a department chair, associate dean or other administrator who receives a student’s complaint about prohibited harassment or discrimination, must notify the Equal Opportunity and Compliance (EOC) Office within five calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student’s claim must be performed under the direction of the EOC Office. The School or department must await the results of the harassment or discrimination investigation before deciding the student’s academic appeal.

B. Appeal of Course Grade and Written or Oral Evaluation
1. A student must submit all appeals in writing to the course director concerned, stating the ground(s) for the appeal as provided in Section XIII with a copy to the Associate Dean for Education (for DDS students) or the student’s program director.

2. The appeal must be submitted in writing to the course director (with a copy going to the Associate Dean for Education or the student’s program director, as stated above) within 10 calendar days of notification of the final course grade or evaluation.

3. The course director must inform the student of the decision within 10 working days upon receipt of the appeal.

If the student desires to submit an appeal to the next level, the student may then appeal the grade to the course director’s department chair and, finally, to the Administrative Board. In each case, the student must submit the appeal in writing within three business days of the student’s receiving the results of the previous appeal. The appeal is limited to the grounds provided in Section XIII. The Administrative Board recommendations are advisory to the Dean, who will render a decision following receipt of same.

4. All decisions by the Dean are final.
C. Appeal of Decisions of the Respective Performance Review Committee
Students may appeal decisions of the respective performance review committee. Students must submit such appeals in writing to the Chair of the Administrative Board (a copy must be sent to the Associate Dean for Education) within 10 calendar days of written notification of the committee’s decision. The appeal must state the ground(s) for the appeal as provided in Section XIII. The Administrative Board recommendations are advisory to the Dean, who will render a decision following receipt of same.

All decisions made by the Dean are final.

Students who have been dismissed and are appealing the dismissal are not permitted to attend school or treat patients while the appeals process is taking place. Students who have been reclassified or have been placed on a reduced schedule must adhere to the schedules assigned by the Office of Academic Affairs or respective program director while the appeal process is taking place.

D. University Grievance Procedures
Procedures used when a student has a grievance against a UNC-CH employee, including faculty, EPA non-faculty, staff or a student employee are described in the Student Grievance Procedures Manual located on the following website: http://handbook.unc.edu/policies.html.

XIV. POLICY ON COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATIONAL PROGRAMS

Students, faculty, constituent dental societies, state boards of dentistry, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any CODA-accredited dental, allied dental or advanced dental education program, or a program that has an application for initial accreditation pending. An “appropriate” complaint is one that directly addresses a program’s compliance with the Commission’s standards, policies and procedures. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

In accord with its responsibilities to determine compliance with accreditation standards and required policies, the Commission does not intervene in complaints as a mediator but maintains, at all times, an investigative role. This investigative approach to complaints does not require that the complainant be identified to the program.

The Commission, upon request, will take every reasonable precaution to prevent the identity of the complainant from being revealed to the program; however, the Commission cannot guarantee the confidentiality of the complainant. Only written, signed complaints will be considered by the Commission; oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or
formal resolution through the program's or sponsoring institution's internal processes prior to initiating a formal complaint with the Commission.

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: Commission on Dental Accreditation, 211 E. Chicago Avenue, Suite 1900, Chicago, IL 60611-2678 or by calling 800-621-8099 extension 4653.


XV. IMMUNIZATIONS AND INFECTIOUS DISEASE STATUS

The State of North Carolina immunization requirements and the School of Dentistry immunization requirements for Dental Assisting, Dental Hygiene, DDS, and Advanced Education students currently include:

A. State Requirements
   1. Three DTP (diphtheria, tetanus, pertussis), Td (tetanus, diphtheria), or Tdap (tetanus, diphtheria, pertussis) doses (this fulfills the primary series requirement).
      ● One Tdap booster after completion of the primary series that did not include a Tdap and then a Td vaccine every 10 years thereafter.

   2. Three polio (unless greater than 18 years of age).

   3. Two measles (rubeola), two mumps, one rubella (two MMR doses meet this requirement) or positive titers.

   4. Hepatitis B series (not required for individuals born before July 1, 1994). See School of Dentistry requirements below.

B. School of Dentistry Requirements
   In addition to meeting the state immunization requirements, the School of Dentistry requirements are:

   1. Varicella vaccine series (two shots) and/or a positive titer.

   2. Hepatitis B vaccination series (three shots) and a positive hepatitis B antibody (HBsAb) quantitative titer. (Please make sure your physician does not order a qualitative titer.) Ideally, a titer is recommended one-to-two months after completion of the series for proof of immunity to hepatitis B but can be checked at a later date.

   3. Tuberculosis skin test (TST) or a QuantiFERON-TB Gold blood test. DDS, DH, and DA students report to Campus Health and follow the testing procedures required. Advanced Dental Education students report to Employee Health and follow the testing procedures required.
Entering students must present a certificate of immunization from a physician or local health department prior to matriculation.

The matriculating student is required to submit a certificate of immunizations to UNC Campus Health Services (CHS) by a published and specified date. Through ConnectCarolina, CHS will notify students who are not in compliance with the state immunization requirements noted above. Individuals who have not met the state immunization requirements after 30 calendar days from the first date of attendance will be administratively withdrawn from the University by the University Registrar. http://campushealth.unc.edu/services/immunizations/health-science-students-immunizations

Students with deficiencies in the additional immunization requirements of the School of Dentistry will be notified of the deficiencies by the UNC School of Dentistry compliance coordinator. The School of Dentistry will work with students to meet these additional requirements. The failure to comply with the School of Dentistry’s requirements after consultation with the compliance coordinator and the agreed upon resolution schedule will result in administrative withdrawal from the School of Dentistry.

C. Additional Requirements
Additional annual requirements include tuberculosis screening, influenza vaccine, and verification of health insurance. The University of North Carolina at Chapel Hill requires all eligible students to have health insurance (http://campushealth.unc.edu/charges-insurance/mandatory-student-health-insurance). Students are required to waive with existing creditable insurance each semester or they will automatically be enrolled in the UNC System Student Health Insurance Plan, which is administered by Student Blue/BCBS of NC. To wait or enroll/renew, visit: www.bcbsnc.com/unc.

CPR training is required on a biennial basis for those with direct patient contact. Documentation of current certification is required of the matriculating student. (Note that the School of Dentistry does not accept online CPR training courses.)

D. Infection Control
One of the consequences of the delivery of health care is the possibility of contracting an infectious disease such as tuberculosis, hepatitis, HIV or herpes. To minimize this risk, the School of Dentistry has adopted an Infection Control Policy that requires the wearing of a clinical overgarment, disposable gloves, mask, and protective eye covering when oral examinations and dental procedures are performed.

E. Infectious Disease Status
Students engaged in patient care activities are required to know their tuberculosis and hepatitis B (HBV) status, and are encouraged to learn their hepatitis C (HCV) and HIV status. State regulations require health care workers, including students, who perform surgical or dental procedures, or who assist in such procedures in a way that may result in an exposure of patients to their blood, and who know themselves to be infected with
HIV or HBV, to report their status to the state health director. For UNC’s policy, see http://ehs.unc.edu/manuals/ehsmanual/6-9/.

XVI. DRESS CODE

As a part of the Code of Professional Conduct, the dress code represents an important outward expression of one’s inward commitment to professionalism. The dress code also helps to fulfill the school’s commitment to the maintenance of a professional image as well as infection control and safety standards. The dress code applies to the School of Dentistry during class, clinic and patient care hours, Monday-Friday, 8 a.m.-5 p.m., unless otherwise notified. Infection control as it pertains to labs is required at all times, including after hours.

This dress code also serves as a guide of how to dress when engaged in dental school activities outside the school proper. Note that specific requirements are placed on community service attire.

All faculty, staff and students are responsible for maintaining clean, neat and well-fitting clothing. Faculty, staff, or students not engaged in direct patient care but presenting in clinic, for whatever reason, must maintain infection control and safety standards and present themselves in a professional manner.

Student Dress Code while Engaged in Patient Care, Class or Laboratory Activities

A. Personal hygiene and hair

- Hair should be clean and well groomed.
- Beards and mustaches must be clean, neatly trimmed, and well groomed.
- Hair must be kept out of the field of operation so that it does not require handling during treatment procedures.
- Personal cleanliness and good oral hygiene must be maintained.
- Body hygiene is required so that offensive body odor is avoided.
- Strong perfumes, colognes, or after-shave lotions must be avoided.
- Hands and fingernails must be kept clean.
- Fingernails must be kept trimmed and well-manicured.

B. Jewelry

- All jewelry should be kept to a minimum and out of the field of operation.
- Jewelry should not affect one’s ability to wear gloves, masks or gowns.

C. Attire

- Professional attire* or scrubs** shall be worn in all classes and laboratories.
- Scrubs are required in clinic.
- In clinic and in lab, students must ensure that their attire meets infection control regulations as outlined in the Infection Control Manual.
- Residents working in the hospital should adhere to hospital guidelines rather than the School of Dentistry dress code.
* **Professional attire (examples)**
  - Dress pants/slacks
  - Khakis
  - Dress shirts (e.g., oxford cloth)
  - Blouses
  - Knit or polo shirts with collars
  - Shirts with straps >2 inches
  - Skirts and dresses must be at least at knee level when standing.
  - Closed-toed shoes (required for clinic and lab only)

**Scrubs specifications**
- Scrub colors are limited to Carolina Blue, surgical green, black, navy blue
- Scrubs should be neat and clean with a scrub top and bottom.
- Scrub top and bottom must be a solid color, with no pattern.
- Scrub top and bottom must be a matched set.
- Scrubs must be worn with socks and closed-toe shoes.
- If worn, athletic shoes must be clean.
- A clean, plain T-shirt may be worn under scrubs.
- If long-sleeved, the T-shirt must be plain, with no pattern or other design.
- On days designated by the administration, a T-shirt may be worn in place of the scrub top. T-shirts must be UNC Dentistry-related, and be professional in appearance (e.g., “Carolina Dentistry; “Mexico Project”).

D. **Community service attire**
When representing the UNC School of Dentistry at community service events, students must wear their UNC School of Dentistry scrubs or professional attire along with their nametag. Students must abide by all infection control and safety standards with regards to dress.

E. **Unacceptable attire in class, clinic, or laboratory settings (examples)**
- Shorts, sweats, gym attire
- Jeans
- Bare feet
- Halter tops, tube tops/strapless shirts, tank tops with straps <2 inches
- Low-cut tops
- Clothing displaying abdominal region
- See-through clothing
- Visible undergarments when sitting or standing
- Non-religious or non-surgical head wear
- Head gear (excluding headbands and ties to hold back hair)

F. **General considerations**
- Each student is expected to keep locker areas, clinical facilities, and preclinical labs in order. All used gowns and trash should be placed in their respective receptacles.
- Students will be notified of any updates or changes to the School of Dentistry Code of Professional Dress.
G. Violations of dress code
Violations of the dress code by students will result in disciplinary actions as designated by the School of Dentistry’s Professionalism Committee.

XVII. ELECTRONIC RECORDINGS OF LECTURES

A. Recording lectures
With the exception of School of Dentistry endorsed technology (e.g., lecture capture), electronic recording of any lecture, seminar or other instructional activity, including exams (posted or not), occurring as part of the dental curriculum is generally not permitted unless the student has received advance permission from the faculty member and course director, or has received advance approval from the Office of Academic Affairs. If the student needs to record lectures as a result of a disability, the student must be approved for accommodations by Accessibility Resources and Services prior to recording the lectures. Any violation of this expectation may result in disciplinary action against the student.

B. School of Dentistry endorsed recording of lectures and distribution
Class recordings are distributed for the exclusive use of students in the UNC School of Dentistry class that was recorded. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such recordings. Any student accessing class recordings:
1. Acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and that distribution of the recordings violates the UNC-Chapel Hill Copyright Policy;
2. Recognizes the privacy rights of fellow students who speak in class;
3. Accepts that distribution, posting, or uploading class recordings to students not authorized to receive them or to those outside UNC School of Dentistry is an Honor Code violation; and
4. Agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

Faculty may “opt out” of having a course or particular session recorded.

XVIII. CLASS ATTENDANCE

Each program will have its own attendance policy and it is the obligation of each student to comply with that policy. For the DDS program, the policy is in the DDS manual.

Students are not permitted under any circumstances to bring children to classes or pre-clinical courses. Children are permitted into clinics only if the children are patients of record at the School of Dentistry. Further, students are not to bring children to simulation labs whether class is in session or not.
XIX. LUNCH-AND-LEARN POLICY

A. General
All vendors must be hosted by a faculty member from an appropriate department. If a vendor contacts a student, the student should forward the vendor’s name to the Assistant Dean for Student Affairs. The Assistant Dean for Student Affairs will refer the vendor to the appropriate department or departments. The department chair will then make a determination as to whether or not the department would like to host the vendor. Hosting a vendor means the department chair or their designee will attend the Lunch-and-learn in order to facilitate a scholarly discussion. The department will work with the vendor and the Office for Academic Affairs to coordinate a date and location for the vendor’s visit. The vendor will be responsible for coordinating and providing lunch for the attendees.

B. Advanced Education Programs
Lunch-and-learn activities for Advanced Education Programs are determined by the individual programs.

C. Student Organizations
If a student organization is going to host a vendor for a lunch-and-learn for its members, then the organization’s faculty advisor (or another faculty member) must be present to host the event. If the lunch-and-learn is for the entire SOD community, but hosted by a specific student organization, then the general lunch-and-learn policy protocol is followed.

XX. DESIGN AND SELLING OF ITEMS FOR FUNDRAISING

Prior to submitting designs to a commercial printer, all student groups that intend to sell merchandise are asked to clear their design through School of Dentistry’s Director of Communications to provide guidance on the use of University trademarks, colors and logos, in particular. Student groups are able to use University logos and names on products, as long as these items are produced by a licensed vendor. (Please visit the “General” section at www.licensing.unc.edu for a list of licensed vendors and other helpful information.) The School of Dentistry is committed to providing student groups with the necessary support to ensure that their designs meet the University guidelines for trademarks and licensing. Students should submit designs at least two weeks in advance to ensure that designs are approved by the time students need the product.

The University of North Carolina is required to maintain strict standards regarding the processing of credit card transactions and the storage, use and retention of cardholder data under Payment Card Industry (PCI) Standards. These policies are noted on the UNC Finance Policies website as policies 308.9 to 308.9 (http://financepolicy.unc.edu/policy-procedure/308-credit-card-merchant-services/).

The University maintains a list of sponsored student organizations and these sponsored organizations, such as the Spurgeon Dental Society, are required to comply with all University policies and use the Touchnet Payment Gateway for merchant processing.
activity such as authorizations and settlements. The School of Dentistry also has a PCI compliance policy that can be obtained from Financial Affairs. For a list of university sponsored student groups, please contact Academic Affairs or the Dental Foundation.

The Information Security Officer and Office of Accounting Services Cash Management Services oversee enforcement of the policies at a campus level. Students who fail to adhere to the university merchant services policies may be referred to the UNC-Chapel Hill Office of Student Conduct. Individuals suspecting potential breaches or violations of the policy have a responsibility to report incidents within 24 hours.

Non-sponsored student organizations are not required to follow the UNC policies as the University provides no direct guidance and has no liability for the credit card processing activities of these groups. However, we highly recommend that these organizations review the university policies for the educational content about credit card standards and security. Non-sponsored groups must comply with the following protocols:

- Non-sponsored student groups must not reference ‘UNC’ in their merchant setup.

- Fundraising email solicitations by non-sponsored groups referencing credit card payments or with links to external websites with credit card processing capabilities must clearly note at the bottom of the email in size 12 font or larger:

  The credit card processing services are not being provided by UNC or the School of Dentistry. The credit card merchant and the processing are under the direction of the student group organization. The website link contains a link to a third party site that is not maintained by UNC. The School of Dentistry is not responsible for the accuracy or reliability of the credit card processing, or the opinions or statements made on this email.

XXI. POLICY ON DISPLAYING ANNOUNCEMENTS AND FLYERS

The School of Dentistry is an active community with numerous fundraising activities, educational events and special events held throughout the year. Faculty, staff, students, patients and visitors must be made aware of such activities in a manner that does not detract from the professionalism of the School (e.g., flyers and/or ads for student events must not mention alcohol as being part of the event).

Announcements and flyers related to student events and activities must be approved by the School of Dentistry’s Director of Communications and are permitted to be displayed in only the following manner and School locations:

- Sign holders in lobbies. It is preferred that sign holders be positioned in the lobbies the day before the event and removed at the end of the day or the last day of the event. Support Services has three sign holders available.
- Bulletin boards.
- Locker rooms.
- Lounges.
Other communication postings or displays must adhere to University policies: 
http://policies.unc.edu/policies/fac-use/.

When submitting announcements and flyers for approval, students should submit designs at least two weeks in advance to ensure that the flyers or announcements are approved by the time students need them.

XXII. UNC SCHOOL OF DENTISTRY POLICY FOR THE USE OF SOCIAL MEDIA

The University of North Carolina at Chapel Hill (UNC) School of Dentistry supports the use of social media platforms and tools as a method of communication with family, friends, colleagues, school alumni and friends. Social media is an exciting and fun way to stay in touch and, when used responsibly, we encourage both personal and professional use of these tools.

However, because these platforms are used for both personal and professional connections, the UNC School of Dentistry believes it to be important to distinguish proper use of these tools as a member of the UNC School of Dentistry community. This policy promotes appropriate use of social media tools while prohibiting actions which are illegal, unprofessional or in conflict with UNC School of Dentistry policies.

Scope
Current UNC School of Dentistry students, faculty, adjunct faculty, staff and volunteers/interns (collectively, the “UNC School of Dentistry Community”) are required to abide by this policy. The Social Media Policy applies to all social media platforms, multimedia, blogs and wikis which are used for personal and professional networking. Those platforms and tools include the most popular, those less popular and those platforms not in existence at the time this policy was developed. Examples of applicable social media platforms are below; please note this list is not all inclusive:

- Facebook
- Twitter
- YouTube
- Instagram
- Tumblr
- LinkedIn
- Pinterest
- Blogspot

This policy applies to UNC School of Dentistry personnel both during and outside of work hours, and while using personal accounts with no professional correlation.

Authorization of New UNC School of Dentistry Social Media Channels/Pages/Accounts
The UNC School of Dentistry encourages student, staff, and faculty groups to promote their own activities via social media. However, prior to beginning a new group/UNC School of
Dentistry structure on a social media outlet, notify the UNC School of Dentistry’s Director of Communications, Mrs. Tiffany Brannan, to avoid duplication between school entities, to authorize the use of logos/trademarks and ensure the new page is properly setup. She may be reached at 919.537.3260 or tiffany_brannan@unc.edu. If applicable, she will also assist you in registering the new social media presence with the UNC School of Dentistry and UNC.

Student, Applicant, Alumni, Employee and Patient Privacy

A. Student, Applicant and Alumni Privacy. Federal laws, including the Family Educational Rights and Privacy Act (FERPA), University policies and North Carolina state laws concerning the confidentiality of student, applicant and alumni records apply without exception to social media. Any information, including but not exclusive to contact information, academic records, disciplinary records or email correspondence, should never be divulged via social media or any other method without written approval from the appropriate party.

B. Employee Privacy. Without exception, employee records or information should not be shared via social media. Examples of such records include disciplinary information, salary or leave information, and email correspondence. This information should only be shared with written approval from the appropriate party.

C. Patient Privacy. Use of social media by the UNC School of Dentistry Community must comply, without exception, with all UNC School of Dentistry and UNC policies and guidelines and state and federal laws regarding the confidentiality of patient information, including the Health Insurance Portability and Accountability Act (HIPAA). The UNC School of Dentistry Community should never release protected health information (PHI) on social media platforms without HIPAA-compliant written authorization from the patient or the patient’s legal guardian. Any such PHI that is to be used for UNC School of Dentistry social media platforms or TV, radio or other media must only be done pursuant to a HIPAA compliant authorization for the specific use or disclosure. These authorizations cannot be combined with or into any other form.

Under no circumstances should UNC School of Dentistry personnel disclose a patient’s name, photograph/radiographs, personal information, health information or course of care or any other PHI on personal social media platforms. For more information about HIPAA, visit https://www.dentistry.unc.edu/experience/policies/hipaa/.

Personal Privacy
It is each individual’s responsibility to ensure he/she does not divulge too much personal information in any online forum or social media platform. Each member of the UNC School of Dentistry Community is encouraged to pay attention to his/her own privacy settings to protect him/herself.

Protection of Research and Intellectual Property
Do not release unpublished research or data, or unprotected intellectual property on any social media platform. Releasing this type of information is a violation of UNC and UNC School of Dentistry policy and is not permitted under any circumstances.
Misrepresentation
Under no circumstances should you portray yourself as acting on behalf of the UNC School of Dentistry or UNC unless you have been authorized to do so. When authorized to act on behalf of the UNC School of Dentistry or UNC, you may not portray your own opinions as those of the UNC School of Dentistry or UNC. When using social media for personal reasons, the UNC School of Dentistry Community is asked to ensure all personal opinions are clearly the opinion of the individual and not the UNC School of Dentistry or UNC.

Each member of the UNC School of Dentistry Community is encouraged to disclose his/her relationship with the UNC School of Dentistry, but to be mindful to represent his/her opinions as his/her own, not as the UNC School of Dentistry’s positions.

General Guidelines
Outside of this policy, there are general considerations the UNC School of Dentistry Community should take into account prior to engaging in the use of social media. A few of those considerations follow.
1. The Internet is permanent and social media impacts your reputation. Even if you delete something from a social media site, it can be recovered through site caches that are beyond UNC School of Dentistry control. Remember this as you post photos, opinions and other content.
2. Be respectful and professional. Many of us use social media for personal reasons, but it is inevitable that at some point, professional and personal will overlap. As such, we encourage everyone to be kind and professional at all times.
3. Communicate clearly. Always do your best to communicate your ideas transparently, without omissions or inaccuracies.
4. When posting personal thoughts and opinions, do so from a personal account. Maintaining some separation between personal and professional social media is ideal. Be sure you’re doing what you can to distinguish when you’re speaking for yourself and not for the UNC School of Dentistry.
5. Do not allow social media to interfere with your work or education.
6. Be safe. Always be cautious when posting personal information, vacation or trip plans, etc. on a social media platform.
7. When in doubt, contact communications. Social media is ever-evolving. If you have questions or concerns, contact Mrs. Tiffany Brannan at tiffany_brannan@unc.edu or 919.537.3260.

XXIII. Email and Electronic Usage

Students are responsible for the University’s policies governing the usage of emails and the University’s networks. All of these policies can be found at http://its.unc.edu/about-its/university-it-policies/.

As email is the primary tool for disseminating information to the School of Dentistry community, it is important to recognize and follow the regulations as presented in the UNC-Chapel Hill Network Acceptable Use Policy. This policy provides for the principles, prohibitions, and penalties of network use for members of the University Community. This
policy can be found at http://help.unc.edu/help/unc-chapel-hill-network-acceptable-use-policy/.

Editorial Notes


The original purpose of this manual was to govern the DDS educational program. However, the scope of this manual has been expanded to include all educational programs within the School of Dentistry. This expansion required that the original manual be separated into two or more sets of documents: the General Policies and Procedures Manual for all programs and individual documents for each program.

Policy changes were approved most recently by the department chairs on August 6, 2014. The manual was reviewed by UNC University Counsel July 2014.
# APPENDIX I

**LIST OF GOVERNING PROGRAMMATIC POLICIES**

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<th>PROGRAMS</th>
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| Dental Assisting | School of Dentistry, General Academic Policies & Procedures Manual  
Dental Assisting Policy Manual  
Dental Assisting Clinic Manual |
| Dental Hygiene | School of Dentistry, General Academic Policies & Procedures Manual  
Carolina Undergraduate Bulletin 2014-2015 Record  
Academic Standing Policy for DH students  
Dental Hygiene Clinical Manual |
| Doctor of Dental Surgery | School of Dentistry, General Academic Policies & Procedures Manual  
DDS Academic Policies & Procedures Manual |
| **ADVANCED PROGRAMS** | **GOVERNING POLICIES** |
| Advanced Education General Dentistry | School of Dentistry, General Academic Policies & Procedures Manual |
| Dental Hygiene Education | School of Dentistry, General Academic Policies & Procedures Manual  
Graduate School Handbook |
| Endodontics | School of Dentistry, General Academic Policies & Procedures Manual  
Graduate School Handbook |
| General Practice Residency | School of Dentistry, General Academic Policies & Procedures Manual  
UNC Hospitals, Graduate Medical Education Policies |
Graduate School Handbook |
Graduate School Handbook |
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<td>UNC Hospitals, Graduate Medical Education Policies</td>
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<td>School of Medicine, Policies and Guidelines</td>
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<tr>
<td>Orthodontics</td>
<td>School of Dentistry, General Academic Policies &amp; Procedures Manual</td>
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<td>Pediatric Dentistry</td>
<td>School of Dentistry, General Academic Policies &amp; Procedures Manual</td>
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<td>UNC Hospitals, Graduate Medical Education Policies</td>
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<td>Periodontics</td>
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<td>Graduate School Handbook</td>
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* **Governing Policies:** Links to policies on UNC and School of Dentistry websites are on the following page.
GOVERNING POLICIES CAN BE FOUND AT THE FOLLOWING LINKS:

Carolina Undergraduate Bulletin 2014-2015 Record  
http://www.unc.edu/ugradbulletin/

UNC School of Dentistry, General Academic Policies & Procedures Manual  
https://www.dentistry.unc.edu/experience/policies/#general

https://www.dentistry.unc.edu/experience/policies/#dds

Graduate School Handbook  
http://handbook.unc.edu/

UNC Hospitals, Graduate Medical Education Policies  
http://www.uncmedicalcenter.org/uncmc/professional-education-services/office-of-graduate-medical-education/gme-policies/

UNC School of Medicine, Policies and Guidelines  
http://www.med.unc.edu/www/about/administration/policies

Academic Standing Policy for DH students  

Dental Hygiene Clinical Manual  

* For individual programmatic policies, please see respective programs.
APPENDIX II

TECHNICAL STANDARDS

Personal Attributes and Capabilities Essential for Admission, Promotion, and Graduation for School of Dentistry Students (DDS, DH, and DA Students)

Approved by UNC University Counsel August 22, 2012
Approved by SOD Department Chairs December 6, 2012

Students are expected to have read and understood these standards.

INTRODUCTION

The faculty of the University of North Carolina School of Dentistry believes that a School of Dentistry (SOD) student must possess specific knowledge, skills and abilities. Therefore, to earn their degree or certificate, a SOD student must be competent in the necessary knowledge and application of that knowledge in their clinical professional practice and must relate appropriately to patients and to other health care professionals. The standards described below detail qualifications required in addition to academic and clinical achievements, which the faculty of the School considers essential for successful completion of the educational objectives of its curriculum. Therefore, in order to be admitted, promoted, or approved for graduation, students must demonstrate the following qualifications, with or without reasonable accommodation:

A. Attitudinal, Behavioral, Interpersonal, and Emotional Attributes

The dental profession is governed by high ethical values and principles and by state and federal laws. Therefore, a SOD student must have the capacity to learn and understand these values and laws and to perform within their guidelines. The student should be able to relate to colleagues, faculty, staff and patients with honesty, integrity, non-discrimination, self-sacrifice and dedication.

The student should be able to understand and value special privileges and trust inherent in the dental provider-patient relationship for the patient's benefit, and to know and avoid behaviors that constitute misuse of this power. The SOD student must understand and comply with all policies and procedures related to Protected Health Information (PHI).

The student should demonstrate the capacity to examine and deliberate effectively about the social and ethical questions that define dentistry and the provider’s roles and to reason critically about these questions. The student must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision-making and/or practice.

The SOD student must be of sufficient emotional health to utilize fully his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and
professionally, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity. The ability to participate collaboratively and flexibly as a professional team member is essential. The student must be able to function effectively and perform high quality procedures in spite of stressful work, changing environments, and clinical uncertainties. The student must be able to modify his/her behavior in response to constructive criticism.

The SOD student must be open to examining personal attitudes, perceptions and stereotypes (which may negatively affect patient care and professional relationships). An individual with a diagnosed mental health condition may function as an SOD student as long as the condition is under sufficient control to allow accomplishment of the above goals with or without reasonable accommodation. The student must exhibit behavior and intellectual functioning consistent with acceptable professional standards. In the event of deteriorating emotional function, it is essential that an SOD student be willing to acknowledge the condition and/or accept professional help before it poses a danger to self, patients, and/or colleagues.

B. **Stamina**

The study and ongoing clinical practice of dentistry or the specific profession often involves a taxing workload and stressful situations. The SOD student must have the physical and emotional stamina to maintain a high level of functioning in the face of these likely working conditions.

C. **Intellectual Skills**

The SOD student must possess the intellectual skills that allow him/her to master the complex body of knowledge that comprises their professional education. This involves the assimilation of existing knowledge from a wide variety of sources and its application to clinical practice. It also involves the synthesis of new knowledge through reasoning and the ability to think critically.

The SOD student is expected to learn effectively through a variety of modalities, including but not limited to: classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology (electronic learning).

The SOD student is expected to prepare in advance for scheduled clinical procedures. The routine aspects of these procedures should be anticipated for all clinical activities. These aspects include patient management, procedural events, instrumentation, materials, and likely medical and treatment complications.

D. **Communication Skills**

The SOD student must be able to ask questions, to comprehend answers, to record information about patients accurately and to educate patients. The student must be able to communicate effectively and efficiently with patients, their families and with other members of the health care team. This must include spoken communication and non-verbal communications such as interpretation of facial expressions, affects, and body language.
Mastery of both written and spoken English is required. Applications from students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aides may be appropriate if this intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

E. Visual, Auditory, Tactile, and Motor Competencies
The SOD student is expected to possess essential visual, auditory, tactile and psychomotor abilities that allow him/her to gather information from various sources with or without reasonable accommodation. These sources include written material, oral presentations, illustrations, and experiments. It also includes observing clinical procedures, demonstrations performed by others, observing patients and their environment, performing clinical examination of a patient, reading digital and analog representations of physiologic phenomena, and performing high-quality clinical dental procedures on patients.

PLEASE SIGN:

I have read, I understand, and I agree to the Technical Standards of the University of North Carolina School of Dentistry.

Signed ________________________________  __________________________

Name ________________________________  Date __________________________
APPENDIX III

TECHNICAL STANDARDS

Personal Attributes and Capabilities Essential for Admission, Promotion, and Certification for School of Dentistry Residents (Advanced Dental Education and MS Students in Clinical Specialty)

Approved by SOD Department Chairs

Residents are expected to have read and understood these standards.

INTRODUCTION

The faculty of the University of North Carolina School of Dentistry believes that a School of Dentistry (SOD) resident must possess specific knowledge, skills, and abilities. Therefore, to earn their MS degree or certificate, a SOD resident must be competent in the necessary knowledge and application of that knowledge in their clinical professional practice and must relate appropriately to patients and to other health care professionals. The standards described below detail qualifications required in addition to academic and clinical achievements, which the faculty of the School considers essential for successful completion of the educational objectives of its curriculum. Therefore, in order to be admitted, promoted, or approved for certification, residents must demonstrate the following qualifications:

A. Attitudinal, Behavioral, Interpersonal, and Emotional Attributes

The dental profession is governed by high ethical values and principles and by state and federal laws. Therefore, a SOD resident must have the capacity to learn and understand these values and laws and to perform within their guidelines. The resident should be able to relate to colleagues, faculty, staff, and patients with honesty, integrity, non-discrimination, self-sacrifice, and dedication.

The resident should be able to understand and value special privileges and trust inherent in the dental provider-patient relationship for the patient's benefit and to know and avoid behaviors that constitute misuse of this power. The SOD resident must understand and comply with all policies and procedures related to Protected Health Information (PHI) and the Health Insurance Portability and Accountability Act (HIPAA). The SOD resident must understand and comply with all policies and procedures related to the documentation, storage, and use of patient records, including radiographic and photographic images, for clinical, educational, and research purposes.

The resident should demonstrate the capacity to examine and deliberate effectively about the social and ethical questions that define dentistry and the provider’s roles and to reason critically about these questions. The resident must be able to identify personal reactions and responses,
recognize multiple points of view, and integrate these appropriately into clinical decision-making and/or practice.

The SOD resident must be of sufficient emotional health to utilize fully his/her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly and professionally, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity. The ability to participate collaboratively and flexibly as a professional team member is essential. The resident must be able to function effectively and perform high quality procedures in spite of stressful work, changing environments, and clinical uncertainties. The resident must be able to modify his/her behavior in response to constructive criticism.

The SOD resident must be open to examining personal attitudes, perceptions, and stereotypes (which may negatively affect patient care and professional relationships). An individual with a diagnosed mental health condition may function as an SOD resident as long as the condition is under sufficient control to allow accomplishment of the above goals with or without reasonable accommodation. The resident must exhibit behavior and intellectual functioning consistent with acceptable professional standards. In the event of deteriorating emotional function, it is essential that an SOD resident be willing to acknowledge the condition and/or accept professional help before it poses a danger to self, patients, and colleagues.

B. Stamina
The study and ongoing clinical practice of dentistry or the specific profession often involves a taxing workload and stressful situations. The SOD resident must have the physical and emotional stamina to maintain a high level of functioning in the face of these likely working conditions.

C. Intellectual Skills
The SOD resident must possess the intellectual skills that allow him/her to master the complex body of knowledge that comprises their professional education. This involves the assimilation of existing knowledge from a wide variety of sources and its application to clinical practice. It also involves the synthesis of new knowledge through reasoning and the ability to think critically.

The SOD resident is expected to learn effectively through a variety of modalities, including but not limited to: classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology (electronic learning).

The SOD resident is expected to prepare in advance for scheduled clinical procedures. The routine aspects of these procedures should be anticipated for all clinical activities. These aspects include patient management, procedural events, instrumentation, materials, and likely medical and treatment complications.
D. Communication Skills
The SOD resident must be able to ask questions, to comprehend answers, to record information about patients accurately, and to educate patients. The resident must be able to communicate effectively and efficiently with patients, their families, and other members of the health care team. This must include spoken communication and non-verbal communications such as interpretation of facial expressions, affects, and body language.

Mastery of both written and spoken English is required. Applications from residents with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if this intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

E. Visual, Auditory, Tactile, and Motor Competencies
The SOD resident is expected to possess essential visual, auditory, tactile, and psychomotor abilities that allow him/her to gather information from various sources with or without reasonable accommodation. These sources include written material, oral presentations, illustrations, and experiments. It also includes observing clinical procedures, demonstrations performed by others, observing patients and their environment, performing clinical examination of a patient, reading digital and analog representations of physiologic phenomena, and performing high-quality clinical dental procedures on patients.

PLEASE SIGN:

I have read, I understand, and I agree to the Technical Standards of the University of North Carolina School of Dentistry.

Signed ____________________________________  __________________

Name      Date
APPENDIX IV

The University of North Carolina School of Dentistry Code of Professional Conduct
APPROVED BY Department Chairs, Deans, Directors, and Curriculum Review and Revitalization Executive Board 1/18/13

Introduction:
The UNC School of Dentistry calls upon faculty, staff and students to follow high ethical standards which keep the best interest of the patient as their primary goal. To fulfill this goal we expect these high ethical standards to be practiced both during the dental educational programs here at the University of North Carolina and during the dental professional’s career.

The UNC School of Dentistry believes dental professionals should possess not only knowledge, skill, and technical competence but also traits of character that foster adherence to ethical principles. The ethical principles listed below constitute the Code of Professional Conduct and are part of the ethical education of a dental professional and practice of dentistry that define the true professional. These ethical principles establish concise standards of behavior to guide the public’s expectations of our profession. Each dental professional should strive to provide care based on these ethical principles regardless of gender, race, creed, religion, national origin, disability or sexual orientation. Furthermore, each dental professional shall conduct himself/herself in like manner with staff, colleagues and the public at large.

The UNC School of Dentistry believes a dental professional should strive to do that which is right and good. The UNC School of Dentistry Code of Professional Conduct is an instrument to help the dental professional in this pursuit of excellence.

School Motto: Veritas, Beneficus, Officium (truth, doing good, service)

Code of Professional Conduct:
1. Autonomy – The dental professional shall recognize that patients have a right to determine what should be done with their own bodies.
2. Beneficence – The dental professional is obligated to benefit others and to do good.
3. Non-Maleficence – The dental professional is to refrain from doing harm to patients.
4. Compassion – The dental professional is to care for and to identify with the patient’s overall well-being.
5. Competence – The dental professional is to diagnose, promote oral health, treat the patient’s oral health needs and refer to another competent dental professional when it is in the patient’s best interest. The dental professional is to remain current in his/her knowledge with the goal of providing the best care for patients.
6. Integrity – The dental professional is to behave with honor, decency and consistency.
7. Justice – The dental professional shall give to each patient his or her due while balancing the benefits and burdens of doing so.
8. Professionalism – The dental professional shall provide all patients with the best services possible of which he/she is capable and act as a public servant to the community in health matters.
9. **Respect** – The dental professional is to value the worth of others.
10. **Tolerance** – The dental professional shall recognize and respect cultural differences, understanding how these affect patient choices and treatment.

2. **Responsibility** – The dental professional shall be accountable for his/her actions and recognize and act upon the special obligations to others that one assumes as a professional.

3. **Service-mindedness** – The dental professional shall act for the benefit of others and approach those served with compassion.

4. **Veracity** – The dental professional shall be truthful with patients, colleagues, the public, and self.

The contents of the UNC School of Dentistry Code of Professional Conduct and ethical principles were adapted from the instruments of the American Dental Association, American Dental Education Association, and the American College of Dentists.