Advanced Dental Education
General Policies and Procedures

WELCOME!

Dr. Ceib Phillips
Associate Dean
Advanced Education & Graduate Studies

3120 First (Old) Dental Building
Ceib_Phillips@unc.edu
(919) 543-3373
YOUR CHECKLIST:

1. Attend BLS training on Thursday, June 29.
   BLS training must be completed every two years.

2. Establish an ONYEN and UNC email account.

3. Complete HIPAA (Health Insurance Portability and Accountability Act) certification (before July 5th).
   Self-study at https://www.dentistry.unc.edu/secure/training/hipaa/.
   PID number is required.

4. Environment, Health and Safety for Clinic Environment (before July 5)
   Self study at www.ehs.unc.edu/training.
   Start at Modules; click About EHS to begin.
   Onyen and password required

5. EHS TB/Infection Control training (before July 5th)
   Self study at http://ehs.unc.edu/training/self-study/tuberculosis-and-infection-control/
   Onyen and password required

6. EHS Bloodborn Pathogens training for Clinical Environment (before July 5th)
   Self study at http://ehs.unc.edu/training/self-study/bloodborne-pathogens
   Onyen and password required

7. Ionizing Radiation: Required of ALL ADE students/residents (before July 5th)
   https://www.dentistry.unc.edu/experience/policies/
   Read policy then complete attestation
   PID number is required

8. Use of Ionizing Radiation (complete post-test by August 10th)
   Required of ADE students/residents who expose x-rays
   Complete post-test
   PID number is required
9. Medical Emergency Update (prior to July 5th)
The URL for medical emergency training is:
https://www.dentistry.unc.edu/secure/training/medemergencyext/
PID number is required

10. Security Awareness Training (prior to July 5th)
https://www.dentistry.unc.edu/secure/training/securityawareness/
PID number is required

11. Email intern permit or general license number to blair_smith@unc.edu

12. Obtain an NPI number and email the number to blair_smith@unc.edu
NPI website: https://nppes.cms.hhs.gov/NPPES/Welcome.do
Must have intern permit or general license

13. Collect Immunization Records and Take Them to Appointment with University Employee Occupational Health Clinic.
This appointment will be scheduled for you by your program.
*For UNC Hospitals-funded graduate students, an appointment must be made with UNC Hospitals Occupational Health Services.
This should be completed within the first ten days of employment.

14. FERPA training (prior to August 23).
http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/

15. CITI training (prior to conducting research)
Other training may be required if your research is in a laboratory

16. Establish NC Identification on NCID.NC.GOV
Information will be emailed to you in late July for application process

17. OPR Lite Medicaid compliance (scheduling information to come)

18. NC Opioid prescription compliance (watch for registration instructions in your email)

19. Annual Flu vaccination: http://flu.unc.edu/ for detailed information on flu shots. This site will contain information on walk-in flu shot clinics at UEHOHC and other campus locations. In addition, the website will also provide instructions for how to self-report flu shots obtained off-campus, as well as how to submit a request for a medical or religious exemption.
# UNC SCHOOL OF DENTISTRY ACADEMIC CALENDAR

## ADVANCED EDUCATION PROGRAMS

### 2018-2019

#### FALL SEMESTER 2018

<table>
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<tr>
<td>Classes/Clinics Begin</td>
<td>Tue, Aug 21</td>
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<tr>
<td>University Holiday</td>
<td>Mon, Sept 3</td>
</tr>
<tr>
<td>Thanksgiving recess</td>
<td>Thu-Fri, Nov 22-23</td>
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<tr>
<td>Classes End</td>
<td>Fri, Dec 7</td>
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<tr>
<td>Final Exams</td>
<td>Mon-Fri, Dec 10-14</td>
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<tr>
<td>Clinics End</td>
<td>Fri, Dec 21</td>
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<tr>
<td>University Holiday (Winter Break)</td>
<td>Mon-Mon, Dec 25-Jan 1</td>
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#### SPRING SEMESTER 2019

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<td>Classes/Clinics Begin</td>
<td>Wed, Jan 2</td>
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<tr>
<td>University Holiday</td>
<td>Mon, Jan 21</td>
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<tr>
<td>Dental Research in Review Day</td>
<td>Wed, Feb 6</td>
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<tr>
<td>(No Classes/Clinics)</td>
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<tr>
<td>Faculty Retreat/In-service/Workshops</td>
<td>Fri, Feb 23</td>
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<tr>
<td>(No Classes/Clinics)</td>
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<tr>
<td>Spring Break (At Discretion of Program)</td>
<td>Mon-Fri, Mar 18-22</td>
</tr>
<tr>
<td>Classes End</td>
<td>Fri, Apr 18</td>
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<tr>
<td>University Holiday</td>
<td>Fri, Apr 19</td>
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<tr>
<td>Final Exams</td>
<td>Mon-Fri, Apr 22-26</td>
</tr>
<tr>
<td>SOD Commencement</td>
<td>Fri, May 10</td>
</tr>
<tr>
<td>UNC Commencement</td>
<td>Sun, May 12</td>
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#### SUMMER SEMESTER 2019

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<tr>
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<tr>
<td>University Holiday</td>
<td>Mon, May 27</td>
</tr>
<tr>
<td>University Holiday</td>
<td>Thu, Jul 4</td>
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ADVANCED DENTAL EDUCATION — GENERAL ORIENTATION MANUAL — June 27, 2018 (rev 6/20/2018)
GENERAL OVERVIEW OF ADVANCED DENTAL EDUCATION

ADVANCED DENTAL EDUCATION PROGRAMS

The UNC School of Dentistry (SOD) offers the following educational degree opportunities at the MS level:

- Dental Hygiene Education
- Endodontics
- Operative Dentistry
- Oral & Maxillofacial Pathology
- Oral & Maxillofacial Radiology
- Orthodontics
- Pediatric Dentistry
- Periodontology
- Prosthodontics

The clinical specialty practice programs—Endodontics, Operative Dentistry, Oral and Maxillofacial Pathology, Oral and Maxillofacial Radiology, Orthodontics, Pediatric Dentistry, Periodontology, and Prosthodontics—are dual-specialty certificate and UNC-Chapel Hill Graduate School programs.

Certificate programs in the clinical specialties at the UNC School of Dentistry include:

- Advanced Education in General Dentistry (1 year)
- General Practice Residency (1 year with an optional 2nd year)
- Orofacial Pain (2 years)
- Oral and Maxillofacial Surgery (6 years with MD)

The minimum requirements for the clinical certificate are prescribed by the American Dental Association’s Commission on Dental Accreditation (CODA) and the respective specialty boards for the approved CODA specialties. The minimum requirements for a graduate degree (MS/MPH/PhD) are prescribed by the Graduate School.

ADVANCED DENTAL EDUCATION PROGRAM MISSIONS

The primary missions of the ADE programs are:

1. To prepare individuals for careers in clinical practice, education, or industry
2. To provide the background for these individuals to function as contributors to research and scholarly activity
3. To provide the expertise necessary for these individuals to become leaders in their designated specialty

These missions are consistent with the mission of the University of North Carolina at Chapel Hill and the UNC-SOD.
ADVANCED DENTAL EDUCATION
PROGRAM DIRECTORS COMMITTEE

The ADE Program Directors’ Committee is charged with the review, development and/or approval of policies, procedures and systems related to graduate/advanced dental education programs at the UNC School of Dentistry.

The scope of the committee includes accreditation, outcomes assessment, core curriculum (course objectives, design and scheduling), academic performance, general admissions, financial aid, tuition/stipend support, graduate student/resident credentialing, patient care, research, community engagement, and relationships with the predoctoral dental program, allied dental health programs, various departments and other UNC schools.

The committee meets monthly.

The committee consists of the directors of the fourteen advanced education programs, three students, the Associate Dean for Clinical Affairs, and the Associate Dean for Advanced Education and Graduate Programs (chair). Each year, one student is appointed to represent them in committee deliberations.

EQUITY IN PRIVILEGES AND RESPONSIBILITIES

All residents in postdoctoral educational programs are insured equity in privileges and responsibilities by virtue of elected resident representatives to the Advanced Education Directors Committee. This committee is a standing committee within the School of Dentistry. It is chaired by the Associate Dean for Graduate / Advanced Dental Education and includes program directors from all advanced education programs. The committee meets monthly to address all issues related to postdoctoral dental education. Three elected resident representatives sit on that committee to represent the interests of all postdoctoral students. Detailed minutes of the committee’s meetings, including attendance records, are available for review.
EXPECTATIONS OF THE FACULTY

In an effort to satisfy the important objectives for an advanced educational program, the curriculum has been structured utilizing a faculty composed of attendings that provide a collective competence. The faculty faces the significant challenge of ensuring that all instruction, whether clinical or didactic, is at an advanced level beyond that of the predoctoral curriculum. A primary focus of the post-doctoral training must be on the development of problem-solving and critical judgment abilities. To that end the following list of faculty expectations seems appropriate:

1. Conduct themselves in a professional manner by displaying behaviors exemplifying a dental professional (see UNC Code of Professional Conduct).
2. Treat students, colleagues and patients with respect.
3. Understand and comply with the University’s Honor Code located at https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instruction.pdf
4. Understand and comply with all University policies, located at http://policies.unc.edu/.
5. Stimulate independent thinking and afford the resident a significant degree of independent judgment through didactic and clinical teaching.
6. Ensure a varied clinical experience through diagnosis and treatment planning which is tailored to the individual patient. This implies that the faculty member will assist the resident in gaining an appreciation for adaptability to individual circumstance, acceptance of cultural diversity, application of the behavioral sciences in patient management, and recognition of the unique needs of certain patient populations.
7. Ensure continuity of care for patients and continuity of experience for residents. Faculty should discuss patient evaluation, treatment planning, management, complications and outcomes of cases with the residents.
8. Reinforce principles of basic science and promote the consideration of evidence-based data to guide the resident in clinical problem solving.
9. Promote collaboration between all health care providers treating the patient.

LEARNING OUTCOMES ASSESSMENT

Learning outcomes assessment is a continuous process that constantly evaluates student progress, the effectiveness of courses, and the quality of teaching. The global outcomes assessments for all programs are listed below.

EDUCATION GOAL: To conduct high quality dental education programs at the certificate and graduate degree levels.

Admissions Responsibility: Associate Dean for Advanced Education/Graduate Programs and Program Directors
Objective: To admit students with outstanding qualifications for advanced training
Curriculum
Responsibility: Associate Dean for Advanced Education/Graduate Programs and Advanced Education Program Directors Committee
Objective: To review didactic and seminar content annually through program meetings and student evaluations

ETHICS AND PROFESSIONALISM GOAL: To ensure that graduates adhere to ethical principles and professional conduct
Responsibility: Associate Dean for Advanced Education/Graduate Programs and Program Directors
Objective: To train students in ethical reasoning and decision making

PATIENT CARE GOAL: To provide high quality comprehensive, primary and specialized oral health care.

Compliance
Responsibility: Associate Dean for Clinical Affairs and Program Directors
Objective: 100% compliance of students with biannual Basic Life Support training, NC Dental Board Licensing, University, School and EHS requirements

Quality of Patient Care
Responsibility: Associate Dean for Clinical Affairs and Program Directors and Faculty
Objective: Patient care progresses in a timely manner
Objective: To provide quality care to patients

RESEARCH GOAL: To generate new knowledge in the basic, applied, and clinical sciences that is directed at the promotion and advancement of oral health and function.

Research Mentoring
Responsibility: Associate Dean for Advanced Education/Graduate Programs and Research Mentors & Committee Members
Objective: To ensure appropriate and adequate mentorship and student progress in research

Responsible Conduct
Responsibility: Associate Dean for Advanced Education/Graduate Programs and Research Mentors & Committee Members
Objective: To ensure responsible conduct of research by students

Successful Completion of MS Project and Thesis
Responsibility: Research Mentors & Committee Members
Objective: Encourage advanced education students to seek external research funding
Objective: Publication of thesis as a manuscript
**Advanced General Dentistry**  
**CERT**  
1 year  
Dr. Christine Downey  
Meagan Solloway  
(919) 537-3230

**Dental Hygiene Education**  
**MS**  
2 years  
Ms. Jennie Brame  
Nikki Perkinson  
(919) 537-3459

**Endodontics**  
**MS**  
3 years  
Dr. Peter Tawil  
Donna Perdue  
(919) 537-3403

**General Practice Residency**  
**CERT**  
1 year  
(2-year option)  
Dr. Lauren Patton  
Lisa Clement  
(919) 537-3571

**Operative Dentistry**  
**MS**  
3 years  
TBD  
Shannon Tate  
(919) 537-3440

**Oral & Craniofacial Biomedicine**  
**MS**  
3 years  
Dr. Ceib Phillips  
Meagan Solloway  
(919) 537-3230

**Oral & Maxillofacial Pathology**  
**MS**  
3 years  
Dr. Ricardo Padilla  
Paulette Pauley  
(919) 537-3160

**Oral & Maxillofacial Radiology**  
**MS**  
3 years  
Dr. Angela Broome  
Paulette Pauley  
(919) 537-3160

**Oral & Maxillofacial Surgery**  
**MD**  
6 years  
Dr. George Blakey  
Jeneen Williamson  
(919) 537-3721

**Orofacial Pain**  
**CERT**  
2 years  
Dr. Pei Feng Lim  
Tia Moore  
(919) 445-4143

**Orthodontics**  
**MS**  
3 years  
Dr. Ching-Chang Ko  
JC Underwood  
(919) 537-3759

**Pediatric Dentistry**  
**MS**  
3 years  
Dr. Jessica Lee  
Naquan Hill  
(919) 537-3785

**Periodontology**  
**MS**  
3 years  
Dr. Antonio Moretti  
Elizabeth Meares  
(919) 537-3727

**Prosthodontics**  
**MS**  
3 years  
Dr. Ryan Cook  
Kristy Pickard  
(919) 537-3957
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
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<td>Issac Taddessee Eric Davis Tapas Patel</td>
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<td>Caroline Dunham Andrea Morgan-Littrell Judith Beck</td>
<td>Jehan Alakami Debin Warren</td>
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<tr>
<td>ENDO</td>
<td>Ethan Hammer Alabbas Hussain My Trinh</td>
<td>Christopher Ammons James Goglia Boa Tran Ung</td>
<td>Elisa Arnarsdottir Michael Mittelsteadt Nicolas Pettit</td>
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<td>Elyse Dengler Libby Finer Kathrin Gallick Thanh Ha Karen Jo Shayla Walker</td>
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<td>Hanzara Panol</td>
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<td>Hiromi Nakamura</td>
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<td>Lorenza Donnelly Elisa Hannan Natalie Dunlop</td>
<td>Poolak Bhatt Thomas Brader Christopher Midtling</td>
<td>Paul Cho Peter Fung Joshua Munson</td>
<td>Ben Hechler Christopher McDaniel James Phero Margarita Varer Elizabeth Casey Colleen Holewa Matthew Pham</td>
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<td>Arthur Valeri Tariq Alsahafi Zaid Badr Karina Irusa Rakesh Potu Basheer Alsayed</td>
<td>Bassam Al-Rawi Savita Gupta Gustavo Mahn</td>
<td>Awabdulmajeed Elizabeth Griffis Sama Suliman</td>
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<td>ORAD</td>
<td>Benjamin Crockett Manal Hamdan Lisa Perrone</td>
<td>Jessica Dillon Erin Hong</td>
<td>Robert Hilton</td>
<td>Tenzin Dadul</td>
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PERI
John Bruce
Natalia Besada
Sing Wai Wong
Kevin Bryd
Vishal Gohel
Adam Lietzan
Syeda Zafrin
Matthew Mason
Eugenia Monaghan
Karin Schey

PROS
Scott Chavez
Christopher Presnell
Robb Keyser
Ryan Abbott
Robert Blackburn
Christine Castelin
Susun Kim
Renata Camino
Navarro
Gabby Jackson
Brandon Peters

SCHOOL CONTACTS

ADVANCED DENTAL EDUCATION

Ceib Phillips, Associate Dean
Blair Smith, ADE Student Manager
3120 First Dental Bldg
3130 First Dental Bldg
Ceib_Phillips@unc.edu
Blair_Smith@unc.edu
919-537-3347

CLINICAL AFFAIRS

Lisa Stoner
455 Brauer Hall
919-537-3588

COMPUTING & INFORMATION SYSTEM

David Rankin, Assist Dean
0113 First Dental Bldg
Service Request: http://help.unc.edu/help/olhr/

TIME TREX

Jennie Brown
1250 First Dental Bldg
919-537-3402

SCHOOL OF DENTISTRY STUDENT REPRESENTATIVES

Spurgeon Representative: TBD
ADE Student Council: Matthew Mason
Honor Court Representative: Sing Wai Wong
Robert Hilton
Elizabeth Griffis
Si On Lim
EXPECTATIONS OF RESIDENTS/STUDENTS

CODE OF PROFESSIONAL CONDUCT

APPROVED BY Department Chairs, Deans, Directors, and Curriculum Review and Revitalization Executive Board, 1/18/13

The UNC School of Dentistry calls upon faculty, staff, and students to follow high ethical standards that 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, 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.

11. **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.

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

13. **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, the American Dental Education Association, and the American College of Dentists.*
INTRODUCTION

The faculty of the University of North Carolina School of Dentistry (“SOD”) believes that a SOD resident must possess specific knowledge, skills and abilities. Therefore, to earn their MS degree and/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 progress through the program, or be 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 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). 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 seek appropriate 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, including the ability to assimilate existing knowledge with additional information from a wide variety of sources and applying such knowledge to clinical practice. SOD residents must be able to synthesize new knowledge through reasoning and possess 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 with other members of the health care team. This requirement applies to spoken and written communication as well as non-verbal communications such as interpretation of facial expressions, affects, and body language.

Mastery of both written and spoken English is required, although residents with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other appropriate communication aide 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 must possess essential visual, auditory, tactile and psychomotor abilities that allow him/her to gather information from various sources. These sources include written material, oral presentations, illustrations, and experiments. The SOD residents must also possess the skills to observe clinical procedures, demonstrations performed by others, and patients and their environment, perform clinical examination of a patient, read digital and analog representations of physiologic phenomena, and perform high-quality clinical dental procedures on patients.

F. **Professional Standards**

The SOD resident must maintain an active dental license or dental permit with the North Carolina State Board of Dental Examiners and adhere to all applicable state, federal, and local laws as well as the standards required to maintain accreditation by the Commission on Dental Accreditation (“CODA”). The SOD resident must conform to the SOD standards for
immunizations and to quality assurance and credentialing activities. 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.

G. Commitment to Non-Discrimination

The University is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

A SOD resident with a disability may participate in the program so long as the SOD resident satisfies program requirements, including these Technical Standards, with or without reasonable accommodation. An SOD resident who seeks a reasonable accommodation for a disability should contact their Human Resource representative in the SOD office for further information regarding applicable processes for seeking accommodations and available services. The representative will refer them to the appropriate office that can assist them with the accommodation process. Additional information regarding student accommodations is available from the University’s Office of Accessibility Resources & Service (“ARS”) (919-962-8300 or http://accessibility.unc.edu), and additional information regarding employment accommodations is available from the University’s Equal Opportunity and Compliance Office (“EOC”) (919-966-3576 or http://eoc.unc.edu). In addition, SOD residents who have residencies affiliated with the Graduate Medical Office of UNC Hospitals (“GME Office”) may be referred to the GME Office for further information regarding available accommodations consistent with applicable GME policies, as appropriate.
COMPLETION REQUIREMENTS - Certificate Only Programs

Overview

The certificate programs award a certificate only.

All of the requirements described below must be successfully completed in order to graduate from the program:

1. **Didactic Requirement:** Satisfactory completion as auditor of all courses and discipline-specific courses as listed in the Program curriculum. Auditors must complete all course assignments and examinations and will receive a grade in the course.

2. **Clinical Requirement:** Successful completion of all clinical requirements, which includes patient care during the course of the Program.

3. **Teaching:** Successful completion of teaching assignments as required by the program.

Residents are also required to complete and comply with additional, applicable University, Hospital (and Medical School where applicable) UNC School of Dentistry, and Program requirements and policies in order to graduate from the Program.

Failure to complete any one of the three requirements described above will result in dismissal from the School of Dentistry Certificate Program.

CERTIFICATE PROGRAMS
(Advanced Education in General Dentistry, Orofacial Pain)
School of Dentistry, General Academic Policies & Procedures Manual

CERTIFICATE PROGRAMS (GME)
(General Practice Residency, Oral & Maxillofacial Surgery)
School of Dentistry, General Academic Policies & Procedures Manual
UNC Hospitals Graduate Medical Education Policies
School of Medicine Policies and Guidelines (OMFS)

GOVERNING POLICIES CAN BE FOUND AT THE FOLLOWING LINKS

UNC School of Dentistry, General Academic Policies & Procedures Manual

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/md/
GRADUATION REQUIREMENTS - ADVANCED DENTAL EDUCATION DUAL PROGRAM WITH A CLINICAL CERTIFICATE AND MS DEGREE

The following programs are dual programs: Endodontics, Operative Dentistry and Biomaterials, Oral & Maxillofacial Pathology, Oral & Maxillofacial Radiology, Orthodontics, Pediatric Dentistry, Periodontology, and Prosthodontics.

Revised 06/20/2016 (Approved by Legal Counsel)

Overview: The graduate program (Program) is a dual program awarding both a certificate and a Master of Science (MS) degree in the program. Students must satisfactorily complete all of the following requirements: (1) academic; (2) clinical; (3) teaching assistantships; (4) comprehensive examination(s); and (5) Master’s degree thesis. All of the requirements described below must be successfully completed in order to graduate from the Program.

Academic Requirement: Successful completion of all core courses and discipline-specific courses as listed in the Program curriculum. Auditors must complete all course assignments and examinations and will receive a grade in the course.

Clinical Requirement: Successful completion of all clinical requirements, which includes patient care during the course of the Program.

Graduate Teaching Assistantship Requirement

Comprehensive Examination Requirement: A passing score on the comprehensive written and/or oral examination.

Master’s Degree Thesis Requirement: Successful completion of all thesis research work, including approval of the final thesis document by a thesis committee, and an oral thesis defense.

Students are also required to complete and comply with additional, applicable University, Graduate School, UNC School of Dentistry, and Program requirements and policies in order to graduate from the Program.

Failure to complete any one of the following (1) academic; (2) clinical; (3) teaching assistantship; (4) comprehensive examination(s); and (5) Master’s degree thesis will result in dismissal from the School of Dentistry clinical certificate component and the Graduate School Master’s component of the Program.
GOVERNING POLICIES

DUAL PROGRAMS
(Endodontics, Operative Dentistry, Oral & Maxillofacial Pathology, Oral & Maxillofacial Radiology, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics)

School of Dentistry, General Academic Policies & Procedures Manual
School of Dentistry, Advanced Dental Education Manual
UNC Hospitals Graduate Medical Education Policies (PEDO)
Graduate School Handbook

GRADUATE SCHOOL PROGRAMS
(Dental Hygiene Education, Oral & Craniofacial Biomedicine)
School of Dentistry General Academic Policies & Procedures Manual
Graduate School Handbook

GOVERNING POLICIES CAN BE FOUND AT THE FOLLOWING LINKS

School of Dentistry, General Academic Policies & Procedures Manual

School of Dentistry, Advanced Dental Education Manual
Current versions available on Sakai on the ADE Resources Page

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

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/md/
TIME TREX

WHAT is it?

TimeTrex is an online time reporting system utilized by the UNC Schools of Dentistry and Medicine and the UNC Hospitals and Physicians & Associates groups.

WHY do we use it?

TimeTrex was implemented in July of 2013 to satisfy the Division of Medical Assistance’s time study reporting requirements used to determine reimbursement to medical institutions for providing services to Medicaid recipients.

WHO is required to report?

All full-time faculty and residents engaged in or overseeing patient care activities are required to complete TimeTrex time reports.

WHEN do we report?

One week per month. The reporting week varies each month based on criteria set by Medicaid. A list of reporting weeks is provided in a once a month email reminder and can be accessed on the TimeTrex login page anytime.

The TimeTrex URL for July 2018 until June 2019 will be sent to you from Jennie Brown in an email at the beginning of each month.

1. The most important detail to consider when filling out the monthly time study is time recorded should represent **ACTUAL hours worked** even if they equal more than 40.
2. If a person is engaged in UNC SOD business for 26 hours in a week or 73 hours in a week, those **ACTUAL HOURS** should be reflected on the time study.
3. When completing a cycle, questions will be asked about the reporting week. If you were away 2 or more days that week, then you should choose an alternate week during the month

CATEGORIES

1. **Patient Care** - All clinical floor activity, chair side activity, treatment planning, lab work included in global fee, consultations, supervision of DDS, DH, and DA students providing patient care.
2. **Laboratory Direct Service** – Rarely used at SOD (Students ignore). Category provided for direct billed lab service. School of Dentistry includes most lab activity in global patient bill.
3. **Non-patient Care Activities** - Classroom /seminars, teaching, research, scholarship, public service, continuing dental education, departmental administration, office time not involved in patient care.
4. **Clinical Committees and Meetings** – Category usually used by Faculty (Students Ignore). Meetings directly related to patient care activity and clinic management.
5. **Paid Leave Time (All Types)** – Category for vacation, sick, professional leave and other leave types.

Log **ACTUAL HOURS** into the time study for the reporting period to the closest quarter hour.
Rights and Responsibilities of Residents

Evaluation of Progress of ADE Students/Residents During Training

Evaluation of student progress is an important aspect of the development of student skills and competencies. Didactic performance, clinical performance, and program specific requirements as well as student evaluations by faculty provide information on student progress that is reviewed and discussed at least twice per year by the program-specific Academic Performance Committee (APC). The composition of each program’s APC is determined by the program but must include at least 3 members. Staff members may provide input to the committee but may not be members.

The APC performs the following functions:

1. Reviews all students with respect to their academic performance, patient care performance, professionalism, and compliance at least twice per year and as necessary at any point during the semester.

2. Develops educational enhancement plans to address concerns or deficiencies identified by course directors and/or clinic directors.

3. Recommends actions to the Associate Dean for Advanced Education/Graduate Studies that may include, but are not limited to, recommending that a student be placed upon academic or patient care probation, be placed on an educational enhancement plan, receive extensions of time in the program, take a reduced academic or clinical schedule, or be dismissed from the program.

For students in a dual program, in the fall and spring semesters of year 3, students are usually only registered for 3 credits of 993 (Master’s Thesis course). However, students must continue all clinical care and program activities including rotations / GTA, as required by their program, to successfully complete the dual program requirements.

Due Process

Grievance and Complaints

School of Dentistry: For complaints and grievances related to the work environment or issues related to the program or faculty, students are encouraged to schedule a meeting with the Program Director for a discussion of their concern. Depending on the issue, students may elect to address a particular issue with another faculty member, the Associate Dean for Advanced Dental Education Programs, or to send a complaint to CODA if the issue relates to accreditation standards.

Recommended sequence for student grievances is:
Program Director, Department Chair, Associate Dean for ADE Programs

The Program Director and the Associate Dean are expected to track complaints and grievances and to note resolution if achieved. If the concern/issue is not resolved, the student may provide a written notice to the Dean of the concern/issue. Any action taken by the Dean is final.
**Due Process**

Sanctions may be imposed for academic concerns, clinical concerns, non-compliance or other violations, including but not limited to, (1) prolonged unexcused absence from the program, (2) behavior that violates professional ethics or the University’s Honor Code, (3) failure to comply with or meet the requirements of an educational enhancement plan, or (4) other acts or circumstances that warrant recommendation for sanctions. Sanctions may include but are not limited to, the satisfactory completion of an educational enhancement plan, academic and/or clinical probation, an extension of time in program, or dismissal.

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**Educational Enhancement**

Students with unsatisfactory performance in graduate courses or clinical courses are subject to educational enhancement. An educational enhancement plan is designed by the Program Director in collaboration with the Course Director, the Academic Performance Committee and the Associate Dean for Advanced Education. The plan must meet the approval of the Academic Performance Committee and of the Associate Dean for Advanced Education and may include additional assignments, retake of oral and written examinations, retake of specific course elements or retake of an entire course. Objectives will be defined to address the specific weaknesses of the student and a timeline will dictate when those objectives need to be achieved. The Program Director is responsible for ensuring compliance with the plan and reports outcomes to the Academic Performance Committee and the Associate Dean for Advanced Education. Following educational enhancement, the committee determines if the student is ready to advance in the program.

An educational enhancement plan, by definition, is not a disciplinary action, but, rather, offers a resident an opportunity for structured improvement that will prevent the need for disciplinary action. As such, being placed on an educational enhancement plan does not need to be reported to the North Carolina State Dental Board or the UNC-CH Graduate School. Unsuccessful completion of the plan, however, will require further action.

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**Due Process**

The Advanced Dental Education Programs at University of North Carolina School of Dentistry provides all students/residents with certain rights within the context of “due process.” The policies governing due process within the School of Dentistry are consistent with the policies of the University and other campus units. Since most of the Advanced Dental Education programs are affiliated with other campus units like the UNC Graduate School and/or UNC Hospitals, the policies and procedures for due process may fall under the auspices of School of Dentistry, the Graduate School or UNC Hospitals.

Specifically, for Oral and Maxillofacial Surgery and the General Practice Residency programs, due process would follow the policies and procedures of UNC Hospitals Graduate Medical Education (GME) Office. Since students/residents in the Pediatric Dentistry program also have clinical privileges at UNC Hospitals, the due process procedures for their hospital-related activities would similarly follow the policies and procedures of UNC Hospitals GME Office.

For those programs with degrees conferred by the University’s Graduate School (Dental Hygiene Education, Endodontics, Operative Dentistry, Oral & Craniofacial Biomedicine, Oral and Craniofacial Surgery and General Practice Residency) the due process procedures for their hospital-related activities would similarly follow the policies and procedures of UNC Hospitals GME Office.
Maxillofacial Pathology, Oral and Maxillofacial Radiology, Orthodontics, Pediatric Dentistry, Periodontology, Prosthodontics), due process for activities involving registered course credit would follow the policies and procedures of the University’s Graduate School. Under certain circumstances, a student will not be allowed to continue in The Graduate School. Registration in following semesters for academically ineligible students will be canceled automatically. A student becomes academically ineligible to continue in The Graduate School for the following reasons:

1. S/he receives a grade of F, F*, XF, or nine or more hours of L.
2. S/he fails a written or oral examination for the second time.

When special circumstances warrant, a student made academically ineligible under the conditions stated above may be reinstated upon petition initiated through the student's academic program. Students and academic program representatives must develop an appropriate academic plan as part of the request for reinstatement to the Graduate School. Additional information about academic ineligibility, grade appeals, and petitions for reinstatement to the Graduate School is available in the Graduate School Handbook at: http://handbook.unc.edu/pdf/handbook.pdf/

For all other non-credit/non-degree activities (as well as the Advanced Education in General Dentistry and Orofacial Pain programs), the policies and procedures of the School of Dentistry as outlined in the School of Dentistry General Academic Policies and Procedures Manual would apply. These policies and procedures are available at the School of Dentistry website at: https://www.dentistry.unc.edu/experience/policies/. Students/residents may appeal decisions by following the relevant guidelines in the manual for an appeal of the course grade and written or oral evaluation or an appeal of decisions of the respective Academic Performance Review Committee. Such appeals must be submitted in writing, and stating an appropriate grounds for appeal as provided in the School of Dentistry General Academic Policies and Procedures Manual. The Dean will refer the appeal to the Administrative Board of the School of Dentistry for the recommendation. 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.

Program Dismissal

With the final approval of the Dean of the School of Dentistry, an Advanced Dental Education student/resident may be dismissed from the training program. Reasons for recommendation of dismissal include, but are not limited to, 1) prolonged absence from training without approval; 2) behavior that violates professional ethics, technical standards or the University’s Honor Code; 3) unsatisfactory clinical performance with respect to lack of academic or professional promise; or 4) other acts or circumstances that warrant recommendation for removal. Students/residents who have been dismissed are not allowed to attend classes/seminars or treat patients while the appeals process is taking place.

Program Withdrawal and Reinstatement

A student/resident may request to withdraw from a program because of compelling personal reasons, such as prolonged illness or hardship. Such requests must be submitted in writing to the program director for approval. Advanced Dental Education students/residents who formally withdraw from training may be reinstated within the program for the following year subject to review by the program’s Committee on Admissions.
Harassment and Discrimination
The School of Dentistry and the Advanced Dental Education programs adhere to policies relating to harassment and discrimination that have been established by The University of North Carolina at Chapel Hill. The University’s Policy on Prohibited Discrimination, Harassment, and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence, and Stalking (available at: http://eoc.unc.edu/our-policies/ppdhrm/) prohibits discrimination or harassment on the basis of an individual’s protected status, including race, color, gender, age, color, national origin, religion, disability, veteran’s status, sex, sexual orientation, gender identity or gender expression.

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, Title IX Coordinator or one of the other reporting options identified in the Policy on Prohibited Discrimination, Harassment and Related Misconduct.

The Equal Opportunity and Compliance Office has the responsibility for administering this policy, but questions, concerns, and/or complaints may be addressed to the Associate Dean for Advanced Dental Education. Any administrator or supervisor who is a responsible employee as defined by the Policy (e.g., Deans, Directors, Department Chairs, faculty advisors) and who has knowledge of a report of prohibited conduct must notify the Equal Opportunity and Compliance (EOC) Office or Title IX Coordinator immediately. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response. If a student raises a claim of prohibited discrimination or harassment during an academic appeal, an assessment and/or 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 discrimination or harassment assessment or investigation before deciding the student’s academic appeal.

Graduate School Honor Code
The Honor Code states, among other things, that all students shall refrain from lying, cheating, or stealing. A comprehensive description of expected student conduct, violations, consequences and procedures can be found online through the University’s Office of Student Conduct.

The Honor Code can be found in the Instrument of Student Judicial Governance. The Instrument is the University's official document outlining the standards of behavior and methods of resolving allegations of misconduct by students. The list of prohibited conduct and the possible sanctions are outlined in the Instrument.

Graduate Handbook
The Graduate School Handbook contains the policies and procedures of The Graduate School, as established by the actions of the Administrative Board of The Graduate School. Each student in a program involving degrees conferred by the Graduate School should become familiar with the policies and procedures of The Graduate School.
COMMISSION ON DENTAL ACCREDITATION (CODA)

Accreditation

The CODA document Accreditation Standards for Advanced Education programs serves as the guiding document for each CODA program and is a useful resource. The last accreditation review was in November, 2017. All programs are currently accredited without reporting requirements.

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 Av, Suite 1900, Chicago, IL 60611-2678 or by calling 800-621-8099 extension 4653. (http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint)

POLICY ON LICENSURE & INTERN PERMIT REQUIREMENTS FOR ADVANCED EDUCATION STUDENTS

All dentists (including active military with a license in another state) enrolled in an Advanced Education Clinical Program must be credentialed by the North Carolina State Board of Dental Examiners within two months of the effective start date of their program. The credentialing requirements of the North Carolina State Board of Dental Examiners are listed at http://www.ncdentalboard.org (License & Permits). Students may seek an extension of this deadline by submitting an appeal in writing to the Dean of the School of Dentistry prior to the expiration of the two-month deadline.
A valid North Carolina dental license or intern permit (or, for Oral and Maxillofacial Surgery residents, a valid medical license) for the duration of their enrollment in the Advanced Education Clinical program is required to exercise clinical privileges and be appointed as a graduate teaching assistant. Failure to maintain a valid intern permit or dental (medical) license will result in the immediate revocation of clinical privileges and graduate teaching assistant appointment and notification of the state board. Current BLS (ALS and PALS as appropriate) is required to maintain a valid intern permit or dental license.

**NPI NUMBER**

ADE students in all programs that allow residents to write prescriptions must now apply for their own (individual) NPI number, so that pharmacies will fill prescriptions for School of Dentistry patients. It is no longer sufficient to use the institutional NPI number. Once the number is received, the student should email the number to the program administrative assistant and to Blair Smith (Blair_Smith@unc.edu), NPI website: [https://nppes.cms.hhs.gov/NPPES/Welcome.do](https://nppes.cms.hhs.gov/NPPES/Welcome.do). You will have to establish a new account first and then you will click on the link to register for an NPI. This will take you back to the original page where you can know login using the account you just created. If you have questions about the steps to this process Blair Smith can help walk you through.

**DEA NUMBER**

ADE students in the School of Dentistry who have an intern permit or North Carolina dental license, or are active military are eligible to use the school’s institutional Drug Enforcement Administration (DEA) number for prescriptions for controlled substances, but only for patients treated within the institution. On prescription forms, residents should list the institutional DEA number, followed by their own six-digit School of Dentistry provider number. Each resident’s provider number is assigned by OCIS at the time the resident enters the training program. The DEA number will be supplied by the program director to residents upon their initial registration. The School of Dentistry makes available this mechanism of prescription writing for controlled substances in lieu of individual numbers for each resident. Residents who have a North Carolina dental license are permitted to acquire their own numbers for work either inside or outside the school, but the school will not be able to assist in the application process or sign for a waiver.

It is imperative that the patient's medical history is reviewed prior to ordering drugs and that a patient record entry is made which documents any prescription given to the patient or any prescription "called-in". When "calling-in" prescriptions, the patient record entry must include the name and telephone number of the pharmacy called. In all cases where drugs are prescribed you should inform the director or clinical faculty of your intended prescription prior to discharging the patient. An “electronic” patient prescription may be created and printed using the EPR (Electronic Patient Record). Such entries automatically create a progress note in the EPR that documents the prescription and requires a provider signature. To create an electronic prescription in the EPR you should click on the “progress note” module then click on the “drug prescriptions” tab.
To assist you in selecting the appropriate drug for therapy, drug information is also available through the EPR. Upon entering the EPR, you should click on “drug information” on the toolbar at the top of the page. Several resources are available in the “drug information” section which describe some of the more commonly prescribed drugs, their actions and side effects.

**OPR LITE MEDICAID COMPLIANCE**

**Medicaid OPR Lite: Abbreviated Application for Ordering, Prescribing and Referring Practitioners**

The Medicaid OPR Lite application allows you, as a provider, to write prescriptions for Medicaid patients. You need to establish North Carolina ID on NCID.NC.GOV before you will be able to begin your Medicaid OPR Lite application. We will be emailing further instructions for the registration requirements and will schedule a time for the Computer Based Training.

**NC OPIOID PRESCRIPTION COMPLIANCE REQUIREMENTS**

**NC Controlled Substance Reporting System (CSRS)**

Opioid abuse has become a national crisis. Prior to prescribing an opioid for a patient, you are expected (per STOP Act) to Utilize a Prescription Drug Monitoring Program Review 12-month history from the North Carolina Controlled Substance Reporting System (NCCSRS). https://nccsrsph.hidinc.com/nclogappl/bdncpdmqlog/pmqhome.html. Watch your email for further instructions regarding registration into the NC CSRS.

**PROFESSIONAL LIABILITY COVERAGE**

The UNC School of Dentistry will provide professional liability coverage for all student practitioners who have successfully satisfied the clinical credentials process. This coverage only pertains to clinical care rendered in association with the educational program. Those individuals who have the required licensure, desire to work off-hours in the private sector, and have permission by their program director, must privately secure additional professional liability coverage for such activity.

Contrary to the pre-doctoral experience, you are now personally accountable and liable for the treatments you render to patients. This means that patients could bring claims against you in the event of an adverse outcome. Furthermore, in the event that a judgment is rendered against you, that judgment will be reported to the National Practitioner Data Bank. The National Practitioner Data Bank is an information clearinghouse that collects and releases certain information related to the professional competence and conduct of physicians, dentists and other healthcare providers. Information related to the National Practitioner Data Bank, and requirements affecting physicians and dentists, is available online at www.npdb.com.

**LEAVE GUIDELINES FOR ADVANCED EDUCATION PROGRAMS**

The following general guidelines have been developed for use by the Advanced Education Programs in the School of Dentistry in establishing policies for leave for graduate students and residents. Because of the diversity of programs, it is recognized that completely uniform policies across all programs are neither
possible nor desirable. Nonetheless, individual programs are expected to incorporate these general guidelines into their program-specific policies.

1. At the beginning of their training program, all students must be given a written copy of their program’s leave policies. Notification of any subsequent changes in policies must also be made in writing.

2. Leave must not be scheduled during the weeks that students would be participating in core and multi-use courses.

3. All students in multi-year programs must be permitted at least two weeks of leave a year.

4. Students in multi-year clinical training programs should not be permitted more than four weeks of leave (including University holidays and personal time) per year. Professional meetings and continuing education courses authorized by the program director are considered educational activity and are not considered leave.

5. All programs follow prescribed maternity/paternity/adoption policies.

6. All programs follow prescribed student religious observance policy.

**FACULTY EVALUATION**

Students will be given the opportunity to evaluate the faculty as part of the course evaluations and annually as part of the faculty annual review process. Each student will complete an individual evaluation of each program faculty member. Student evaluations are then consolidated for each faculty member and summarized quantitatively and qualitatively. The aggregate evaluations are provided to the chair to be considered as part of the annual faculty review process.

**COURSE EVALUATION**

Students are expected to participate in course evaluations as part of an overall program and core course annual review.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

As a general rule, under the federal Family Educational Rights and Privacy Act (FERPA), personally identifiable information may not be released from a student’s education records without the student’s prior written consent. The full policy is available at http://policies.unc.edu/files/2016/06/FERPA.pdf.

**As a Student:** Your rights and exceptions to the release of student education records can be found at http://registrar.unc.edu/academic-services/uncferpa/.

**OFF BOARDING**

As part of the graduation process, you will be required to complete “off boarding” clearance from the School of Dentistry before receiving your diploma/certificate. There are five parts to the clearance form:

**Sign-out Residents 2017:**
1. **OCIS** – attestation with/without laptop re-imaging
2. **Time Trex**
3. **Clinical Affairs** – verification that all patient records for your patients and for patients seen while you are GTA have been properly signed by you.
4. **Program Director**
5. **Associate Dean Advanced Education**

Your UNC one card and your SOD ID card should be returned at that time.

As part of your Graduation check out process, OCIS is required to make sure that your laptop contains no patient information as you leave the Dental School and that you have destroyed any patient data in your possession, except information where the patient has signed an authorization for use permitting you to maintain and use the data. If your program required you to store patient information directly on your laptop, we require that you now have your laptop re-imaged and that you attest you have destroyed any PHI or PII in your possession, except information where the patient has signed an authorization permitting you to maintain and use the data.

For re-imaging, please take your laptop to the Undergraduate Library or SASB [http://help.unc.edu/2083](http://help.unc.edu/2083). Depending on their volume, this could take up to three business days. Call 919-962-4357 or go to [http://help.unc.edu/helpdesk/](http://help.unc.edu/helpdesk/) for information. The re-imaging must be verified by OCIS before we can sign-off on your Graduation Clearance Form. If your program did not require use of a laptop for any educational or patient related activities and you did not store any PowerPoints or other course/seminar or clinically related material that may contain patient data, you do not have to re-image your laptop but you must complete the Resident Attestation form.

**All students/residents must complete the on-line Resident Attestation Form:**

[https://www.dentistry.unc.edu/secure/resources/residentattestation/](https://www.dentistry.unc.edu/secure/resources/residentattestation/)
INCIDENT REPORTING

In the event that you are potentially exposed to an infectious agent (e.g. needle stick, cut, etc.), report the incident immediately to the faculty and the dental assistant so that the appropriate medical treatment and documentation can be initiated. It is imperative that potential infectious disease exposures be addressed immediately and before your patient is dismissed. An incident report must be completed immediately after the incident occurs. When a potentially infectious source (e.g., patient) is known, North Carolina law requires that the patient submit to infectious disease testing and counseling. The institution’s “Exposure Control Plan for Bloodborne Pathogens” is available online at http://www.dentistry.unc.edu/wp-content/uploads/2014/08/blood.pdf?b087d9.

In the event a patient swallows a crown, temporary, broken bur, etc. the patient is transported immediately to Radiology at UNC Hospitals for a chest x-ray. The dental school is financially responsible for payment for the x-rays. Patients are urged to return for follow-ups if necessary. Refer to Policy on Swallowed Objects located at https://www.dentistry.unc.edu/experience/policies/swallowingforeignobjects/. Notify the attending faculty immediately should this occur.

BLOOD BODY FLUID EXPOSURE


The Blood or body fluid exposure incident report and Source patient testing requisition form can be found at https://www.dentistry.unc.edu/experience/policies/exposures/

SWALLOWING FOREIGN OBJECTS

See https://www.dentistry.unc.edu/experience/policies/swallowingforeignobjects/ for the procedures to be followed.

The Patient incident report form can be found at http://www.dentistry.unc.edu/wp-content/uploads/2015/01/patientincidentreport.pdf?75834a

EYEWEAR / EYE PROTECTION POLICY

Patients are required to wear protective eyewear during any treatment that might involve use of sharp instruments or result in flying debris. See https://www.dentistry.unc.edu/experience/policies/eyewear/
PATIENT RECORDS

The School of Dentistry utilizes an electronic patient record (EPR). EPR should be accessed for official professional reasons. Access to the EPR is monitored for proper/improper access. Historical information contained in the old paper patient records is stored in the main dental school records room in the basement of Tarrson Hall. If you access a patient’s paper record, the paper record should be returned via the drop box located in the 4th floor lobby after seeing the patient and completing all the necessary documentation.

FEES & COLLECTION

FEES

Graduate clinic fees are set by the administration of the School of Dentistry and are reviewed annually. A current fee schedule is in the EPR. Codes and associated fees are entered in the EPR Treatment Module at the end of each dental visit. Familiarize yourself with the CDT codes. The School of Dentistry is a state agency and must abide by state and federal requirements. We must bill for treatment rendered and patients must understand their financial obligations for dental services before treatment begins. The patient is responsible for all charges, regardless of insurance coverage.

The School maintains a DDS clinic fee schedule that reflects high discounts. There is a separate Graduate fee schedule that also reflects a discount, but is slightly higher than the DDS clinic fee schedule.

Requests for fee changes can be made through use of the adjustment form to change patient fees. Clinics can authorize up to $200 in fee changes per patient but the reason for the change must be documented, such as adjusting to a prior treatment plan fee. Adjustments above $200 require the Adjustments Form and approval of Clinical Affairs.

Treatments in graduate clinics are charged at graduate clinic fee schedules. When a pre-doctoral patient is referred to a graduate clinic, they receive a new treatment plan and graduate clinic fees apply. Fees are held for three years after a treatment plan has been signed in Prosthodontics and for one year in all other Graduate Clinics.

In the event you are re-doing a procedure from a previous resident at no charge (this should first be discussed and approved by the Program Director), you should code the appropriate procedure and write in NC on the printed Treatment Update Summary. An individual in your clinic responsible for fee adjustments up to $200 can assist you with fee changes, and above this level an adjustment form must be filled out and routed for approval. If a procedure is non-billable you must use a non-billable code and the note should substantiate that it was not a billable procedure. A ‘Redo’ requires an adjustment form if over $200.
COLLECTION

The School of Dentistry has a Collections policy that applies to DDS and Graduate clinics. Patients are expected to pay at time of services except for Orthodontics payment plans. Procedures requiring laboratory services are paid in installments as noted below in the “Laboratory Procedures” section.

The State of North Carolina Setoff Debt Collection Act (SODCA) of the General Statutes requires all state agencies to send accounts to Collections. Patients are sent to collections at 60 days past due (current month is first statement and patient receives another two monthly statements). Once in a collections status, the account is chartlocked and the patient should not be scheduled to be seen unless approved by the Associate Dean of Clinical Affairs. Patients do not receive statements from the School once they are sent to Collections as they will receive statements from the Collection Agency.

Once referred for collection, further services will not be provided until the outstanding balance is paid. For emergencies, approval is required from the Associate Dean of Clinical Affairs or his designee before treatment is rendered. Please see a copy of the Collections policy at https://www.dentistry.unc.edu/wp-content/uploads/2014/08/sod-fee-adjustment-policy-2016-08-11-FINAL.pdf?x29767 for additional information.

DENTAL INSURANCE

The current institutional policy regarding dental insurance states that the School of Dentistry does not accept assignment of benefit and the patient must file their own insurance. There are few exceptions to this policy.

Many insurance companies request a pre-determination for benefits to be assigned. If pre-determination of benefits is not filed, payment on claims may be delayed or in some cases denied. It is the patient’s responsibility to determine if a pre-determination is necessary. If required, the resident can provide an additional copy of the treatment plan to the patient after completing the treatment plan presentation so that the patient may file a pre-determination in a timely manner. Most patients use the ‘Walk-out Statements’ when filing their insurance claims.

MEDICAID

The school, and therefore the Graduate Clinics, accepts patients with eligible Medicaid/NC Healthchoice. Treatment plans must be reviewed against the Medicaid/NC Healthchoice manual to determine if prior approval is necessary or if treatment being planned qualifies for coverage. This is to be done before treatment is rendered unless it is for emergency care as opposed to routine care.

Routine procedures include exams (at 6 month intervals), radiographs (only a prescribed number with limitations in frequency), cleanings (2 per year at 6 month intervals), amalgams, composites, fluoride treatment, non-surgical and surgical extractions (some surgical extractions do require Prior Approval if Patient has NC Healthchoice). Almost all other procedures require prior approval including initial periodontal therapy and subsequent periodontal maintenance recalls.
Emergency dental care services are defined as "those necessary to control bleeding, relieve pain or eliminate acute infection; operative procedures which are required to prevent pulpal death and the imminent loss of teeth; or treatment of injuries to the teeth or supporting structures (e.g., bone or soft tissues contiguous to the teeth) and palliative therapy for pericoronitis associated with impacted teeth."

If you have a patient who is a recipient of Medicaid/NC Healthchoice, please check with the Patient Care Coordinator or the Program Director before initiating any treatment. If treatment requiring prior approval is not submitted Medicaid/NC Healthchoice will not pay and we may not collect from the patient. Patient eligibility must be current. They must have a Medicaid/NC Healthchoice recipient ID# and/or card verified as valid for the month in which the service is to be rendered. Eligibility cards are issued annually however, policies can terminate at the end of any given month. Verification at every visit is necessary. Any claim for treatment rendered in a non-eligible month will be denied and payment is the patient's responsibility. Adult Medicaid recipients (over age 20) are required to pay a $3.00 co-payment for each visit. Minor Medicaid patients (under age 21) are not assigned a co-payment while some NCHealthchoice recipients do have a $5.00 copay.

A Medicaid Waiver is in the Consent Module. This must be completed for all non-covered procedures that a patient determines they want to proceed with and pay for, "out of pocket". PLEASE NOTE: Without this waiver, completed and signed by the patient, the graduate specialty clinic will be responsible for all fees.

LABORATORY PROCEDURES/WORK ORDERS

If the program utilizes the services of external, privately owned laboratories, laboratory work orders must be completed for all work submitted and are to be co-signed by the director or clinical faculty.

COPIES OF ALL WORK ORDERS MUST BE PLACED ON FILE IN THE OFFICE AND MAINTAINED FOR TWO YEARS...THIS IS NORTH CAROLINA STATE LAW! Please give the Patient Relations Representative or equivalent in whichever specialty clinic rotation the case is being completed a copy of all laboratory work orders so that they can be placed in the appropriate file for future reference or retrieval.

For the graduate Prosthodontics clinic, lab orders are paid by paying 1/3 of the treatment cost at the start of the treatment, 1/3 before lab work commences, and the remaining 1/3 at the time of completion of the treatment. For the Operative Dentistry clinic, ½ is collected up front and the final half prior to insertion. Procedures requiring multiple trays require payment in full up front.

Please give the case and signed work order to the Patient Relations Representative or equivalent to send out to the appropriate laboratory. You should ensure that a “due date” is clearly marked on the work order and that the date is before the delivery appointment date.

CHEMICAL DEPENDENCY RESOURCES

As health care professionals we are ethically bound to be ever vigilant with respect to substance abuse, misuse and addiction in our contacts with patients, co-workers and professionals. Further we are morally and ethically bound to acknowledge and responsibly address our own substance abuse problems should
they occur. Consequently you are strongly encouraged to educate yourself so that you have a current knowledge and understanding of chemical addiction as a disease including an understanding of addictiveness, identification of early warning signs and effective treatment approaches. A number of excellent educational and treatment resources are available through a search of the Internet. Listed below are several resources that are particularly valuable in understanding and managing substance abuse:

**Substance abuse in the workplace**
Working Partners for an Alcohol and Drug-Free Workplace  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room S-2312  
Washington, DC 20210

**If you suspect you may have a substance abuse problem**
North Carolina Caring Dentist Program  
P.O. Box 2457  
Raleigh, NC 28353  
1-800-230-3934

**INFECTIOUS AGENT TRANSMISSION**

Clinicians who pose a risk of transmitting an infectious agent must consult with the appropriate health care professionals to determine whether continuing to provide professional services represents a material risk to patients or other health care workers. If the clinician learns that continuing to provide professional services represents a material risk to patients or co-workers, he/she must inform the Dean of the School of Dentistry. Once informed the Dean will take such action as necessary to protect against the transmission of infection to others. The School of Dentistry will protect the privacy and confidentiality of any clinician who has tested positive for infectious disease.
COMPLIANCE

PATIENT CONFIDENTIALITY

Professional ethics and federal regulations provide certain protections for the confidential health information of patients. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) guarantees patients certain rights and protections against the misuse or disclosure of confidential health records. Marty Folliard is the designated privacy officer for the School of Dentistry, with oversight by the Chief Privacy Officer for the University. The Assistant Dean for Information Technology is the designated security officer for the School of Dentistry, with oversight by the Chief Information Security Officer at the University.

You are required to complete both HIPAA and Security Awareness training on an annual basis:

https://www.dentistry.unc.edu/secure/training/hipaa/

https://www.dentistry.unc.edu/secure/training/securityawareness/

These trainings will cover the School’s privacy procedures and information about federal regulations ensuring a right to privacy for the confidential health records of patients. Institutional policy on patient confidentiality can be accessed at https://www.dentistry.unc.edu/experience/policies/hipaa/

HIPAA SANCTIONS PROCEDURES

Upon receiving report of a possible HIPAA violation, the School HIPAA Privacy and/or Security Officer or their designee will conduct a confidential investigation of the alleged violation. If appropriate, the School HIPAA Privacy/Security Officer or their designee will interview any person who may have knowledge of the alleged violation. Interaction must occur throughout the process with school and campus offices that have a connection to the incident and/or individual(s) involved (e.g., IRB).

The Campus Privacy Officer and Campus Security Officer, in collaboration with the School HIPAA Privacy/Security Officers, will determine if a violation has occurred. If a violation has occurred, the decision will be documented in writing and referred to Human Resources for employees and to the School of Dentistry Professionalism Committee for students/residents.

These groups will utilize the sanctions level outlined in the School’s HIPAA Sanctions Policy and Procedures: https://www.dentistry.unc.edu/wp-content/uploads/2016/06/UNC-SOD-HIPAA-Sanction-Policy.pdf?b087d9

It is the policy of the School to have and apply appropriate sanctions against members of its Workforce who fail to comply with the federal government, University and School’s privacy regulations, policies and procedures to protect the confidentiality and security of PHI. Sanctions will be imposed based on the severity of the violation, whether it was intentional or inadvertent, and whether the violation indicated a pattern or practice of improper Use or Disclosure.
HIPAA AND PRIVACY FAQS RELATED TO SOD PATIENT PROTECTED HEALTH INFORMATION (PHI)

Q: What is Protected Health Information (PHI)?

A: PHI is information that identifies or can be used to identify a patient (individually identifiable information). PHI includes health information about the patient’s health status or condition and can include research information and photographs, videotapes, and other images.

All of the following are considered PHI: names; geographic subdivisions smaller than a State; geographic unit; dates; telephone and fax numbers; electronic mail addresses; social security; medical record, health plan, account, certificate/license numbers; vehicle and device identifiers and serial numbers; URLs and IP address; biometric identifiers; full face photographic images and any comparable images, and any other unique identifying number, characteristic or code.

Q: Under HIPAA, am I allowed to use PHI in the classroom setting?

A: YES. Education and training are included in the HIPAA’s definition of health care operations and is permitted. This means that faculty/students may use PHI, including patient’s photographs, in lectures, case presentations, or in other classroom settings for educational purposes for students, residents, and other faculty within the university setting. As a student/resident you can also use PHI for educational purposes (i.e. in seminars/classes) within the university setting. HOWEVER, PHI must be kept on an encrypted device or on the School’s secured servers, and you are required to use the minimum necessary amount of PHI to accomplish your intended educational purpose.

Q: I want to use PHI in a presentation outside of UNC or take a PHI with me when I leave UNC. Can I take patient HIPAA information with me?

A: NO. You may not use PHI for any purpose outside of the university setting unless you have an approved EPR authorization consent signed by the patient (parent) and the information is stored on an encrypted device. One authorization is for storage and use of digital images or other information obtained on patients treated at UNC for use in outside presentations etc. This authorization has the title “Publication Consent for Current Faculty and Students”.

The second authorization is for storage and use of the digital images on your own encrypted device when you leave UNC. This authorization has the title, “Publication Consent for Departing Faculty and Students”. This authorization must be obtained before any digital images or other PHI are transferred/copied to a personal encrypted devices and taken for future use.

The steps to use these authorizations are as follows: Identify the patient you wish to have authorize your use of digital images or other information and then click the “Create New Consent Form” button. The authorizations are close to the bottom of the consent forms in the list.

Q: My program does not require that I buy a laptop computer. I have a personal laptop. Can I store PHI on my laptop?

A: NO, unless your laptop is encrypted and inventoried by OCIS. Each resident is given 10GB on the SOD Secure Storage Space. Residents can access SoD Secure Storage Space using the clinic PC’s and the
Resident Room PCs. The UNC VPN and the SoD’s secure Terminal Server give the same access securely from anywhere there is internet access.

Residents should always use the PAC’s system to store SoD patient’s photos so they become part of the patient’s record. An additional benefit is that those uploaded photos do not count as part of the student’s SoD Secure Storage quota.

**Q: I need help from an adjunct professor on a patient. Can I email the patient’s PHI to his/her office or personal email address?**

A: **NO.** All PHI information can only be securely emailed using the adjunct faculty’s UNC email account. If you don’t think the adjunct will view his/her UNC account in a timely way, then either call the faculty member or send the following message to the office or personal email account…..”I’d like you to look at patient’s information. Please check your UNC email account for the patient’s information.”

**Q: I have a really interesting patient and I can’t find a clinic camera. Can I take a picture with my cell phone?**

A: **NO.** Photographs of patients may not be taken with cell phones.

**Q: I have a really great patient and I want to post a picture of us on my facebook page (social media) to show friends before and after pictures. Can I post patient pictures on social media?**

A: **NO.** You may not post pictures on social media that contain patient pictures without a signed authorization by the patient in EPR.

**Q: I found a flashdrive in the bathroom. Should I plug it into a computer / laptop to find out who it belongs to so I can return it.**

A: **NO.** If you find a flashdrive take it to OCIS. Do not plug it into your computer/laptop.
IMMUNIZATION REQUIREMENTS

You are required to report to the Employee Occupational Health Clinic for an immunization review. Usually, your program will schedule an appointment for you. You can schedule an appointment for yourself online. ([https://itsapps.unc.edu/UEOHC/](https://itsapps.unc.edu/UEOHC/)) You must take your vaccination records with you to this appointment. The immunization review will ensure that you are compliant with the University’s requirements with respect to Hepatitis B, Tetanus/Diphtheria/Pertussis, Influenza, and Tuberculosis. The University’s immunization requirements for health care workers may be found here: [http://ehs.unc.edu/ueohc/requirements/](http://ehs.unc.edu/ueohc/requirements/)

MEDICAL EMERGENCY

You required to complete training in the management of medical emergencies prior to initiating patient care. The training will involve a review of the etiology and management of medical emergency situations commonly encountered in dental practice. The training may be accessed at [https://www.dentistry.unc.edu/secure/training/medemergencyext/](https://www.dentistry.unc.edu/secure/training/medemergencyext/).

The School has an emergency team equipped to respond to all medical emergencies during business hours (8:00 AM – 5:00 PM). In case of an emergency, you must call or direct someone to call 7-3911 to alert the emergency team. For emergencies occurring outside of normal business hours, you must dial 911.


EMERGENCY EQUIPMENT

Oxygen equipment is available in the clinics and throughout the School. In addition, there are eleven AEDs located in key areas. Please familiarize yourself with the location of oxygen and AED equipment in your area.

CARDIAC SCIENCE AED LOCATIONS

Cardiac Science AEDs are located in the following areas of the SOD:

- Koury, Ground Floor (near Room G502)
- Koury, 1st Floor (in hallway overlooking Atrium Lobby)
- Koury, 3rd Floor (in hallway overlooking Atrium Lobby)
- Koury, 4th Floor (in hallway overlooking Atrium Lobby)
- Koury, 5th Floor (in hallway overlooking Atrium Lobby)
- Brauer Hall, Ground Floor (in hallway entrance to Endodontics)
- Brauer 1st floor (across from Room 161)
- Between Brauer/Tarrson Halls, 2nd Floor hallway (near Rooms 261/262)
- Brauer Hall, 3rd Floor (near lockers; next to Room 3087)
- Brauer Hall, 4th Floor (near lockers; across from Room 476)
- First Dental, 2nd Floor (near Room 2007; above water fountains)
AED signs have been posted for your convenience. An oxygen tank and oxygen supplies (e.g., masks, tubing) have been placed with each AED.

INFECTION CONTROL

The School of Dentistry has an infection control policy. The School of Dentistry’s infection control policy and procedure is available for review online at https://www.dentistry.unc.edu/wp-content/uploads/2014/08/ic.pdf?b087d9. Read and review this manual. The infection control manual describes all infection control procedures including clinical attire & barrier protection procedures, preparation and disinfection of operatories, chain of asepsis and limiting contamination, handling needles and sharps, sterilization & disinfection of instruments, disinfection of impression material, and care of dental patients with communicable diseases. You are expected to comply with the institution’s infection control policy in all regards.

As an employee of the University, you are required to complete the following trainings:

EHS New Employee Orientation (clinic): http://ehs.unc.edu/training/orientation/

EHS TB/Infection Control training: http://ehs.unc.edu/training/self-study/tuberculosis-and-infection-control/

EHS Bloodborne Pathogens training (clinic): http://ehs.unc.edu/training/self-study/bloodborne-pathogens/

Under no circumstances are you to initiate patient care of any type without employing universal barrier protection including clinic smock, eyewear, mask and gloves. Residents and dental assistants are responsible for breaking down, disinfecting, and setting up operatories before and after each patient. It is important for you to know how to take care of this.

Our operatories are disinfected with disinfectant wipes and spray.

The bracket trays of the dental unit are covered with large clear plastic bags. This eliminates the need for wiping down the mechanical parts of the unit. All paper products, air/water syringe tips, suction tips and saliva ejectors are located in the two bottom drawers located on the left side in each operatory.

When patients are dismissed, all disposable paper products should be wrapped together inside large plastic bag and put in the trashcan. Bloody gauze should always be thrown away in the biohazards trashcan in the dispensary (BLOODY PAPER PRODUCTS ARE NEVER THROWN LOOSELY INTO TRASH CONTAINERS. THE HOUSEKEEPERS MUST REPORT ANY DEPARTMENT DOING THIS). The unit is then sprayed and wiped down with Hydrogen Peroxide Cleaner Disinfectant.

Needles, surgical blades, matrix bands, anesthetic carpules, and anything else that could cause injury to anyone emptying trash containers are never put in the trash. They are disposed of in the dispensary sharps container or in the sharps container on the wall in each operatory. It is our responsibility to protect the housekeeping staff. The program will be held responsible for any injuries to housekeeping staff resulting from materials placed in our waste containers.
Periodic inspections are conducted of clinical areas to ensure that Infection Control protocols and other important policies are being followed. Inspection reports are given to program directors detailing any violations observed.

HAZARDS COMMUNICATION PROGRAM

The School of Dentistry has a Hazards Communication Program required by OSHA to inform you of potential dangers associated with chemicals you may encounter in the workplace. You will receive training to advise you of the institutional Hazards Communication program. The School of Dentistry has a manual (https://www.dentistry.unc.edu/wp-content/uploads/2014/08/chemical.pdf?b087d9) that outlines the Hazards Communication Program and provides a listing of MSDS for commonly encountered materials in dentistry. You are advised to review this manual and handle materials accordingly. Copies of MSDS sheets for commonly used dental materials are also available for review in all clinical areas.

RADIOLOGY TRAINING AND CALIBRATION

If you are required to expose and/or process digital radiographic images, you should review the following training: http://ehs.unc.edu/training/self-study/radiation-safety-for-unc-school-of-dentistry-x-ray-equipment-operators/. All residents are required to review the “Policy on Use of Ionizing Radiation and Guidelines for Prescribing Dental Radiographs” available online at https://www.dentistry.unc.edu/wp-content/uploads/2014/08/Ionizing-radiation-policy-2015.pdf?75834a and to complete an attestation.

BASIC LIFE SUPPORT (CPR) CERTIFICATION

All personnel who provide patient care are required to maintain current CPR training. Recertification is required every two years. The School offers regular CPR training, free of charge, to all students and employees who are subject to this requirement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

As a Graduate Teaching Assistant: You are acting as a faculty member and must follow the faculty and staff policies and procedures.

GUIDANCE FOR GTAs

http://registrar.unc.edu/files/2013/07/What-Every-Faculty-Member-Should-Know-about-FERPA-00063807-2.pdf
ONLINE TRAINING AND CERTIFICATION

http://registrar.unc.edu/academic-services/uncferpa/ferpa-instructions/

FREQUENLY ASKED QUESTIONS

What does FERPA require?

In general, FERPA states that:
1. College students must be permitted to inspect their own education records upon request.
2. School officials may not disclose education record information without the student’s written permission, unless one of the exceptions provided by FERPA applies.

What is an education record?

Education records are those records directly related to a student and maintained by the University. Examples include:
1. Electronic records accessible in SIS or Connect Carolina
2. A paper or exam that has been submitted to a professor
3. Emails between instructors or administrators regarding a student
4. Class lists or rosters.

Can I store grades and other FERPA-protected information on my laptop or other mobile device?

Yes, as long as no social security numbers (SSNs) are included with this information. In order to store student SSNs, you must receive authorization from your Dean or Department Head and you must store this information only on encrypted devices.

Is it permissible to use email to send student information that I am permitted to disclose?

Yes, so long as you are using your University-provided email account and sending the information to another University-provided email address.

What are some useful tips to assure that I comply with FERPA?

1. Do not leave graded papers or exams in a pile for students to retrieve themselves.
2. Do not identify particular students who earned even a good grade on an assignment, paper, or exam to other students.
3. Assure that performance issues are discussed with a student in a private location.
4. Obtain written authorization from a student prior to sending recommendation letters to prospective employers or educational institutions.
5. Contact the Office of the University Registrar if you have any questions regarding FERPA.
MS DEGREE RESEARCH REQUIREMENTS

REQUIREMENTS FOR MS DEGREE

University of North Carolina Graduate School requires a minimum of 30 credit hours of graduate course credit and a minimum program residence of two full semesters. A written or an oral examination (or both) is required for degree completion. The definition of “comprehensive” varies from program to program (see Program Specific Sections) and is intended to conform to the best accepted practices within the discipline. A student passes an examination only after the approval of at least two-thirds of the examining committee members. The Graduate School considers the examining committee's vote to be final. A graduate student who fails either a written or oral examination may retake the exam. The student is expected to work with his or her program to identify areas needing additional emphasis and to establish an educational enhancement plan to prepare for taking the exam a second time. A student who fails an examination for the second time becomes academically ineligible to continue in the Graduate School.

<table>
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<th>DEGREE</th>
<th>COURSE CREDITS</th>
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RESEARCH ACTIVITIES

By the end of the fall semester of the first year, the student must identify a research topic and a thesis committee. The committee is composed of a minimum of three members of the Graduate School faculty, at least one of whom should be a faculty member outside the student’s program. This committee is responsible for guiding the student in the preparation and revisions of the thesis proposal and will, in general, assure an appropriate amount of research progress leading to an acceptable thesis.

All students in the graduate programs are required to participate in the research development program coordinated by the Associate Dean for Advanced Education / Graduate Studies office. This schedule provides students with activity deadlines that help to ensure research progress is being made during the first year of the program.

RESEARCH DEVELOPMENT SCHEDULE

DEADLINES FOR MASTER’S THESIS ACTIVITIES
Advanced Education Programs | School of Dentistry | Academic Year 2019

FIRST YEAR SPRING TERM 2019

Wed, January 9  1st Year MS Protocol Titles and Committee members due to Academic Affairs
Fri, April 5  Thesis Development Seminar (10 minute presentation on project; 1:00pm-2:30pm)
Wed, May 15  Protocol due to Academic Affairs (electronic)*
Mon, June 3  Peer Critiques Shared between Primary & Secondary Reviewers (electronic)
Wed, June 5  1st Year MS Peer Study Session (5:15pm-7:00pm)
Wed, June 12  Critique Summary due to Associate Dean (electronic)


SECOND YEAR

Summer  Meeting with full committee to review progress of project
Fall  Meeting with full committee to review progress of project

THIRD YEAR

Wed. February 6  Dental Research in Review Day
Spring term  Notify Associate Dean for Graduate Education of Defense
  Date minimum 2 weeks notice
Spring term  Defend thesis before entire thesis committee and any interested guests
April  Graduate School Recognition Awards
  http://gradschool.unc.edu/events/recognition/2013.html
Fri, April 12       Due date for submission of final electronic doctoral dissertations (before 5 pm).

**THESIS LINKS**

http://gradschool.unc.edu/student/etd
http://gradschool.unc.edu/etdguide/

**FURTHER THESIS INFORMATION**

The Thesis Development Seminars are held at lunchtime (1 to 2:30pm) so that DDS, peer program students, staff and faculty members can attend. The format follows that of an AADR session (10 minute presentation with 5 minute discussion), and each session is moderated by a PhD student in Oral & Craniofacial Biomedicine.

These required presentations assure that progress has been made toward the development of a thesis project, provide feedback to the student on ways to improve the protocol, and give the student experience in developing and giving an oral presentation.

The objectives of the Peer Review Study sessions are to provide Master’s Degree students with the opportunity to apply in a critical and thoughtful way the concepts learned in the research core courses, and to provide independent feedback on the research protocol of their peers. Each protocol is reviewed by a primary and a secondary reviewer, who are not peers in the student’s program. Each reviewer is required to write a critique of each of the protocols assigned to them. Students are instructed to write the review without consultation with the student investigator, faculty, or other students. The reviewers are expected to lead the discussion of their assigned protocols during the peer review session. Following the discussion of the protocol, all students provide an overall impact score (1=exceptional to 9=poor). Students are instructed that the impact score should reflect the assessment of the likelihood for the project to be successfully completed within the time frame, the significance of the project within the field, and the clarity of the methodological approach. The peer critiques are provided to the student and their mentor for consideration, and a final protocol must be submitted to the Associate Dean by the beginning of the fall semester of the 2nd year.

The student is expected to meet with his/her committee at least once a year, and to give the committee an annual progress report. The primary intent of the MS or alternative degree such as the MPH is to teach the student the scientific method and critical thinking skills through the engagement in all components of research: design, data collection and analysis, interpretation of findings, and writing a report. The expectation is that the student’s project is of sufficient scope and quality for formulation and submission for publication in a peer reviewed journal.

The School of Dentistry guidelines for MS thesis formats supplement the UNC Graduate School’s guide on preparing a thesis. Either of the two MS thesis formats described below are preferred to a traditional thesis format. Regardless of the format, the final document must conform to that of a thesis in which all parts are related and integrated. These two formats allow students to easily convert the thesis into manuscript(s) that can be submitted to appropriate journals for peer review and publication.

1. The first thesis option is a combination of one publishable (or published) manuscript, preceded by a detailed Review of the Literature. The overall format of this first option thesis must be in keeping with Graduate School requirements.

2. The second thesis option consists of two or more publishable (or published) manuscripts.
For this option, if submitted prior to graduation, the student must be first author on at least one of the manuscripts, though not the corresponding author. The manuscripts must be publishable separately. As in the first option, the overall format of this thesis option must be in keeping with Graduate School requirements.

The student must complete the work to the satisfaction of the thesis committee, successfully defend the thesis, and deliver a final copy of the thesis to the Graduate School. Due to the lengthy review process involved with many journals, it is not necessary for the manuscript(s) to be accepted for publication prior to completion of the degree. Whether the manuscript(s) must only be ready to submit to a journal or submitted is determined by the program/committee.
GENERAL INFORMATION

COURSE REGISTRATION

The Advanced Education student support manager, Blair Smith, coordinates and manages registration and related student services for graduate dental students with the Graduate School and the School of Dentistry Advanced Education Programs.

Ignore emails from The University Registrar’s Office about how to register for classes. You will be registered for classes each semester by the ADE manager. If you are taking any courses outside your course of study, please inform the ADE manager.

Second- and third-year graduate students are not usually registered for summer sessions. However, if you wish to receive full financial aid for the entire summer, then you must request to be registered for 1.5 credit hours each summer session.

A registration hold prevents you from being registered, for reasons such as having an unpaid balance with the cashier, unpaid parking ticket, library fine, or needing a health record for Student Health Service. If you have such a hold, you must take whatever action is needed to remove the hold; otherwise you cannot be registered. Inform the ADE manager at once if your registration is canceled.

It is very important that the University Registrar’s Office (Suite 3100, SASB North; CB #2100) and the Office of Student Accounts (Suite 2215, SASB North; CB #1400) have your correct mailing address for billing and registration purposes. Your bill will go to the address entered as your permanent address in the Student Information System, so please make sure it is the correct address. The University Registrar’s Office will NOT take new address information over the phone. You can change your information via Connect Carolina Student Center:
http://registrar.unc.edu/academic-services/diplomas/change-student-address/

IN-STATE TUITION RESIDENCY

You are strongly encouraged to apply for in-state residency for tuition purposes as soon as possible. In-state residency grants substantial financial advantages to you.

In order to be considered for in-state residency status for tuition purposes, any student, admitted to and enrolled in a graduate degree program administered by the Graduate School, with an undetermined or nonresident status, is required to submit a residency application to be considered for re-classification for in-state tuition benefits. (Important Note: This is required even if you graduated from UNC School of Dentistry.)

Please note that there is a difference between being a legal resident of North Carolina and being a legal resident of North Carolina for tuition purposes. A legal resident for tuition purposes is a student who has demonstrated that (s)he has been a North Carolina legal resident for at least the twelve (12) consecutive months immediately preceding the school term for which (s)he seeks the in-state tuition rate, and (s)he intends to make North Carolina his or her permanent home, as opposed to being in North Carolina solely to attend college. More Detail on Requirements and Procedures can be found in Appendix A.
PAYROLL & HEALTH INSURANCE

PAYROLL
If you receive a stipend from the University, you are paid on the last working day of each month except for AEGD residents who are paid bi-weekly. All students are subject to the Revised University E-Pay Policy and mandatory direct deposit. Students may view the details of earnings and deductions by accessing the Self Service tab in Connect Carolina. Students can access pay information from the Connect Carolina website by logging in with your onyen and password at this URL: https://connectcarolina.unc.edu and clicking on the Self Service tab. This web access provides a secured way to view or print your pay notifications not only for the current pay period, but for each payroll period during the previous twelve months.

HEALTH INSURANCE
All students/residents are required to maintain health insurance throughout the program. Oral & Maxillofacial Surgery (except during Medical School) and General Practice Residents receive health insurance through the GME office. Advanced Education in General Dentistry and Orofacial Pain residents and residents accepted as “certificate only” must maintain personal health insurance policies. Students in all other programs may be eligible for GSHIP (see below).

GRADUATE STUDENT HEALTH INSURANCE (RA/TA INSURANCE)
Students who are classified as graduate teaching assistants or as graduate research assistants can request GSHIP insurance. You should waive out of GSHIP if you are in the military or covered by a spouse or parent.

The policy year is August 1 – July 31.

GSHIP Requirements:
1. The student must be registered as a full-time graduate student in good standing at the University.
2. The student must be classified as a Research Assistant (RA), Teaching Assistant (TA), Fellow, or Trainee.
3. The student must receive a minimum prescribed compensation for services, as a Teaching Assistant or Research Assistant, or receive a fellowship or traineeship award during a policy year from an appropriate source of University funds related to your academic appointment(s). The minimum prescribed compensation is updated for each plan year. Regardless of the availability of stipend support, teaching responsibilities may be required as a part of the program.
4. If an eligible student graduates or withdraws from the University, the insurance coverage will terminate at the end of the month of graduation. COBRA is not available through GSHIP.

For specific information about the RA/TA (GSHIP) or the Student Blue Health Insurance Plan benefits, go to the BCBS website for UNC-Chapel Hill RA/TA at https://www.bcbsnc.com/content/studentblue/uncch-ta/index.htm?page=welcome.

GSHIP is different from the campus-wide Student Blue Insurance. RA’s/TA’s and those covered by the military or spouse/parent must waive out of the Student Blue Insurance each semester or you will be billed for it.
DEADLINE TO WAIVE/ENROLL/RENEW

Fall Semester: September 10, 2018

To waive: https://www.bcbsnc.com/content/studentblue/uncch/index.htm?page=waiver

Charges incurred at Campus Health Services are not covered by the RA/TA (GSHIP) Insurance Plan and are the responsibility of the student and are transferred to the student’s account at the Office of Student Accounts and University Receivables in the Student and Academic Services Building (SASB) North. See Health Fee and Charges: Payment for Services for more information at https://campushealth.unc.edu/charges-insurance/campus-health-fee-and-chargespayments/.

To enroll a Spouse, Domestic Partner, or Dependent you will need a Social Security number and prior insurance information (insurer, policy number and dates of coverage). Visit https://www.bcbsnc.com/content/studentblue/uncch-ta/index.htm?page=welcome to complete the enrollment form.

GSHIP / Student Blue can be reached with WAIVE/ENROLL/RENEW questions by email at email@studentbluenc.com or by calling 1-888-351-8283.

UNC Campus Health Services can be reached at chs@unc.edu or 919-966-6599 or 919-966-6550

FOREIGN NATIONALS

All foreign nationals must check in at the International Center. Take your passport and visa information with you. If you receive a stipend there is additional paperwork to be completed for payroll purposes (Alien Information Request Form, PR-100). Any delays in completing this process will cause your stipend to be withheld.

Questions or concerns: Please contact your Program Manager or the School of Dentistry Human Resources Office located in Suite 1050, First Dental Building.

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Please feel free to email your HR Specialist with questions as well.
BUILDING ACCESS AND ID CARDS

The School of Dentistry buildings are open during normal clinic hours Monday through Friday. After-hours access is available at a number of entrances and requires a valid UNC One card. A current School of Dentistry ID card needs to be visibly worn at all times when on School premises.

CAMPUS CONTACTS

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)
http://isss.unc.edu/
Amanda Mills – aaking@email.unc.edu
Fedex Global Education Center, Room #2004
CB 5240, 301 Pittsboro St
Chapel Hill NC  27599-5240

UNIVERSITY OPERATOR: (919) 962-5661

UNIVERSITY REGISTRAR
http://registrar.unc.edu/
CB 2100, SASB North, Suite 3100
Chapel Hill NC  27599-2100
Phone Number: (919) 962-3954
Fax Number: (919) 962-3349
Transcripts: http://registrar.unc.edu/academic-services/transcripts-certifications/
Graduation: http://registrar.unc.edu/academic-services/graduation/
Residency: http://registrar.unc.edu/academic-services/residency/residency-guide/
Withdrawals & Cancellations: http://registrar.unc.edu/academic-services/withdrawals-cancellations/
GI Bill Educational Benefits: Active Duty Military Residency & Veteran Choice
ACT Residency: http://registrar.unc.edu/academic-services/veteran-affairs/

OFFICE OF SCHOLARSHIPS & STUDENT AID
http://studentaid.unc.edu/
Aesha Greene – Aesha_Greene@unc.edu
Assistant Director of Financial Aid
PO Box 1080
Chapel Hill NC  27514
Phone Number: (919) 962-3620
OFFICE OF STUDENT ACCOUNTS AND UNIVERSITY RECEIVABLES
(CASHIERS’ OFFICE)
http://cashier.unc.edu/student-account-policies/
Suite 2215 SASB North
CB 1400, 450 Ridge Rd
Chapel Hill NC 27599-1400
Business Hours: 8 a.m. – 4:30 p.m. M–F
Phone Number: (919) 962-1368
Email: cashier@unc.edu

UNC ONE CARD INFORMATION
http://onecard.unc.edu/
UNC One Cards are made each weekday from 7:30 a.m. to 5:00 p.m.
Basement of Daniels Building (Student Stores)
Phone Number: (919) 962-8024

CONNECT CAROLINA
https://connectcarolina.unc.edu/
Check account, payroll, courses via Connect Carolina

THE LEARNING CENTER
http://learningcenter.unc.edu/
Offers academic services, including counseling, consulting, and coaching for students

THE WRITING CENTER
http://writingcenter.unc.edu/
Provides writing assistance, including feedback, advice, and instruction for students

COUNSELING & WELLNESS SERVICES
https://campushealth.unc.edu/services/counseling-and-psychological-services
Produces an array of wellness promotion and psychological services to enhance the lives of graduate students, while promoting academic, personal, and social growth and development.

SERVICES FOR STUDENTS WITH LD AND ADHD
http://learningcenter.unc.edu/ldadhd-services/
Works with students who have documented learning disabilities and/or attention-deficit/ hyperactivity disorders (AD/HD).

CAROLINA STUDENT LEGAL SERVICES
http://studentlegalservices.web.unc.edu/
Provides students with assistance in understanding factors to consider when seeking legal advice, to determine if legal services are needed, and to provide referrals or representation.

**GRADUATE STUDENT DIVERSITY**
http://graddiversity.web.unc.edu/
The Graduate School at The University of North Carolina at Chapel Hill is committed to sustaining a diverse graduate student body and fostering a climate of inclusion and acceptance. We aim to contribute to the successful degree completion of each student through targeted academic and professional development programs.

**LBGTQ CENTER**
https://lgbtq.unc.edu/
Educating for equality. QGAPS has social functions, speaker series, and student listserv aimed towards Graduate and Professional Students
Link for gender non-specific bathrooms on campus:
https://lgbtq.unc.edu/resources/resource/resource-guidesgender-non-specific-bathrooms-campus
APPENDIX A: TUITION RESIDENCY

REQUIREMENTS FOR IN-STATE RESIDENCE STATUS FOR TUITION PURPOSES

Qualifications

Under North Carolina law, to qualify for in-state tuition for a given term, you must show that:
1. You have established your legal residence (domicile) in North Carolina.
2. You have maintained that domicile for at least twelve (12) consecutive months before the beginning of
   the term.
3. You have a residential presence in the state.
4. You intend to make North Carolina your permanent home indefinitely (rather than being in North
   Carolina solely to attend college).

Determination of Intent

Because it is difficult to determine a person’s intent to make North Carolina his or her home, classifiers
must evaluate actions taken by the person that may indicate a “domiciliary intent.” For example, is your
   car registered in NC? Do you have a current NC driver’s license or NC ID card? Are you registered to
   vote in NC? Where do you keep your personal property?

Preponderance of the Evidence

Residency Classifiers weigh all the evidence provided with an application for in-state residence status. If
the evidence shows a cluster of significant events occurring around the same time (within the same week,
for example), the classifier will start counting from that point to determine whether the twelve-month
requirement has been met.

If, instead, the evidence has gradually accumulated over time, the Classifier must decide at what point a
preponderance of the evidence shows an intent to establish a North Carolina domicile, and that is the date
from which the twelve-month period will begin. If that date is less than twelve months before the first day
of classes for the term specified on the application, the classifier will be unable to designate you as an in-
state resident for tuition purposes for the term in question.

APPLYING FOR IN-STATE RESIDENCE STATUS

It is important for you to fill out the residence application form and any supplemental application forms
completely. It is very important to attach tangible evidence to support your claim of North Carolina
residency. You are encouraged to respond to requests for additional information as quickly as possible.

Also, no matter how old you are, please provide the address(es) of your parent(s). Under the statute, the
residence of an applicant’s parent(s) is presumed to be the applicant’s domicile, and all other facts in the
case are assessed in relation to this starting point. Without this information, your application cannot be
evaluated.
New Applicants

If you do not qualify for in-state status in your first year, you can apply after you have lived in North Carolina for a year. Remember the ‘cluster of events’ and ‘preponderance of evidence’ concepts. Please be aware of the application deadlines for each semester. Beginning in 2019 you will need to apply through North Carolina Residency Determination Services (RDS) at www.ncresidency.org. Currently enrolled students who are requesting a reclassification should follow these steps:

- If you have not previously gone through RDS, contact your admissions office for information on completing your RDS application and providing a Residency Certification Number (RCN).
- If you have already gone through RDS and have an RCN, you may enter your RCN in your ConnectCarolina Student Center.

Non-US Citizens

Individuals who are not United States citizens must have certain visas and/or approved forms to show that they have the capacity to establish and maintain a domicile in North Carolina. Please consult the North Carolina Manual for Tuition for a complete description of the policy. If you are not a U.S. citizen, please complete a Residence Status Supplemental Form for Non-U.S. Citizens and submit it along with your application.

UNC System Employees and Their Families

Permanent, full-time employees of the University of North Carolina System (including UNC Health Care) and their spouses or dependent children may qualify for in-state tuition even if they have not maintained a North Carolina domicile for the required twelve consecutive months. If you believe you qualify for this benefit, please complete a Residence Status Supplemental Form for UNC System Employees and Their Families and submit it along with your application.

The Marital Provision

Marital status does not affect the residency analysis, and therefore you are not required to divulge your status or provide information about your spouse. There is, however, a marital provision that allows an applicant who marries a North Carolina legal resident to count the length of time the resident spouse was domiciled in North Carolina for purposes of satisfying the twelve-month requirement. If you believe this provision applies to you, please complete a Residence Status Supplemental Form for the Marital Provision and submit it along with your application.

If you are applying for an applicable spousal benefit, please submit your residency application, spousal supplemental form, and supporting evidence (including spousal evidence and certificate of marriage).

The Military Benefit

Under a special provision, North Carolina and federal law requires that non-resident active duty military personnel and their eligible family members be charged in-state tuition. If you are a member of the armed services, who is on active duty, or you have a spouse, dependent child, or dependent relative of a member of the armed services who is on active duty, you may qualify for the in-state tuition rate.

Active-duty members of the armed services include those serving in the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the NC National Guard; and any Reserve Units of these military
units. Military reservists (other than those of the NC National Guard) must be on active duty to qualify for the in-state tuition benefit.

If you believe this provision applies to you, please complete the **Residence Status Supplemental Form for Members of the Armed Services and Their Dependent Relatives**. If additional information is needed, your admissions office may contact you.

If you are a member of the North Carolina National Guard, you may also qualify for in-state tuition, regardless of whether you are on active or reserve status. If you believe that you may qualify, please complete a **Residence Status Supplemental Form for Members of the North Carolina National Guard**. If additional information is needed, your admissions office may contact you.

**Spouses and Children of Deceased or Disabled Law Enforcement or Emergency Workers**

If you are a law enforcement or emergency worker who was disabled in the line of duty, or if you are the spouse or child of a law enforcement or emergency worker who was disabled or killed in the line of duty, you may qualify for a tuition waiver. If you believe that this provision applies to you, please complete a **Residence Status Supplemental Form for Spouses and Children of Deceased or Disabled Law Enforcement or Emergency Workers**. If additional information is needed, your admissions office may contact you.

**FOR MORE INFORMATION**

Contact the Office of the University Registrar at residency@unc.edu. Reference Document: [http://registrar.unc.edu/academic-services/residency/residency-guide/#RequirementsInState_ResidenceStatus](http://registrar.unc.edu/academic-services/residency/residency-guide/#RequirementsInState_ResidenceStatus)

Graduate School Residency Information: [http://gradschool.unc.edu/studentlife/resources/residency/](http://gradschool.unc.edu/studentlife/resources/residency/)

North Carolina Residency Determination Service: [https://ncresidency.cfnc.org/residencyInfo/](https://ncresidency.cfnc.org/residencyInfo/)