

# INTERNATIONAL DENTIST EDUCATION PROGRAM (IDEP)

The School of Dentistry offers qualified graduates of foreign dental programs the opportunity to earn a Doctor of Dental Surgery (D.D.S.) degree. Completion of this advanced standing educational program will allow graduates to take state or regional dental board examinations and be eligible for licensure and practice in the United States.

Students in the International Dentist Education Program (IDEP) are given advanced standing in the School of Dentistry.

The total credit hours required to award the degree is 175 credit hours. Students will transfer in 68.5 credit hours from their foreign dental school training, and complete 106.5 credit hours to meet degree requirements.

The IDEP program requires a full-time, daily Introduction Course (IDEP 5001) which consists of an innovative curriculum designed for the contemporary practice of dentistry.

The course is a hybrid course that consists of both online and hands-on learning experiences.

**(1) Online Distance Learning:** Includes didactic training with readings, videos, Powerpoints, interactive modules, projects, clinical scenarios, discussion groups, and assessments.

**(2) Hands-on Local Instruction:** includes didactic, preclinical, and clinical training consisting of small group conference discussion, preclinical laboratory projects, clinic simulation exercises, clinical patient care, and assessments.

The goal of the course is to assess students' current dental skills, knowledge, and values and ensure students attain a high level of proficiency in each of the dental disciplines.

The IDEP 5001 course is followed by full integration into the traditional dental school program in the summer of the DS2 year of the undergraduate dental program.

## Admissions Requirements

The application requirements for the IDEP are a dental degree from a foreign country; official course-by-course dental school transcript evaluation (ECE) with a minimum cumulative GPA of 2.5; INBDE or a National Board Dental Examination Part 1 and Part 2 overall score of pass; minimum Test of English as a Foreign Language (TOEFL) examination score of 92 (Internet-based or Home Edition iBT, accepted but NOT the My Best Scores); three letters of evaluations; and completion of the ADEA CAAPID application.

- Information about admission and application requirements is detailed on the School of Dentistry website (<https://www.uthscsa.edu/academics/dental/programs/international-dentist-program/>).
- Additional information about the IDEP can be obtained by contacting the IDEP office through e-mail at: IDEP@uthscsa.edu.
- \*National Board Exams taken after January 1, 2012, will have scores reported as pass/fail. A passing score will be required for those applicants whose scores are reported as pass/fail.

## Junior Year - Group A

Third Year	Units	
	Semester I	Semester II
DIAG 7036 Radiographic Interpretation <sup>1</sup>	1	
DIAG 7052 Geriatrics <sup>1</sup>	1.5	
DIAG 7055 Oral Medicine <sup>1</sup>	2.5	
EMSP 7001 Basic Cardiac Life Support	0	
ENDO 7041 Junior Endodontics Lecture	1	
GEND 7026 Practice Administration <sup>1</sup>	2.5	
ORTH 7073 Junior Orthodontic Lectures And Case Analysis <sup>1</sup>	1	
PERI 7059 Implantology <sup>1</sup>	1	
PERI 7081 Periodontics	1.5	
PHAR 7009 Pharmacotherapeutics	1.5	
PROS 7018 Fixed Prosthodontics <sup>1</sup>	1	
PROS 7091 Removable Partial Denture Prosthodontics Lecture <sup>1</sup>	0.5	
PROS 7095 Complete Dentures Lecture <sup>1</sup>	1	
RESD 7010 Operative Dentistry Lecture	1.5	
COMD 7031 Professional Ethics	0.5	
DIAG 7036 Radiographic Interpretation <sup>1</sup>	1	
DIAG 7052 Geriatrics <sup>1</sup>	1.5	
DIAG 7055 Oral Medicine <sup>1</sup>	2.5	
GEND 7026 Practice Administration <sup>1</sup>	2.5	
ORTH 7073 Junior Orthodontic Lectures And Case Analysis <sup>1</sup>	1	
PERI 7059 Implantology <sup>1</sup>	1	
GEND 7002 Preparing for Special Care Dentistry	1	
PROS 7018 Fixed Prosthodontics <sup>1</sup>	1	
PROS 7091 Removable Partial Denture Prosthodontics Lecture <sup>1</sup>	0.5	
PROS 7095 Complete Dentures Lecture <sup>1</sup>	1	
<b>Total Units in Sequence:</b>	<b>19</b>	

## Junior Year- Group B

Third Year	Units	
	Semester I	Semester II
COMD 7050 Preventive Dentistry Clinic <sup>1</sup>	1.5	
ENDO 7043 Endodontics Clinic <sup>1</sup>	1	
GEND 7001 General Dentistry Clinic <sup>1</sup>	4	
INTD 7020 Clinical Patient Management <sup>1</sup>	4	
OSUR 7051 Oral & Maxillofacial Surgery <sup>1</sup>	4	
PEDO 7091 Pediatric Dentistry Clinic <sup>1</sup>	2	
PROS 7019 Fixed Prosthodontics Clinic <sup>1</sup>	4.5	
PROS 7092 Removable Partial Dentures Clinic <sup>1</sup>	1.5	
PROS 7099 Complete Dentures Clinic <sup>1</sup>	2.5	
RESD 7011 Operative Dentistry Clinic <sup>1</sup>	4.5	
COMD 7050 Preventive Dentistry Clinic <sup>1</sup>	1.5	

ENDO 7043 Endodontics Clinic <sup>1</sup>	1
GEND 7001 General Dentistry Clinic <sup>1</sup>	4
INTD 7020 Clinical Patient Management <sup>1</sup>	4
OSUR 7051 Oral & Maxillofacial Surgery <sup>1</sup>	4
PEDO 7091 Pediatric Dentistry Clinic <sup>1</sup>	2
PROS 7019 Fixed Prosthodontics Clinic <sup>1</sup>	4.5
PROS 7092 Removable Partial Dentures Clinic <sup>1</sup>	1.5
PROS 7099 Complete Dentures Clinic <sup>1</sup>	2.5
RESD 7011 Operative Dentistry Clinic <sup>1</sup>	4.5
SELC 7128 Summer Patient Treatment	0
<b>Total Units in Sequence:</b>	<b>29.5</b>

<sup>1</sup> A single grade at the end of the year is given for courses that extend through both semesters.

## Junior Clinic Rotations

All junior dental students enhance their clinical experiences by participating in several School of Dentistry and off-campus required clinical rotations including the following. These are subject to change based on community availability.

- Oral Surgery
- Oral Medicine Radiology
- Dental Emergency
- Geriatrics
- Pediatric Dentistry
- Periodontics

## Senior Year - Group A

### Fourth Year

	Units	
	Semester	Semester
	I	II
COMD 8014 Oral Health Care System	1	
COMD 8032 Jurisprudence	0.5	
GEND 8026 Practice Administration <sup>1</sup>	1.5	
GEND 8078 General Dentistry Seminar <sup>1</sup>	2	
PERI 8015 Periodontics	0.5	
PROS 8001 Dental Implantology	0.5	
GEND 8026 Practice Administration <sup>1</sup>	1.5	
GEND 8078 General Dentistry Seminar <sup>1</sup>	2	
RESD 8051 Senior Esthetic Dentistry	0.5	
<b>Total Units in Sequence:</b>	<b>6.5</b>	

## Senior Year - Group B

### Fourth Year

	Units	
	Semester	Semester
	I	II
GEND 8077 General Dentistry Clinic	24	
GEND 8077 General Dentistry Clinic		24
<b>Total Units in Sequence:</b>	<b>48</b>	

## Senior Clinical Rotations

All senior dental students enhance their clinical experiences by participating in several School of Dentistry and off-campus required clinical rotations. These are subject to change based on community availability.

## Doctor of Dental Surgery (D.D.S.) Objectives/Program Outcomes

1. Students will be able to provide oral health care within the scope of general dentistry, demonstrate the capacity to lead oral health care teams, and collaborate with other health care providers.
2. Students will be able to manage the oral health care of infants, children, adolescents and adults, the unique needs of women, the elderly and patients with physical, cognitive, emotional or developmental challenges.
3. Students will be able to integrate biomedical knowledge, best quality research, clinical expertise and patient values to provide evidence-based oral health care, including critical appraisal of new treatment methods.
4. Students will be able to provide ethically and socially responsible oral health care in compliance with the laws and regulations governing the practice of dentistry, and use psychosocial, behavioral and patient centered approaches to provide oral health care for diverse patient populations within contemporary models of health care delivery and in multicultural work environments.

## Program Policies Academic Standards

The academic standards for successful completion and grade assignment shall be established by the department or ad hoc committee under which the course is administered. In arriving at a final grade, consideration will be given to written, oral, and practical examinations, as well as clinical performance when applicable. Factors such as performance under stress, integrity, initiative, interpersonal relations, and personal and professional characteristics will also be considered. A passing grade will not be awarded to a student whose performance in these areas is unacceptable.

The academic standards can be accessed on the School of Dentistry intranet; and at the beginning of an academic year, all students will be reminded of their existence and location.

## Final Grades

A final grade shall be reported after completion of a course as:

Letter Grade	Description
A	Excellent
B	Good
C	Satisfactory
D	Poor
F	Failure in a graded course or failure to successfully complete an ungraded course
CR	Satisfactory completion of a required course for which no letter grade is given

EX	Other Symbols Used on Transcripts
I*	Exemption
W**	Incomplete. Not a final grade.
	Withdrew

\* This grade is assigned by the course director when the student's reason for failure to satisfactorily complete all required work is acceptable. A grade of "I" must be corrected with in a year or by a specified time approved by the Academic Performance Committee.

\*\*Recorded when a course is dropped before grade assignment.

## Credit Hours and Grade Point Average

One [1] semester hour credit is given for each:

- 16 clock hours of lecture or conference
- 48 clock hours of technique laboratory
- 64 clock hours of clinic

Grade point average is calculated in the standard manner with the following weight assigned to grades:

Letter Grade	Grade Point Average
A	4
B	3
C	2
D	1
F	0
CR	Not used in calculation of GPA

## Midyear Progress Reports

Final grades awarded at midyear will be submitted to the University Registrar and the Associate Dean for Academic, Faculty and Student Affairs for each student enrolled in a course when that course has been completed.

## Academic Warning

1. An academic warning is an official communication between the Associate Dean for Academic, Faculty and Student Affairs and the "at risk" student. Academic warning is a courtesy to the student, allowing for supportive dialog between the student and the School of Dentistry's administration.
2. Academic warning is offered only at midyear. A student will receive an academic warning from the Associate Dean for Academic, Faculty and Student Affairs for achieving a grade point average less than 2.0 for either Group A or Group B courses completed during the fall semester.
3. An academic warning, unto itself, does not require prescribed action on the part of the student. It is expected that the student who has received an academic warning will correct midyear academic deficiencies by the end of the academic year.

## Academic Probation

1. In addition to other reasons, a student receiving a final grade of "F" in a course at any time during the academic year will be placed on academic probation.

2. A student who is on academic probation is prohibited from graduation or promotion to the next academic year. Academic probation must be corrected, therefore, before the student may advance or graduate.
3. Unless the student is dismissed, a student will remain on academic probation until all academic deficiencies are corrected.
4. Once on academic probation, the student has a required timeline to improve his/her academic deficiencies. If not corrected in the prescribed amount of time, the student will be considered for dismissal.

a. Except for senior students, the Academic Performance Committee does not recommend actions for correction of academic deficiencies until the end of the academic year when the student's entire academic record can be considered. For senior students, the Academic Performance Committee will recommend actions for correction of academic deficiencies as soon as it is notified that a senior has failed a course or has received an "I" grade.

### b. Criteria

- i. A student will be placed on academic probation if he/she meets one or more of the following conditions:

1. Receipt of a final "F" grade in any course at any time during the academic year.
2. Receipt of a GPA less than 2.0 in either Group A or Group B courses of a year's curriculum, unless the student is dismissed.

### c. Removal from Academic Probation Status

- i. A student is recommended for removal from academic probation once all academic deficiencies have been corrected. The Academic Performance Committee recommends specific methods for students to improve their academic records:

1. The remediation of specific courses.
2. The repetition of the academic year in its entirety.
3. The establishment of an altered curriculum.

- i. A student no longer on academic probation is eligible for promotion to the next academic year or for graduation.

- ii. If the student does not improve his/her academic record in the prescribed time period to allow removal from academic probation status, the student will be considered for dismissal.

## Recommendations for Specific Academic Situations

1. Correction of an "F" Grade Deficiency. In an effort to help a student correct an "F" Grade Deficiency in one or more courses, the Academic Performance Committee may recommend one of the following courses of action:
  - a. Remediation of the course or courses for which an "F" grade has been assigned. Since failure to successfully remediate

places the student in a category for academic dismissal, a student may elect to repeat the academic year in its entirety even though remediation has been recommended.

- i. A course director will not initiate a remediation program for a student unless remediation has been recommended by the Academic Performance Committee.
- ii. Remediation for senior students may be scheduled during the academic year, but all other remediation will be scheduled during a specified period in the summer.
- b. Repetition of the academic year in its entirety. If remediation is not recommended by the Academic Performance Committee, the student must repeat the academic year in its entirety.

## 2. Correction of a Grade Point Deficiency

a. A student receiving a GPA below 2.0 in Group A and/or Group B courses of a year's curriculum will be considered for dismissal. However, after reviewing the student's academic record and considering any extenuating circumstances, the Academic Performance Committee may recommend one of the following actions in lieu of dismissal:

- i. Remediation of one or more courses [F and/or D grades] designated by the Committee which will help raise the deficient GPA to 2.0 or above.
  - 1. Since failure to successfully remediate a deficient GPA places a student in a category for academic dismissal, a student may elect to repeat the academic year in its entirety even though remediation has been recommended.
  - 2. The remediation program will be designed by the course director.
  - 3. Remediation for senior students may be scheduled during the academic year, but all other remediation will be scheduled during the summer.
- ii. Repetition of the academic year in its entirety. If remediation is not recommended by the Academic Performance Committee, the student must repeat the academic year in its entirety.

## 3. Failure to Successfully Remediate or Repeat Year

a. The Academic Performance Committee will review the student's academic record and consider any extenuating circumstances before making a recommendation for dismissal. Only in exceptional circumstances will the Academic Performance Committee recommend another correction program in lieu of dismissal. *No student is allowed to repeat an academic year more than once.*

### Final Grade for Course Remediation/Repetition

- i. A grade of "C" is the highest grade that can be achieved in the remediation of a course. Following remediation of a course, the grade assigned will be the grade ("C", "D" or

"F") achieved by the student as set forth in the academic standards of the remediation course.

- ii. Following repetition of a course during repetition of an academic year in its entirety, the grade assigned will be the grade achieved by the student as set forth in the academic standards of the course.
- iii. All grades achieved by a student in a course (i.e. original, remediation, repetition) will appear on the official transcript, but only the most recent grade achieved will be used in calculating the grade point averages.
- iv. Calculation of GPA Following Course Remediation or Repetition of the Year

1. **"F" Grade Deficiency [REMEDIATION]:** The grade achieved by the student in remediation of an "F" grade in a course is the grade that will be used in calculating the Group A or Group B GPA for the academic year and the overall GPA; however, both grades for the course will appear on the final transcript.

2. **"F" Grade Deficiency [REPETITION OF YEAR]:** The grades achieved by the student in all courses in the repetition of the year in its entirety will be the grades used in calculating the Group A and Group B GPA's for the academic year and the overall GPA; however, the previous grade or grades achieved in each course will also appear on the final transcript.

3. **Grade Point Deficiency [REMEDIATION]:** The grade achieved by the student in remediation of a course in an attempt to correct a deficient Group A or Group B GPA (less than 2.0) is the grade that will be used in calculating the Group A or Group B GPA for the academic year and the overall GPA; however, both grades for the course will appear on the final transcript.

4. **Grade Point Deficiency [REPETITION OF YEAR]:** The grades achieved by the student in all courses in the repetition of the year in its entirety will be the grades used in calculating the Group A and Group B GPA's for the academic year and the overall GPA; however, the previous grade or grades achieved in each course will also appear on the final transcript.

## Dismissal

- 1. A student can be considered for dismissal from the school for academic deficiencies or violation of including but not limited to the School of Dentistry Professionalism Expectations ([http://catalog.uthscsa.edu/dentalschool/idep/Expectations\\_Professionalism\\_4th.docx](http://catalog.uthscsa.edu/dentalschool/idep/Expectations_Professionalism_4th.docx)). The Academic Performance Committee is responsible for considering students for academic dismissal.
- 2. Academic Dismissal
  - a. An option to appear before the Academic Performance Committee will be extended to the student before a vote is

taken to recommend academic dismissal. The purpose of the appearance is to inform the committee of extenuating circumstances which may have contributed to the student's performance. The student may request that other appropriate verbal and/or written testimony regarding these circumstances be presented at this meeting. Only members of the committee will be present when the vote for dismissal is taken.

- b. A student will be considered for academic dismissal if s/he meets any of the following conditions:
  - i. Receipt of a GPA less than 2.0 in either Group A or Group B courses of the year's curriculum.
  - ii. Receipt of a GPA less than 2.0 in either Group A or Group B courses of the year's curriculum after completing summer remediation or repetition of the academic year in its entirety.
  - iii. Unsuccessful attempt to remediate a course or courses for which an "F" grade has been given.
  - iv. Receipt of an "F" grade for a course or courses during the repeat of an academic year.
- c. Disciplinary Dismissal and Probation
  - i. Violation of but not limited to the School of Dentistry Professionalism Expectations ([http://catalog.uthscsa.edu/dentalschool/idep/Expectations\\_Professionalism\\_4th.docx](http://catalog.uthscsa.edu/dentalschool/idep/Expectations_Professionalism_4th.docx)) concerning standards of conduct which compromise professional integrity and/or competence may make a student eligible for academic dismissal. Procedures for dismissal will be governed by the academic dismissal process above (2.a.)
  - ii. If not dismissed, a student may be placed on disciplinary probation. While on probation, any academic failure or professionalism relapse will be grounds for dismissal.

## Honors

### Graduation with Distinction in Dental Education

The School of Dentistry contributes to the national effort within the dental education community to increase students' awareness of the academic arm of the profession. The school also works to enhance awareness of career options in teaching, scholarship and academic administration. All of these efforts are extended to dental students through the Teaching Honors Program (THP). This program provides The University of Texas at San Antonio School of Dentistry students with teaching and educational planning experiences and provides a way for them to learn about academic careers.

Gaining the Distinction in Dental Education recognition is reserved to students who complete additional enrichment coursework that immerses them into a world of teaching and academics. Students will have discussed career choices with faculty, participated in fundamental teaching practices, taught in classroom, lab and clinical settings, and participated in academic fellowship opportunities.

### Description of the program

In order for a dental or dental hygiene to graduate with the *Distinction in Dental Education* requires a student in good academic standing to complete selective courses unique to the Dental Education Teaching Honors Program. Throughout the dental and dental hygiene program, students progressively participate in faculty mentoring activities,

acquire and apply teaching fundamentals needed for teaching in dental education. As senior students, in both dental and dental hygiene programs, participate in peer learning projects such as posing as "faculty for the day" where students use their previous knowledge and acquired skills to experience a day as an academician. The Director(s) for the School of Dentistry's Teaching Honors Program monitors all students who wish to have the "*Distinction in Dental Education*" appear on their diploma and transcript and will need to submit supporting materials verifying completion of the activities and goals of the program. This includes verification of the core and enrichment selectives. Copies of all scholarly materials produced by student (i.e. abstracts, posters, manuscripts, evaluation forms, submission of assignments in the learning management system, or verified by faculty/mentor) shall be submitted to course director(s). Upon completion of all activities, the course director(s) will review all projects, and presentations for completion, and determine if graduating students have achieved "*Distinction in Dental Education*". This list will be shared with the Office of Academic Affairs in the School of Dentistry. The course director(s) will also compile these names and share with the registrar's office for conferring.

### Graduation with Distinction in Research

The School of Dentistry recognizes individual student investigators who, in addition to completing their clinical dental program, have acquired research skills and accomplished significant research activity. The long-range goal is to foster scholarship and critical thinking, add to the body of scientific information and facilitate recruitment of students into dental research careers.

Gaining Distinction in Research Honors is limited to dental students who have demonstrated unusually significant scientific accomplishments. Students will have worked under the mentorship of an active scientist, prepared a research proposal, completed the research project, analyzed and presented the results at local and national research meetings and prepared a report for approval by the Dental School Research Committee.

### Description of the Program

The *Distinction in Research* Program requires that a student in collaboration with a suitable faculty mentor completes a research project and prepares an original extended abstract that is suitable for incorporation into a peer-reviewed publication. The students should have played a significant role in the research project and will typically be listed as first author on an abstract and listed as a co-author on a peer-reviewed manuscript resulting from the research. The Director for Research and Associate Dean for Academic Affairs will monitor the program and bring candidates for consideration to the attention of the Dental School Research Committee. The Research Committee will review all applications and make recommendations to the Dean regarding the designation of the "Distinction" status for the students concerned. Students participating in the *Distinction in Research* Program are strongly encouraged to enter various Student Research competitions as part of their training experience. These include but are not limited to the Hinman Research Symposium competition, the American Association of Dental Research(AADR) Warner-Lambert Hatton Award, the AADR Caulk/Dentsply competition, the International Association for Dental Research/Colgate Research in Prevention Travel Award and the Block Travel Award.

### Faculty Responsibilities

- 1. It is the responsibility of the faculty to administer examinations in such a manner that student performance accurately reflects

individual levels of knowledge and ability. Methods for achieving this objective may include:

- a. New exams each year with totally new, or majority of new questions, or similar questions but in a new format or with new distractors.
- b. Randomized assigned seating of students in lecture rooms or laboratories.
- c. Multiple forms of the same examination. (Three forms of the examination are recommended.)
- d. Oral or essay examinations or components of examinations.
2. It is the responsibility of every faculty member to be aware of and comply with the rules and regulations of the health science center delineated in the procedures and regulations governing Student Conduct and Discipline. In carrying out their responsibility for ensuring fair examinations and honesty on the part of all students, the faculty must comply with the following policies on examinations:
  - a. Proctor all written examinations. (three or more are recommended.) Proctors shall be present and observant throughout the examination.
  - b. Proctor all practical examinations. (Two or more faculty proctors are recommended for each School of Dentistry MD multidiscipline laboratory – one for each bay.) Proctors should actively proctor throughout the examination and not engage in conversation with others, to avoid creating a distraction for students in the examination.
  - c. Ensure that examinations are conducted in a quiet, comfortable atmosphere.
  - d. Take immediate corrective action, as deemed necessary, to guarantee that the integrity of the examination is not compromised in case of observed violations of examination policies. Corrective action may include collecting examination papers or projects and/or relocating students.
  - e. Report student misconduct or failure to follow instructions during examinations to the Course Director. If the misconduct falls under specific items in the course syllabus, the consequence as defined in the syllabus will be applied. If misconduct does not fall under specific items in the syllabus and is verified at the department level, it shall be reported to the Associate Dean for Academic, Faculty, and Student Affairs (AFSA) in compliance with procedures and regulations governing Student Conduct and Discipline of the health science center and policies of the SOD.
  - f. Schedule and conduct reexaminations whenever there is sufficient evidence to believe an examination has been compromised.
  - g. Maintain tight security during preparation, proofing, faculty review, printing, transporting, and storing of examinations. Examination questions stored on computer also must be protected from unauthorized access.
  - h. Ensure that students who ask questions during an examination are not given unfair advantage over other students if responses to questions are given. It is suggested that a policy be followed of

not answering questions relative to interpretation of examination questions.

- i. Identify casts, teeth, or other items to be used in practical examinations in a manner to preclude students from substituting items prepared prior to the examination.
- j. Monitor students who need to leave the room during examination.
- k. Course syllabi should be made available to students 24 hours in advance, but no later than the first class meeting of the semester. After the first class, no changes can be made to the syllabus except for changes to logistical information or those that benefit the student. If the logistical information is changed, the updated syllabus must be posted within 48 hours so that it remains current.

## Student Responsibilities

1. It is the responsibility of every student to be aware of and comply with rules and regulations of the health science center delineated in the procedures and regulations governing Student Conduct and Discipline. In carrying out their responsibilities and ensuring fair examinations and honesty on the part of all students, students must follow these policies:
  - a. Except when specifically authorized to do so, students shall not use notes, books, manuals, models, audio tapes, or any other items or sources of information (cell phones, electronic ear buds or headphones, smart watches, watches or other electronic communication devices). During written examinations, such items must be left in a designated area of the examination room or, preferably, not brought into the room. During examinations in MD laboratories, these items shall be placed in closed cabinets.
  - b. Students shall not communicate with other students in any manner, i.e., verbally, in writing, by visual signals or code, etc., during written or practical examinations.
  - c. Before beginning an examination, students should be prepared to complete the examination and ensure the privacy computer screen is used. If a student must leave the room temporarily while an examination is in progress, the student's examination materials and computer shall be collected and held by a faculty proctor. Ordinarily, no more than one student will be permitted out of the examination at any one time. The student may not converse with another student or refer to reference material while out of the room.
  - d. If a student needs to do something outside the established protocol during a practical examination, such as unscrew or loosen a practical tooth or borrow an instrument, a proctor should be called for assistance and verification.
  - e. Students must refrain from all activities that detract from a quiet testing environment.
  - f. Students must take reasonable precautions to ensure that responses to examination questions or projects cannot be seen by other students.
  - g. Students must turn in their examination papers and practical examination projects promptly at the termination of an

- examination period, unless specifically instructed to do otherwise.
- h. Students are expected to report any observed violation of these examination policies, or any other act they believe may compromise a fair examination process, to the course director or to the Assistant Dean for Students.
  - i. Students are expected to maintain the highest integrity during the examination.
  - j. If testing is in an electronic format, students must adhere to the specific policies governing those exams. Policies will be updated and sent to the students at the beginning of the new academic year.
2. It is also the responsibility of every student to request accommodations under the Americans with Disabilities Act (ADA) should be needed. The School of Dentistry does comply with the provisions set forth by the Americans with Disabilities Act (ADA) and the ADAAA. A qualified individual with a disability requesting accommodation must submit the appropriate request for accommodations under the Americans with Disabilities Act (ADA) as amended. Students must submit a Student/Resident Request for Accommodation under the American with Disabilities Act (ADA), form ADA-100, to the Office of Educational Support Services. However, the School of Dentistry does not allow testing accommodations for preclinical or clinical skills testing. Skill tests are structured to simulate the general practice of dentistry.

#### Official Policies On Student Responsibilities for ExamSoft/Examplify Exams/Quizzes

- 1. Students should run the "Official Mock Test" and take care of technical troubleshooting issues through ExamSoft® customer service BEFORE coming to the test. Password for the mock test is "Mocktest1".
- 2. If there is a computer problem, it is the student's responsibility to address that issue before coming to the exam, including getting a loaner replacement computer and downloading the exam to that computer. The student can call IMS at **567-7777 Option-3** or go to the Audiovisual/Teaching Support Services Department on the first floor of the Academic Learning and Teaching Center. If the student receives a loaner replacement computer but has already downloaded the exam/quiz to the broken computer, the student needs to notify the faculty/Jason Sandlin as soon as possible and request a second download of the exam to be given on the loaner computer.
- 3. Students must come to the exam/quiz having downloaded the test. No downloads are allowed at the exam. **It is the student's responsibility to make sure that their computer is 100% charged and has a privacy screen on. They will not be allowed to start the exam if they do not have the reflective screen protectors on their laptop.**
- 4. Students **MUST** report to take the exam at least **10 minutes** before the exam. They should go to the restroom before the exam. If a student needs to use the restroom during the exam, **ONLY 1 student at a time is allowed**.
- 5. Students will only need their laptops and a pencil to take the exam. All other personal belongings, including but not limited to backpacks, **ALL** electronic devices, jackets, hats, etc. must be placed in the **FRONT/SIDE** of the room. Again, no electronic devices (including but not limited to watches, ear buds, head phones, calculators, pens, glasses, phones, etc.) are allowed at the desk except your laptops

ready to take the exam. **All cell phones must be turned off prior to taking your seat.** If a cell phone or an unauthorized electronic device is found in a student's possession, the proctor will close your computer and alert the course director and Dr. Stefanie Seitz, Associate Dean for Academic, Faculty, and Student Affairs (AFSA) **immediately, and the student will get a zero.** No exceptions.

- 6. No food or drinks are allowed in the exam room. Allowing water bottles is up to the discretion of the Course Director.
- 7. Students should close all programs and then launch Examplify and be ready to input the password **BEFORE** exam/quiz time. There should be no notes or textbooks or PowerPoints open. When the password is given, students must type the password and begin the exam **immediately**.
- 8. A proctor will then hand out a blank note sheet. Students **MUST** write and sign their names on the blank note sheet and return it to a faculty member (even if unused) before exiting the exam room.
- 9. Students can use "Notes/Question Feedback" if enabled, to type notes to themselves or notes to the faculty, including challenges. If the note is for the faculty, students need to check the "Request review of feedback" box if enabled and which is at the discretion of the course director to enable these options.
- 10. If students arrive late to the exam, they will be instructed that they do not get extra time to upload their exam. Their exam will be uploaded at the same time as the other students upload deadline.
- 11. Exams/quizzes attempted to be uploaded after the upload deadline will not be accepted unless it is due to circumstances outside the student's control.
- 12. Students **MUST** show the exam proctor the green checkmark signifying a successful exam upload and hand in the blank sheet of paper before exiting the exam. Successful upload of the exam is the students' responsibility. Failure to upload the exam properly and on time may result in a loss of point(s), which is at the discretion of the course director. Failure to turn in the scratch paper may result in a loss of point(s). See the example below of the "Green Screen".

#### Policy Statement:

1. **Online Absence Report:** If a student misses an exam/PA/quiz in class, they are required to submit an online absence report to notify the instructor and provide a valid reason for their absence the day. The online absence report must include the date of the missed evaluation and a brief explanation for the absence.
2. **Doctor's Note Requirement- Exam/PA/Quiz:** The student must submit a valid doctor's note within 48 hours of a missed exam or progress assessment. The doctor's note should be on official letterhead, include the healthcare provider's contact information, signature, and specify the date(s) of the medical condition.
3. **Approval for Makeup Exam/PA/Quiz:** The Dean's office will review the online absence report and doctor's note (for exams and PA's) to determine the validity of the absence. If the absence is considered valid, the student will be eligible to make up the missed evaluation during the student's unscheduled time.
4. **Makeup Scheduling:** The instructor will schedule a makeup. The student will be informed of the makeup date, time, and format by the instructor or department. A different format may be used for the makeup. (i.e. oral, fill-in-the-blank, essay)
5. **Failure to Comply:** Students who fail to submit the required online absence report or provide a valid doctor's note (exam or PA) within the specified timeframes will not be eligible for a makeup. In cases

of unexcused absences, students will receive a grade of zero for the missed evaluation.

## Requests to Change Schedule of Examinations

The official dates and times of all examinations are published in the final Class Schedules (<http://uthscsa.edu/fsprec/schedules.asp>) after consultation with course directors and representatives of all classes. Students or the course director may initiate requests for changes in the schedule of examinations. All requests should be submitted to the Office of the Associate Dean for Academic, Faculty and Student Affairs, as applicable.

A request to move an examination to a later date must be submitted at least two weeks prior to the original date of the examination. A request to move an examination to an earlier date must be submitted at least two weeks prior to the proposed date of the examination.

All requests for changes to the examination schedule published in the final Class Schedule must be accompanied by:

1. A written reason for the move that must be compelling and academically sound.
2. A written statement from the course director stating he/she is in agreement with the change.
3. The Associate Dean for Academic, Faculty and Student Affairs (AFSA), as applicable will review the request and can approve it if the following requirements have been met. A vote/survey will be conducted by the office of AFSA.
  - a. The request has been submitted within the guidelines.
  - b. The reason for the move is valid.
  - c. No member of the class present and voting opposes moving the examination to an earlier date; or, 90 percent of those voting are in favor of moving it to a later date.
  - d. An appropriate classroom is available at the proposed time.

## Academic Performance Committee

Seven full-time faculty members with at least five having primary appointments in the School of Dentistry are appointed to the committee.

The responsibility of this committee shall be to recommend to the Associate Dean for Academic, Faculty and Student Affairs appropriate action regarding the academic/ professionalism/ performance of students. Recommendations of this committee shall be based on established criteria set by the Faculty Council and may include promotion, academic warning, academic probation, an altered curriculum, remediation, repeat of the academic year or dismissal.

Chair – The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic, Faculty and Student Affairs, with approval from the Dean. Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee. Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings. The term of office shall be for three years.

## Academic Grievance Policies

### Due Process Grade Assignment Disagreement

A student wishing to appeal the assignment of a grade must submit her/his grievance to the course director within seven (7) business days of

the grade assignment. The appeal mechanism for challenging a grade is limited to: (1) possible clerical errors in calculating or recording a grade, or (2) allegation of mistakes or unfairness in application of the published academic standards in the assignment of a grade. It is the responsibility of the student to substantiate her/his assertion that an incorrect grade has been assigned.

If the student's concerns are not resolved after a meeting with the course director, the student may submit a written appeal to the appropriate department chair. The written appeal must be made within seven (7) business days of the student's meeting with the course director and must contain information to substantiate the assertion that an incorrect grade has been assigned.

If the disagreement is not resolved at the departmental level, the student may submit a written appeal to the Dean of the School of Dentistry within seven (7) business days of the departmental decision. If the Dean agrees to review the matter, he/she will review only that the appeal process was conducted appropriately. This School of Dentistry policy supersedes any other grievance policies, and decisions made in this process are final.

### Appeals Process

1. A student may appeal an Academic Performance Committee decision that recommends a) remediation, b) repetition of the year or c) academic dismissal. The student submits written notification of his/her desire to appeal to the dean's office. This written request must be received by the dean's office within five days following the student's receipt of the written notification of the Academic Performance Committee's recommendation.
2. If the dismissal is due to a lack of professionalism and the student's behavior prohibits others from participating in the educational mission of the Institutions, the School of Dentistry reserves the right to preclude the student from engaging with other students. Other arrangements will be made to ensure the student is able to continue coursework.
3. The dean will consult with appropriate individuals and render a decision to uphold or overturn the Academic Performance Committee decision. The student will receive written notification of the dean's final decision.

## Student Concerns

Various mechanisms are available at all levels for student input regarding their concerns. Individuals and groups who respond to these concerns include course directors, advisors and the Associate Dean for Academic, Faculty, and Student Affairs. Procedures for grievances can be found in the General Section of the Catalog.

Once a month, the Dean of the School of Dentistry and Associate Dean for Academic, Faculty, and Student Affairs meet with the presidents and vice presidents of all classes. Student liaisons for each course will meet with the respective course director as needed. Town hall meetings are held quarterly for each class. Students can voice concerns through the Voice-your-opinion link online.

## Student Mistreatment

Mistreatment of students will not be tolerated. Mistreatment, intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and interferes with the learning process. Student mistreatment may take many forms all of which impact student performance. For more information, reference the institution's Student Mistreatment Policy (<http://catalog.uthscsa.edu/generalinformation/institutionalpolicies/studentmistreatmentpolicy/>).

## Student Appeals and Grievances

Student non-academic appeals and non-academic grievances are handled through established policies institution's Student Mistreatment Policy (<http://catalog.uthscsa.edu/generalinformation/institutionalpolicies/studentmistreatmentpolicy/>).

## Clinical Attire and Grooming

An excellent dental education is dependent on the number of patients and the diverse patient needs that allow students to provide a broad scope of oral health care to a large number of patients. As this is a totally voluntary system on the patient side, it is incumbent upon the School of Dentistry to provide an environment that gives patients the confidence to come to this institution knowing they will be treated in a professional manner, by professionals, and in a safe environment. To achieve this goal, first impressions are important; therefore, all students in the School of Dentistry need to look professional in dress and grooming since patient contact can occur in many areas of the building. When students have direct patient contact in the clinics, additional issues require students to pay particular attention to clinic attire and grooming because they affect patient safety as well as their own. The clinic manual is published on the School of Dentistry Intranet site, <http://dserver.uthscsa.edu/>. The manual includes general guidelines for attire and grooming, as well as specific requirements that relate to patient and personal safety.

## Class Attendance

Students are expected to attend and actively participate in all regularly scheduled classes, laboratories, and clinical periods. The policy regarding attendance and the consequences for failure to comply is the prerogative of the course director and the department responsible for that portion of the curriculum, and will be provided in the course syllabus at the beginning of each course. It is the responsibility of the student to arrange with the faculty for making up any work that is missed.

Absences may be considered sufficient cause for issuing failing grades in courses requiring attendance.

## Missed Quiz/Exam/Progress Assessment (PA) Makeup Policy

**Purpose:** This policy outlines the procedure for making up a missed evaluation in situations where a student has been absent from class. The policy is designed to maintain fairness and accountability while accommodating legitimate reasons for absences due to medical issues.

## Reporting Absenteeism

When a student must be absent from the School of Dentistry, he/she must report their absence online (<https://fmcgi.uthscsa.edu/absence/>). The office will maintain a roster of absentees and the reported reasons for absence. The submission of an online absence form does not guarantee an excused absence.

In cases of absence during an assigned rotation or clinic, all students (including freshmen and sophomores) are responsible for contacting appropriate rotation directors immediately.

Students who will be absent from any examination must notify their course directors directly as well as complete an online student absence report.

Students are responsible for contacting course directors upon their return to school to schedule required makeup work.

It is the policy of the health science center to grant an excused absence from class attendance to a student for the observance of a religious holy day when all procedures for making the request for an excused absence have been met by the student. Absences for religious holidays must be formally approved by the appropriate course instructor(s) in advance of the actual holiday. The form (<https://students.uthscsa.edu/registrar/2013/03/forms/>) is included on the website of the Office of the University Registrar. This form shall be submitted no more than 15 days after the start of the semester.

## School of Dentistry Social Media Guidelines

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients, and visitors. Students, faculty members, and staff must comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) when using social media.

No student, staff or faculty may post, release, or otherwise disclose photos, identifiable case descriptions, images, or records related to the educational, clinical, or research activities of the school via social networking sites, non-educational blogs, message boards, Internet websites, personal e-mail, or anything other than standard professional means of query and/or dissemination.

No student, staff or faculty may post statements about the School of Dentistry community (employees, staff, students, and visitors) that are defamatory, obscene, threatening or harassing.

Failure to comply with this policy may be a violation of legal, professional, and/or ethical obligations. Violation will result in disciplinary action by the School of Dentistry up to and including reduction in professional grades, loss of clinical or pre-clinical privileges, additional HIPAA training, probation, termination of employment and/or dismissal from the School of Dentistry.

The School of Dentistry assumes no duty to monitor Internet activity but reserves the right to take appropriate action in accordance with this policy.

## Netiquette

The School of Dentistry has developed Netiquette Guidelines which align with the social media policy.

- Think twice before posting- Privacy does not exist in the world of social media. Before each posting, students are encouraged to consider how the item may reflect both on the author of the post and the School of Dentistry. Something that would not be said in person should not be posted in social media. Imagine your posting on the front page of the local newspaper.
- Strive for accuracy- Students should be certain that anything they post on a social media site is factual. The posting should be reviewed for grammatical and spelling errors, especially when posting on behalf of the School of Dentistry.
- Be respectful- Posted responses and comments should be respectful and considerate.
- Photography- Students should be aware that photographs posted on social media sites can easily be accessed by visitors to those sites. Posting unauthorized photos on a website or social media network site can result in disciplinary action.
- Rules- It is important to review the terms of service, privacy settings, and other policies of the social media network before use.

### **The University of Texas at San Antonio Social Media Policy (<https://campaigns.uthscsa.edu/social-media-guide/guidelines-policy/>)**

1. Familiarize yourself with existing The University of Texas at San Antonio's employment policies and disclaimers. All communication professionals should follow all rules and policies.
2. Do not engage in any communication or activity that is prohibited under federal, state or local laws. These laws include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA), copyright, libel and false advertising laws.
3. Do not discuss or disclose any confidential or proprietary information of The University of Texas at San Antonio, or any non-public information on social media.
4. Acknowledge and correct mistakes promptly. Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflect poorly on The University of Texas at San Antonio and may result in liability. Link directly to online references and original source materials, when possible.
5. The University of Texas at San Antonio Marketing, Communications & Media team reserves the right to edit, modify, remove or delete any content or other information or materials on official The University of Texas at San Antonio social media profiles, groups or pages. The University of Texas at San Antonio also reserves the right to delete or suspend official The University of Texas at San Antonio accounts if violations are committed.
6. Social media platforms are owned by third parties, which have their own policies and rules for operating accounts on the site and, often, specific rules for brands and businesses. It is important that account managers understand the rules or guidelines they agree to abide by in operating any account.
7. The University of Texas at San Antonio reserves the right to revise this policy at any time.

### **National Board Dental Examination Challenges**

INBDE – Students are eligible to challenge the INBDE in the summer before their senior year. The School of Dentistry policy requires students to pass the INBDE to be considered for graduation.

For the board exam, the National Board policies require students to wait 90 days between attempts. Appeals to the 90 day requirement should be directed to the Assistant Dean for Students. Candidates who have not passed may apply for re-examination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer at a test center, and electronically agreed to the confidentiality statement to start the examination. The Five Years/Five Attempts Eligibility Rule applies to examination attempts occurring on or after January 1, 2012. Examination attempts occurring prior to this date are not considered under this regulation. **ELIGIBILITY FOR RE-EXAMINATION:** Candidates must wait a minimum of 90 days between test attempts. Under the JCNDE's Five Years/Five Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. Subsequent to the fifth year or fifth attempt, candidates may test once every 12 months after their most recent examination.

### **Leave of Absence**

Students in good academic standing who wish an extended leave of absence for extenuating physical or personal reasons must submit a written request to the dean stating reasons for such a request, the period

of time involved, and intentions concerning resumption of dental studies. The dean will consider such requests on their individual merit.

Generally, a leave of absence shall not exceed one academic year. Any additional leaves of absence must be reviewed and recommended by the Academic Performance Committee and approved by the dean. The dean's office must be notified of intentions to re-enroll by the first day of April prior to the next academic year. Students who take a leave in the fall of the junior year will be required to repeat the sophomore year in order to regain the clinical skills and knowledge to provide patient care as a junior. Students who take a leave in the fall of the sophomore year will be required to repeat the first year in order to regain the pre-clinical skills to be successful in the second year.

Upon approval, the student must request and complete a Student Clearance E- Form found on the student portal and arrange to check out of either simlab or clinic.

### **Readmission**

Readmission to the freshman year requires that a student apply again according to the procedures required for first-time applicants and be accepted in competition with other applicants for that year. Readmission into the sophomore, junior or senior years is contingent upon available space in the class.

Application for readmission after a leave of absence must be in the form of a written request to the dean and must include satisfactory evidence that the condition or conditions necessitating the absence have been corrected and that the student is able to resume dental studies. The request must be submitted no later than May 1 of the year the student wishes to be reinstated. The return from leave of absence form can be found on the Registrar's website.

The policies contained in this catalog concerning attendance, leave of absence, and readmission is those in effect at the time of publication but is subject to change. Students are responsible for inquiring about changes each year.