THE DENTIST'S PLEDGE

I, as a member of the dental profession, shall keep this pledge and these stipulations.

I understand and accept that my primary responsibility is to my patients, and I shall dedicate myself to render, to the best of my ability, the highest standard of oral health care and to maintain a relationship of respect and confidence. Therefore, let all come to me safe in the knowledge that their total health and well-being are my first considerations.

I shall accept the responsibility that, as a professional, my competence rests on continuing the attainment of knowledge and skill in the arts and sciences of dentistry.

I acknowledge my obligation to support and sustain the honor and integrity of the profession and to conduct myself in all endeavors such that I shall merit the respect of patients, colleagues and my community. I further commit myself to the betterment of my community for the benefit of all society.

I shall faithfully observe the Principles of Ethics and Code of Professional Conduct set forth by the profession.

All this I pledge with pride in my commitment to the profession and the public it serves.
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Welcome to
The University of Texas School of Dentistry at Houston

On behalf of the faculty, students, staff and administration of The University of Texas School of Dentistry, welcome to the 2018-19 academic year!

_The Student Guide to Academic Studies_ is designed to help you become familiar with the policies and procedures needed to successfully navigate our curriculum. It is every student’s responsibility to learn and adhere to the information in this guide. You will refer to it often as you progress through the D.D.S. program.

As a former UTSD student myself, I can assure you that while your dental education will be challenging and demanding, it will be transforming as well. You will gain the knowledge and skills of a practitioner, one who does not simply perform procedures, but who makes a difference in patients’ lives. You will make friendships here that last a lifetime, forged as they are in the shared experience of becoming competent, caring professionals. And in the process, one of the lives you change will be your own.

I encourage you to take advantage of the many opportunities for learning and growth that will be part of your dental education. The faculty will help you, guide you, advise you, and stimulate learning, challenging you to excel in pursuit of your goals. But as with any professional education, you will set the tone of your own experience. Be inquisitive. Be open to learning. Do more than is expected. These years truly do exemplify the saying, “You get out of it what you put into it.” I can assure you that if you do, the rewards will be tremendous – not just during your time at the School of Dentistry – but lifelong.

We look forward to working with you throughout your UTSD experience and in the years to follow. Best wishes on your dental school journey!

Sincerely,

John A. Valenza, D.D.S.
Dean
William N. Finnegan III Distinguished Teaching Professor in the Dental Sciences
The *Student Guide to Academic Studies* is designed to provide students with a readily available source of information about The University of Texas School of Dentistry at Houston curriculum, academic policies, available services, and other items of interest. Analogous material regarding clinical activities is found in the *Clinic Manual*. Because this information is essential to function successfully within the curriculum, students are expected to be familiar with the material contained in the Guide and keep it available for reference throughout the year. Failure to abide by the information set forth in the Guide renders a student subject to academic or disciplinary action. Circumstances may dictate a change in the Guide in the future. If such changes occur, students will be appropriately notified. Should any additional information or clarification be required, students are encouraged to contact the Office of Student and Academic Affairs.
The University of Texas School of Dentistry at Houston
2018-2019 Operating Hours
Applies to DDS and DH Students

All Student Clinic Areas

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>7:00 am – 5:30 pm</td>
</tr>
<tr>
<td>Saturday – Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Patient Care is provided between the specified clinic hours on Monday-Friday only.*

Student Clinical Laboratory, Rooms 3120 and 3130

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>6:00 am – 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Student Preclinical Laboratory and Simulation Laboratory, Rooms 3430 and 3460

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:00 am – 9:00 pm by badge access</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 am – 5:30 pm by badge access</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>9:00 am – 5:00 pm by badge access</td>
</tr>
<tr>
<td>Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Students are individually responsible to insure that the laboratory and operatories are clean and neat. If everyone cleans up after himself or herself, the laboratory and operatories will be fully functional at all times. Students who do not clean up after themselves will be dealt with by the School of Dentistry Disciplinary Officer.

Students must insure that cleaning and maintenance personnel can adequately clean the laboratory and operatories. Students should make accommodations so this vital function can occur.

Library

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30 am – 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Sunday and Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Summer Hours

Generally May - August

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>

School of Dentistry Building Hours for DDS and DH Students

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>6:00 am – 10:00 pm</td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>9:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>Closed</td>
</tr>
</tbody>
</table>
The University of Texas School of Dentistry at Houston employs a curricular model designed to maximize the student's learning experience. There is intentional integration of the various disciplines to aid the student in assimilating the knowledge base necessary for developing a sound decision-making process and technical skills necessary in dentistry. The building blocks of this model are the various courses, laboratories, and clinics offered at The University of Texas School of Dentistry at Houston. Each course is overseen by a course director who has the responsibility of organizing the educational material contained in the course as well as the efforts of the other faculty who act as course contributors. The ultimate responsibility for each course lies with a specific department chairperson, who is usually the chairperson of the department of which the course director is also a member.

COURSE SYLLABI

All course directors will provide a written guide, or syllabus, which contains necessary information for successful completion of the course. There is a consistency in format among the course syllabi. Goals are stated for each course, describing the overall aim of the course, i.e., what the student should know, or be able to do, when the course has been successfully completed. Every course syllabus contains a list of behavioral objectives. Achievement of these objectives allows the student to reach the goals. The syllabus also contains a list of resources used in achieving the course objectives. These resources may include both media and human resources. All syllabi have a suggested study plan and state the specific requirements of the course. The suggested study plan is the most efficient way to master the information contained in the course. The requirements of a course are those specific items that must be accomplished in order to successfully complete the course. Finally, all course syllabi list the evaluation methods to be used in determining the course grade. This section states not only the type of examination/evaluation that will be administered, but also the relative weights of various other evaluation instruments, e.g., quizzes, laboratory projects, etc. The clinical course syllabi contain all of the above information, and in addition, information on competencies, criteria to achieve competency, and clinical standards of care.

ELECTIVES AND CONTINUING DENTAL EDUCATION PROGRAMS

Electives

The electives program at the The University of Texas School of Dentistry at Houston is designed to offer enrichment courses in a variety of areas beyond the scope of the required predoctoral curriculum. The electives requirement for graduation is four (4) credit hours and it is the student's responsibility to register and complete these electives prior to graduation. The list of electives currently offered can be found in Appendix A.

Registration for electives through MyUTH, Campus Solutions, will be for the entire academic year. Class #’s for each elective are furnished in the Electives Catalog, Appendix A. Elective Add/Drop dates through MyUTH are as follows:

- Fall 2018, DBEB: August 13, 2018 – August 24, 2018
- Spring 2019, DBEC: August 13, 2018 – January 15, 2019
- Summer 2019, DBEA: August 13, 2018 – June 10, 2019

All students may participate in a Table Clinic elective (5001). Each student may participate twice, but the table clinic cannot be duplicated. The number of students participating in the same table clinic may not exceed three (3). All table clinics are presented at the Greater Houston Star of the South Dental Meeting.
In order to be eligible for travel awards to attend the American Dental Association Annual Session, the student must develop and present the table clinic individually.

Honors electives will be offered to students by invitation of the individual department's course directors.

Students who wish to register for electives that are TBA (to be arranged) must contact the course director before registration to avoid conflict with rotation assignments.

Students should make certain of their interest in an elective before registering. If the description of a course is insufficient to enable a decision on enrollment, students should obtain additional information from the course director prior to registering.

Final elective grades are reported to the Registrar's Office as Pass ("P") or Fail ("F").

**Continuing Dental Education Programs**

Students attending The University of Texas School of Dentistry at Houston are required to participate in 2 approved Continuing Dental Education Programs during the third and/or fourth year of dental school. Participation in this activity helps introduce students to the concept of lifelong learning and the quality and advantages of continuing dental education. In a world that changes so rapidly, the only way to be an informed dental practitioner is through participation in high quality continuing dental education programs.

To participate in a Continuing Dental Education Program, students must register for the Program in the same manner that all other participants register. Available courses are posted on the Continuing Dental Education website [https://dentistry.uth.edu/students/continuing-education](https://dentistry.uth.edu/students/continuing-education). The P A C E C e n t e r (Suite 6130, telephone 486-4028) can assist students with registration. Students must have approval from the PACE Center to attend any Continuing Education Program. In addition, once a student has been registered to attend the program, it is their responsibility to notify the Office of Continuing Dental Education if they are unable to attend the program for any reason.

Students will attend the two Continuing Education Programs at no personal cost for the program or meals, but will be responsible for the cost of any required course materials, supplies, or equipment. The Winston Lecture scheduled in the fall semester and the Nabers Lecture (if held) scheduled in the spring will also count as continuing education courses.

Students must resolve any conflicts with scheduled examinations or special activities with required attendance prior to participation in any Continuing Education Program. Students must attend the entire course. If the program is a two-day program, they must attend all of both days.

At the completion of the course, the student must complete a "Continuing Dental Education Program Synopsis and Critique Form," have it certified by the Office of Continuing Dental Education, and return it to the Office of Student and Academic Affairs. This will serve as verification of the student's participation in the program.

Questions regarding this program, should be directed to the Office of Student and Academic Affairs (Suite 4120, telephone 486-4166), or the PACE Center (Suite 6130, telephone 486-4028).

**COURSE EXEMPTION**

Due to the advanced educational level of some students, it may be possible for such students to be exempt from certain courses.

The criteria for course exemption have been developed by each department. All decisions regarding exemptions are vested in the department and are not subject to appeal. Students who wish to apply for exemption must petition each department chair individually, in writing, and present any available documentation of successful completion of the material, e.g., transcript, national board scores, etc. Following a review of the petition, the department chair will inform the student within two weeks, in writing, of the decision regarding the student's request for exemption.

Students who are repeating an academic year must repeat the entire year, both didactic and clinical. Students will not be exempted from previously completed courses.
EXAMINATIONS AND GRADING

Examinations are administered by the course directors. The date, time and location of major exams are published in the syllabi and the student schedule. If a student does not attend an examination on the specified date and time, the student must contact the course director within five working days of the exam date. If the student cannot produce acceptable documentation for an excused absence to the Office of Student and Academic Affairs, a grade of zero (“0”) will be recorded. A student with an unexcused absence may be granted a make-up exam; however, a penalty will be applied. Students producing adequate documentation to the Office of Student and Academic Affairs will be granted an "excused absence" and a make-up exam, without penalty, may be administered by the course director. The format of the make-up exam is at the course director’s discretion and it does not have to be the same as the original exam.

All exams are required to be graded within seven days following the examination. Grades will be posted in Campus.

EXAMINATION REVIEW

The course director, at their discretion, may post an exam key for student review or schedule a review of the examination. Students who desire to individually review their course examinations must do so by arranging an appointment with the course director within 14 days of the date the exam grades were made available.

GRADE REPORTING

At the end of the course, the course director reports all final course grades to the Registrar through MyUTH. At the end of each semester, students may access their grades through MyUTH. If any course grades have not been reported, the student should contact the Course Director and the Office of Student and Academic Affairs.

Equivalent numerical grades, letter grades and performance are listed below:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Exceptional</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Above average</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>0-69</td>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>—</td>
<td>IU/IS</td>
<td>Incomplete</td>
</tr>
<tr>
<td>—</td>
<td>**</td>
<td>No grade</td>
</tr>
</tbody>
</table>

An "IU" (incomplete-unsatisfactory) will be assigned if a student fails to complete all course requirements. The "IU" will be recorded and remain until a make-up examination is taken or other course requirements are completed and a grade change is received by the Office of Student and Academic Affairs.

An "IS" (incomplete-satisfactory) may be assigned if a student presents an appropriately documented excuse to the Office of Student and Academic Affairs for failing to attend a scheduled examination, missing a deadline or failing to complete other course requirements. The "IS" will be removed when the examination or other requirements are completed and a grade change is received by the Office of Student and Academic Affairs.
Failure to remove a course grade of “incomplete” ("IU" or "IS") by the end of the following semester results in a course grade of “0". This policy applies to didactic and pre-clinical courses. It does not apply to clinical or elective courses.

Final elective grades are reported to the Registrar’s Office through MyUTH as Pass (“P”) or Fail (“F”).

**COURSE FAILURES AND REMEDIATION**

Students are required to obtain a passing grade in every course. Failure of any course during any semester or failure to maintain a passing status will result in remediation of the course, repetition of an academic year, dismissal, or other action as prescribed by the Associate Dean for Student and Academic Affairs following receipt of the recommendation of the respective Student Evaluation and Promotion Committee.

The Evaluation & Promotion (E&P) Committees, in consultation with the relevant course director(s) make, the final decision on remediation to correct a completed course failure or in some cases a grade of incomplete. Final course grades are submitted to the Associate Dean for Student and Academic Affairs and to the appropriate E&P Committee chairperson. Final grades for all completed courses are reviewed by the Committees at the close of each academic year.

Remediation may be by:

- re-examination may occur after a reasonable period of guided or independent study at the recommendation of the course director and with permission of the E&P Committee, which has overview of the student’s total performance
- successful completion of a remedial program determined by the course director and the committee

Failure of the remediation will result in the student’s case going back to the appropriate E&P committee for a determination of having to repeat the course, repeat the academic year, or dismissal from the program. Any course failure is open to one remediation attempt only. Students who are required to remediate a course failure may have a modified academic or clinical schedule, which can lead to a delayed graduation and additional tuition and fees. The Associate Dean for Student and Academic Affairs determines final course scheduling, often times in coordination with the Associate Dean for Patient Services.

If remediation is approved by the E&P Committee, the time frame for remediation of failed or incomplete courses will be established by the Course Director; however, only one attempt at remediation will be allowed.

If a student successfully remediates a course, the student will receive a grade of 70; however, the original grade will appear on the grade report along with the 70. Students receiving a grade of less than 70 for remediation will receive the failing grade. Likewise, the original grade for the course will appear on the grade report, along with the failing remediated grade. Students who are unsuccessful in their attempt to remediate a course failure will be considered for appropriate academic action by the respective Student Evaluation and Promotion Committee.

**GRADE GRIEVANCE**

If a student disputes the grade received on a course examination, it is the student's responsibility to arrange an appointment to discuss the grievance with the appropriate faculty member. The faculty retains the primary responsibility for student evaluation and assignment of grades. A faculty member's judgment in such cases is final unless there is substantial evidence of discrimination, differential treatment, or error. If, after meeting with the appropriate faculty member, the student feels that the grade grievance has not been adequately addressed, the student may appeal the grievance in writing to the Associate Dean for Student and Academic Affairs within seven working days. The Associate Dean for Student and Academic Affairs will review the case and submit a written recommendation to the Dean within fourteen working days. The Dean will respond in writing to the student's grievance within five working days. In academic issues the determination of the Dean is final and not subject to further appeal.
ESSENTIAL SKILLS FOR DENTISTS

To be successful, dentists must demonstrate cognitive skills in critical and logical/analytical thinking. Dentists must possess and demonstrate psychomotor skills (fine motor dexterity and coordination) and observational skills (vision, hearing and tactile abilities) sufficient to master the clinical procedures essential in the treatment of dental disease.

All individuals who apply for admission to The University of Texas School of Dentistry at Houston, without exception, must be able to perform essential functions. Essential functions are the basic activities that a student must be able to perform to complete the curriculum. An applicant who cannot perform the following essential functions - either with or without reasonable accommodations - will not be considered for admission*:

Communication
Students must be able to communicate effectively with patients and patient family members, peers, staff, faculty and other members of the health care team. Communication requires the ability to assess all information provided by the patient including non-verbal responses, within safety-related timeframes. Students must be able to communicate in oral and written format that is succinct, organized and complete. These communications will include assessments, prescriptions and dental record notes. Students must be able to demonstrate sensitivity to cultural, emotional and societal issues.

Sensory and Psychomotor Skills
Students must be able to gather patient information needed for a diagnosis through adequate visual, tactile, smell, and auditory senses. Students must have sufficient physical abilities and stamina to provide dental care and respond to emergency situations. Students must have the manual dexterity to execute both gross and fine motor movements required to provide dental care for their patients.

Cognitive Abilities
Students must have the cognitive abilities to master the dental curriculum, including the basic, behavioral, and clinical sciences. Students must be able to measure, calculate, reason, analyze, synthesize, integrate and apply information. In addition, students must be able to comprehend three-dimensional relationships and to understand the spatial relationships required to provide dental care. Students must be able to demonstrate critical thinking, problem solving, and decision-making skills required in the practice of dentistry.

Behavioral and Social Attributes
Students must be able to demonstrate professional behavior and function with integrity and responsibility while maintaining a high ethical standard. In addition, the students must be able to demonstrate the ability to be compassionate, empathic and tolerant. Students must be able to interact in a collegial manner and demonstrate the ability to participate in teamwork. Students must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive, and effective relationships with patients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. Students must be able to adapt to changing environments, respond appropriately to unpredictable circumstances, and to display flexibility.

Chronic Conditions
Students must not possess any chronic or recurrent illnesses such as infectious, psychiatric or substance abuse problems that would interfere with quality patient care or safety and that are not compatible with dental practice or training.
Student progress will be evaluated at least five times annually by the respective Student Evaluation and Promotion Committee. These committees are charged with reviewing student progress and recommending action to the Associate Dean for Student and Academic Affairs. The ultimate decision in matters of academic standing lies with the Dean based on the recommendations of the Student Evaluation and Promotion Committees and the Associate Dean for Student and Academic Affairs. The Student Evaluation and Promotion Committees will base its recommendations on the following academic measurements:

- Didactic performance
- Preclinical lab performance
- Clinic performance
- Course failure
- Professional and ethical conduct

END OF FALL SEMESTER EVALUATION

At the end of the Fall Semester, every student is expected to have successfully completed all courses plus all pre-clinical and clinic experiences required in the Fall Semester with a cumulative average of 76 or above. Students who fail to perform satisfactorily will be recommended for corrective action to the Associate Dean for Student and Academic Affairs by the respective Student Evaluation and Promotion Committee. These students will receive written notification defining their deficiencies and the corrective action they must take. Any student whose record or conduct indicates that they are not qualified to continue the study of dentistry will be considered for academic action that could include dismissal. A detailed explanation of "Dental Student Evaluation and Promotion Policies and Procedures" is available in the Office of Student and Academic Affairs and on the UTSD web site under Academics and then under Student Guides.

END OF YEAR EVALUATION

At the end of an academic year, to include the summer session, every student is expected to have successfully completed all courses and clinic requirements for the year with a cumulative grade average of 76 or above. In order to be considered for promotion, a student must complete the following requirements:

- Successful completion of all courses and clinical procedures for a given year.
- Maintenance of a minimum cumulative grade average of 76 for didactic courses.
- Maintenance of a minimum cumulative grade average of 76 for preclinical laboratory courses.
- Maintenance of a minimum cumulative grade average of 76 for clinical courses.
- Maintenance of acceptable professional and ethical standards.

To be promoted to the fourth year, students must meet the five requirements above, and, in addition,

- Pass Part I of the National Dental Board Examination.

Students who fail to perform satisfactorily will be recommended for corrective action to the Associate Dean for Student and Academic Affairs by the respective Student Evaluation and Promotion Committee. These students will receive written notification defining their deficiencies and the corrective action they must take. Any student whose record or conduct indicates that they are not qualified to continue the study of dentistry will be considered for academic action that could include dismissal. Meetings may be called at any time during the year to discuss a student’s record or conduct. A detailed explanation of "Dental Student Evaluation and Promotion Policies and Procedures" is available in the Office of Student and Academic Affairs.
DEAN'S STUDENT EXCELLENCE LIST

Students whose academic performance ranks them in the upper 10 percent of the class for the semester, based on the semester GPA, will be considered for the Dean's Student Excellence List.

EVALUATION FOR GRADUATION

Completion of DDS Program

Students are expected to complete the DDS Program in four academic years, Due to extenuating circumstances, including leaves of absence, repeating a year, clinical activities, and academic performance, students may need more than four academic years to complete the program. If additional time to complete the program is granted, the program must be completed in no more than six academic years from the time of matriculation. Under extremely unusual circumstances, a student may petition, in writing, for an exception to this policy. The petition must be sent to the Associate Dean for Student and Academic Affairs and is reviewed by the Evaluation and Promotion Committee.

In order to be considered for graduation, a student must complete the following:

- Successful completion, as validated by the departments, the Student Evaluation and Promotion Committees, and the Administration, of all courses and clinical procedures.
- Maintenance of a minimum cumulative grade average of 76 for didactic courses.
- Maintenance of a minimum cumulative grade average of 76 for preclinical laboratory courses.
- Maintenance of a minimum cumulative grade average of 76 for clinical courses.
- Satisfactory completion of all required competency examinations.
- Satisfactory completion of all extramural rotations.
- Satisfactory completion of a minimum of four credit hours of electives.
- Satisfactory completion of two UTSD Continuing Education courses.
- Pass Part I and II of the National Board Dental Examinations.
- Payment of all outstanding fees and return of all loaned equipment.
- Demonstrated evidence of satisfactory moral, professional and ethical behavior.

Issuance of DDS Diploma

Students who have completed all of the criteria listed above will be eligible to receive their diploma on the day of Commencement. However, if one or more of the criteria listed above is not met prior to the day of Commencement, the student will not be eligible to receive their diploma on the day of Commencement. The student’s official graduating date will be the last day of the month when all the criteria has been met. (For example, if all clinical experiences are not completed until the middle of June, then the student’s official graduating date will be June 30th). If this occurs, a new diploma with the new date must be ordered by the Registrar’s Office and the time frame for receiving the diploma will be 4 to 6 weeks after the date ordered.

APPEAL PROCESS

A University of Texas School of Dentistry (SOD) student may appeal any academic action by an Evaluation and Promotion ("E & P") subcommittee to the Associate Dean for Student and Academic Affairs, in writing, within three calendar days after receipt of notice of the academic action. The student must provide the Associate Dean for Student and Academic Affairs a "complete" appeal, which includes at least a written statement clearly explaining all rationale for the appeal and any additional documentation the student possesses that the student believes supports the student’s rationale for the appeal.

The Associate Dean for Student and Academic Affairs will refer each complete appeal to an Ad Hoc Appeal Committee ("Appeal Committee"). The Office of the Associate Dean for Student and Academic Affairs will assist by scheduling the meetings of the Appeal Committee.
° The Chair of the Appeal Committee will be selected and appointed by the SOD Committee on Committees and approved by the Faculty Senate (an alternate Chair will also be selected from among the faculty of the School of Dentistry). The Chair will preside over the Appeal Committee. The length of the Chair’s term will be three years. The alternate will preside over the Appeal Committee in the event that the Chair is unable to attend.

° The Appeal Committee will be made up of the chairs of each of the E & P subcommittees not involved in the academic action being appealed. Vice chairs of the E & P subcommittees may serve in this role in the event a subcommittee Chair is unable to participate. In addition, an additional member of the Appeal Committee will be selected by the Associate Dean of Academic Affairs from among SOD faculty. This member of the Appeal Committee cannot be the student’s faculty advisor or a member of the E & P subcommittee making the decision being appealed.

° Each of the Appeal Committee members will have one vote. In the case of a tie vote, the Chair of the Appeal Committee will vote to break the tie.

The Appeal Committee will review the student’s appeal letter and/or written statement and documentation, if any, submitted by the student, meet with the student, the student’s faculty advisor, the Chair of the E & P subcommittee taking the academic action being appealed, and other individuals at the discretion of the Chair of the Appeal Committee. The Chair of the Appeal Committee shall submit a final recommendation to the Dean within seven calendar days of the final Appeal Committee meeting. The Dean shall consider the recommendation of the Appeal Committee, may review the materials submitted to the Appeal Committee, and may interview other individuals. At his or her discretion, the Dean may meet with the student. The student will be notified of the Dean's decision within 10 calendar days after the Dean’s receipt of the Appeal Committee recommendation. The Dean's decision regarding the academic action of the E & P subcommittee is final. The results of the Appeal Committee may be shared with the Chair of the Department involved.

The student, upon written request to and approval in writing from the Associate Dean for Student and Academic Affairs, may continue academic studies while the appeal of an academic action is under review and until the student receives notification of a final decision by the Dean.

If after the appeals process is completed an academic action of dismissal is upheld, a dismissed student must immediately discontinue participating in all UTSD educational activities. All personal belongings must be removed from the UTSD facilities immediately upon following receipt of the final decision of the Dean. If the decision is to repeat the year then the student must arrange for enrollment, financial payments, registration, and the removal of any holds on their records.

The UTSD Student Evaluation and Promotion Committee consist of four subcommittees: the First Year Dental Student Evaluation and Promotion Subcommittee, the Second Year Dental Student Evaluation and Promotion Subcommittee, the Third/Fourth Year Dental Student Evaluation and Promotion Subcommittee, and the Dental Hygiene Student Evaluation and Promotion Subcommittee. Each subcommittee is led by a Chair and a vice chair.
POLICIES AND RESPONSIBILITIES

PROFESSIONALISM

Professionalism is defined as, "the conduct, aims, or qualities that characterize or mark a profession or a professional person." While these characteristics may vary from profession to profession, the practice of dentistry requires professionalism which goes far beyond basic honesty and integrity. The University of Texas School of Dentistry at Houston’s faculty and administration are dedicated to the development of professionalism in all students. The aim of the institution is to create a learning environment which offers students the opportunity to develop standards of excellence which will sustain them throughout their professional careers.

While students will be evaluated on the basis of their intellectual and psychomotor abilities, students are also required to be exemplary in their grooming, personal conduct, and relationships with faculty, peers, and patients.

The students’ responsibilities at The University of Texas School of Dentistry at Houston may be classified in five broad areas, which are as follows:

- academic performance
- academic integrity
- professional conduct
- conduct associated with The UT Health Science Center at Houston, but not directly related to academic or professional training of the student
- off-campus conduct not associated with The UT Health Science Center at Houston, which may reflect adversely on the image and reputation of The UT Health Science Center at Houston.

Every effort is made to insure that classes begin and end at the appropriate times. Generally, classes last for 50 minutes, beginning promptly on the hour and ending at ten minutes before the next hour. Students are reminded that the following behavior is considered unprofessional:

- audible signals on pagers or cellular phones during class
- talking or texting on cellular phones during class
- use of electronic devices not directly related to course presentation
- not attending class
- taking handout materials before class starts but not attending the class
- being late for class
- leaving class after the presenter has started or before the presenter has concluded
- eating food during class except when a class is scheduled at lunchtime or allowed by the instructor.
- signing in, either on attendance sheets or using a clicker device, for other students
- bringing children to class or lab or clinic

Different guidelines exist for the assurance of due process based upon whether the student difficulties are academic or disciplinary. Academic penalties result from failure to attain a required level of scholarship, professional conduct and performance. Disciplinary penalties arise from violation of prescribed institutional as well as civil and criminal codes of conduct.

Academic matters relate to academic performance and some aspects of professional conduct. Non-academic (disciplinary) matters relate to integrity, professional conduct and conduct not directly related to academic or professional training of the student.
Students who disrupt the learning of others in the academic arena will have the issue brought before the grade appropriate Student Evaluation and Promotion Committee and will be considered for academic action that could include probation or dismissal.

GUIDELINES FOR PATIENT RECRUITMENT

Students who choose to obtain patients through solicitations/requests or other postings on Craigslist, Facebook (or other social networking sites), etc., may not use UTHealth and/or the UTHSC-H logos and may not use UTHealth, UTHSC-H, University of Texas or UT School of Dentistry names without first obtaining permission from the Office of Legal Affairs and Office of Public Affairs. In the past, such permission has generally not been granted under circumstances such as these. You may not quote prices for the services in the clinic as part of the solicitation/request for patients.

You may ask persons interested in dental care to contact you, and you may, in your private email response, identify yourself by name and as a UTHealth student and then inform those persons that the work is done at the clinic, the clinic sets the fee. You may only identify UTHealth or School of Dentistry in your telephone or private email contact, not in the solicitation/request materials/ads/postings, etc.

ACADEMIC INTEGRITY

It is imperative that students maintain high standards of integrity in their scholastic endeavors. It is the responsibility of the students and faculty to see that such standards are maintained.

The Honor Pledge is designed to encourage faculty and students to reflect upon the University’s core institutional value of academic integrity. Students are asked to sign the following pledge on graded academic assignments not specifically exempted by the instructor:

I pledge that I have not given, received, or observed any unauthorized assistance on this assignment/examination.

Scholastic dishonesty involves, but is not limited to, one of the following acts: cheating, plagiarism, and collusion.

Cheating is defined as receiving unauthorized aid on an examination, quiz, paper, or laboratory project such as:

- Copying from another student’s test paper or laboratory project.
- Using unauthorized materials during a test.
- Photographing of exam, quiz, or other materials used for testing purposes.
- Possession of unauthorized material during a test such as class notes, crib notes, etc. The presence of textbooks, electronic devices, including cell phones, cameras, and/or other course material such as class notes, crib notes, etc. is prohibited for that test unless explicitly allowed by the Course Director.
- Knowingly using, buying, stealing, transporting, or soliciting, in whole or in part, the contents of an unreleased test.
- Collaborating with or seeking unauthorized aid from another student during a test.
- Substituting for another person, or permitting another person to substitute for oneself, when taking a test or performing a laboratory procedure, signing clinical patient records, class attendance records, or requisitions for supplies and materials.
- Bribing another person to obtain an unreleased test or information about an unreleased test.

Plagiarism means the appropriating, buying, receiving as a gift or obtaining by any means, another’s work and the unacknowledged submission or incorporation of it into one’s own written work and offered for credit.

Collusion means the unauthorized collaboration with another person in preparing academic assignments which are offered for credit.
In Policies

The penalty for scholastic dishonesty, as described in the Board of Regents’ Rules and Regulations, can be: disciplinary probation, withholding of transcript or degree, barring against readmission, failing grade, denial of degree, suspension from the institution for a period of time not to exceed one calendar year, or expulsion from the institution for a specific period of time not less than one year.

Suspected breaches of academic integrity will be reported to the Associate Dean for Student and Academic Affairs. Such breaches, if observed by students or faculty, are expected to be reported as soon as possible after the incident. If such charges are found to have merit, disciplinary proceedings will commence as described previously.

STUDENT CONDUCT AND DISCIPLINE

As a component of The University of Texas System and The University of Texas Health Science Center at Houston, The University of Texas School of Dentistry at Houston is responsible for enforcing the policies for student conduct and discipline as provided in the Board of Regents’ Rules and Regulations, Part One, Chapter VI, Section 3. The Associate Dean for Student and Academic Affairs of The University of Texas School of Dentistry at Houston is responsible for executing these policies. All students are responsible for knowing and observing these regulations. The complete text of the Board of Regents’ Rules and Regulations is available in the Office of the Dean and through the UT System Web site:

https://www.uth.edu/hoop/

Applicable Health Science Center policies can be found through the UTHSC-H Web site:

https://www.uth.edu/hoop/

The following is a summary of student disciplinary rules and policies:

Students are expected to abide by state and federal law, the Board of Regents’ Rules and Regulations, the policies of both the The University of Texas Health Science Center at Houston and the administration of The University of Texas School of Dentistry at Houston, and to show respect for properly constituted authority while observing correct standards of conduct. Any student must provide their name, address, and student status if questioned by a representative of The University of Texas School of Dentistry at Houston or The University of Texas Health Science Center at Houston. Violation of any of these, or a failure to maintain a minimum standard of conduct, renders a student subject to disciplinary action, including immediate suspension when appropriate.

The following actions are specifically listed as grounds for student discipline:

- engaging in conduct prohibited by law or The University of Texas System rules, whether the conduct takes place on or off campus
- appropriating UTHSC-H resources for private gain
- computer hacking
- altering official records
- cheating on course work
- defacing or destroying university property
- engaging in speech likely to invite lawless action
- hazing
- engaging in conduct that threatens the health or safety of any person on campus
- obstructing or interfering with teaching or research
- illegally using, possessing or selling drugs or narcotics on campus

Policies and procedures related to clinic conduct and discipline are found in The University of Texas School of Dentistry at Houston’s Clinic Manual.

In addition to the offenses listed, The University of Texas Health Science Center at Houston reserves the right to bring disciplinary action against students for conduct not included on the list.
The use, possession, or distribution of alcohol by individuals on the premises of The University of Texas Health Science Center at Houston is prohibited. Alcoholic beverages may be served at The University of Texas Health Science Center at Houston’s sponsored events when the sponsors comply with The University of Texas Health Science Center at Houston’s relevant policies. Students are prohibited from wearing scrubs or any clothing that displays the UTHealth or UT School of Dentistry logos.

Students have the rights of assembly and free speech and may request the Dean of The University of Texas School of Dentistry at Houston to specify places and conditions under which students and their organizations may petition, post signs, set up booths, or peacefully demonstrate. These rights and responsibilities also apply to extracurricular student activities on campus and to invited off-campus speakers while in The UT Health Science Center at Houston.

Solicitation is restricted in The UT Health Science Center at Houston. Sales and services are limited to those sponsored by organizations in accordance with the Board of Regents’ Rules and Regulations.

The Associate Dean for Student and Academic Affairs of The University of Texas School of Dentistry at Houston has the primary authority and responsibility for the administration of student discipline. It is the duty of the Associate Dean for Student and Academic Affairs to investigate allegations against students. In such cases, the Associate Dean for Student and Academic Affairs may proceed with the disciplinary process, including immediate interim disciplinary action pending a hearing, such as suspension or interim withholding of a student’s grades, degree, or official transcript.

The Associate Dean for Student and Academic Affairs may summon the student for the purpose of discussing the allegations. If the Associate Dean for Student and Academic Affairs determines that the allegations are not unfounded, the student will be notified. If a student fails to appear, hearing procedures may be implemented in the student's absence and the student may be barred from enrollment until the student appears or responds.

If the accused student does not dispute the facts upon which charges are based and executes a written waiver of the hearing procedures, the Associate Dean for Student and Academic Affairs shall assess a penalty and inform the student of such action in writing. The decision of the Associate Dean for Student and Academic Affairs may be appealed as described in the Board of Regents’ Rules and Regulations; however, the appeal is limited to the issue of penalty.

If the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial hearing officer. The accused student will be given ten days notice of the date, time, and place for such hearing and the name of the hearing officer. The notice will include a written statement of the charges and a summary statement of the evidence supporting such charges. The hearing shall be conducted such that both parties have the right to exchange lists of witnesses, provide a summary of the testimony to be given by each and a copy of documents to be introduced at the hearing at least three days prior to the hearing. Each party shall have the right to appear and present evidence in person or through a designated representative or counsel of choice. Each party or the designated representative or counsel shall have the right to cross-examine witnesses. The hearing will be recorded. If either party desires to appeal the findings of the hearing, the record will be transcribed and both parties will be furnished a copy of the transcript.

The accused student may challenge the impartiality of the hearing officer up to three days prior to the hearing; however, the hearing officer shall be the sole judge of his or her impartiality.

The hearing officer shall render and send to both parties a written decision containing findings of facts and conclusions as to the guilt or innocence of the accused student. Furthermore, the hearing officer shall assess a penalty or penalties as prescribed in the Board of Regents’ Rules and Regulations.

Both parties may appeal the disciplinary action of the hearing officer to the President of The University of Texas Health Science Center at Houston within fourteen days after notification of the decision. The President of The University of Texas Health Science Center at Houston may approve, reject or modify the decision in question or may require that the original hearing be reopened. The decision of the President of
The University of Texas Health Science Center at Houston will be communicated in writing to the student and Associate Dean for Student and Academic Affairs within 30 days after the appeal. This decision is not subject to further appeal.

Students who are placed on disciplinary or academic probation may be ineligible for financial aid.

A student neither loses the rights, nor escapes the responsibilities, of citizenship by matriculating at The University of Texas School of Dentistry at Houston. Students who violate the law may incur penalties prescribed by civil or criminal authorities and, if such violation occurs in The University of Texas Health Science Center at Houston or in connection with a school activity, institutional penalties may also be imposed, regardless of whether penalties have been imposed by civil or criminal authorities for the same offense.

Students must maintain a high standard of individual honesty and integrity in their scholastic work in order to protect the value of the academic program being pursued. The University of Texas School of Dentistry at Houston shall keep written records of disciplinary charges and actions separate from the student's academic record and they shall be treated as confidential. The contents of these records shall not be revealed except by the request of the student or in accordance with applicable state or federal laws.

The Associate Dean for Student and Academic Affairs of The University of Texas School of Dentistry at Houston or the President of The University of Texas Health Science Center at Houston may take immediate, interim disciplinary action, including suspension, pending a hearing, when the continuing presence of a student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Finally, students are expected to exhibit good moral character, a sense of social responsibility, knowledge of and adherence to ethical standards, good attitudes, and a level of professionalism usually exhibited by competent health professionals.

**PERSONAL APPEARANCE**

Students are expected to maintain a professional personal appearance. During operating hours, students are prohibited from wearing shorts. Men's shirts must have sleeves and women are prohibited from wearing tank tops or halters. Baseball caps, jeans, and non-UTSD T-shirts are not considered appropriate attire in classes, preclinical laboratories, or clinics. These personal appearance standards are in effect from 7:00 am to 6:00 pm Monday through Friday. Students who are not in compliance with these minimal dress requirements will not be allowed to remain in the building.

The requirements for appropriate clinical attire can be found in the Clinic Manual.

**ID BADGES**

ID badges are required to be visibly worn at all times by students, staff, and faculty when in The University of Texas Health Science Center at Houston. Individuals who are not wearing valid ID badges or are unable to produce them upon request may be asked to leave the building and/or campus. ID badges are used for entrance into the building, various clinics and labs, other restricted areas and are used to check out books from the Library and Learning Commons. The replacement fee for a lost or damaged identification badge is $10.00.

**ATTENDANCE**

Attendance is expected at all scheduled lectures, clinics, laboratories, seminars, case presentations, rotations, and individual faculty appointments. Attendance is considered one measure of a student's professional conduct. Students who disregard attendance policies will be considered for academic action.
At the discretion of the course director, attendance may be taken through the use of various methods such as sign-in rosters, assigned seating, audience response systems, and/or quizzes. Class begins promptly on the hour. Students are expected to be in their seats at that time. At the discretion of the course director, tardiness or leaving class early may be counted as an absence. The Office of Student and Academic Affairs will take attendance for mandatory presentations. Failure to attend will result in penalties being assessed and possible academic actions being taken. Attendance records are official school documents, and thus falsification of these records by any student will constitute a significant act of dishonesty. The use of another student’s audience response clicker for attendance purposes would be considered a falsified attendance record as would signing an attendance sheet for another student. At the discretion of the course director, attendance may play a part in the course grade as described in the course syllabus.

Excused absences are permitted only if the student **will not miss more than 25%** of the total number of class meetings or preclinical lab sessions or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period. A Leave of Absence **does not** count towards the 25% absence rule. **Missing more than 25% at one time will require the student to take a leave of absence from the program.** Any student missing more than 25% of preclinical laboratory sessions will not have those sessions count as excused absences and will be at risk of having grade deductions or potentially failing the course.

Under certain circumstances, a student who is required to participate in active military services is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service.

Lectures designated by the Office of Student and Academic Affairs as mandatory attendance must be attended or have an excused absence. Failure to meet attendance requirements may result in penalties being applied. Repeated absences will be referred to the Evaluation and Promotion Committee for consideration of academic action.

Students are excused from attending classes or other required activities, including examinations, for the observance of a religious holy day (as defined by state law), including travel for that purpose. A student absent under these circumstances may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence, such time to be at the discretion of the course director. An absence for religious holy days which may interfere with patient care is excluded from this policy, and shall not be excused.

Policies on attendance in the clinics are found in The University of Texas School of Dentistry at Houston Clinic Manual, Section 5.5.

**Procedures for Reporting Absences**

All absences are to be reported by the student to the Office of Student and Academic Affairs (713-486-4151) no later than 11:00 am on the day of the absence. The student is to provide the following information: their name, reason for the absence, and a list of classes and their course directors that will be missed on that day. The student must call the Office of Student and Academic Affairs on subsequent days unless the Associate Dean for Student and Academic Affairs grants a leave of absence (see leave of absence below). Documentation of the reason for the absence will be required within **three days** of return in most instances in order for an excused absence to be granted. A Doctor’s note is required as documentation for absence due to an office visit to any health care provider (doctor, dentist, etc).

It is the student’s responsibility to contact the course directors of missed classes within five days of returning to school to determine what, if any, arrangements are to be made for missed coursework (examinations, practical exams, etc.). The Office of Student and Academic Affairs will retain records of reported absences and inform course directors of excused and unexcused absences. If a scheduled
examination, quiz, or required activity will be missed, the course director should also be contacted, preferably before the scheduled start of the examination or required activity.

Anticipated absences, e.g. advanced program interviews, doctors’ appointments, etc., should be discussed with the appropriate course directors prior to the absence so that arrangements can be made as needed. Students should go the Office of Student and Academic Affairs, Suite 4120, prior to the anticipated absence to complete the Student Request for an Excused Absence form. Externships must be approved in advance and appropriate paperwork must be filled out, signed and approved by the Associate Dean for Student and Academic Affairs prior to the participation in an externship program.

In the case of an absence necessitating cancellation of patient appointments, it is the student’s responsibility to notify their group practice director, and their affected patients.

STUDENT WITHDRAWAL

Any student who does not intend to continue as a student must officially withdraw, rather than simply stop attending classes and laboratories. Students who decide to withdraw must complete a Checkout Sheet and a Student Exit Form, which are available in the Office of Student and Academic Affairs (Suite 4120). Following an exit interview, the student must secure clearance from the various offices noted on the Checkout Sheet and return it to the Office of Student and Academic Affairs. Completion of this process constitutes an official withdrawal.

LEAVE OF ABSENCE

Any student in good academic standing who needs or wishes to stop attending classes and laboratories temporarily, intending to continue studies at a specified later date, must submit a written request for a leave of absence to the Associate Dean for Student and Academic Affairs stating the reason for the request, the length of leave requested, and the date for resuming studies. The request for leave of absence must be presented within five days of the attended start date of the leave.

The Associate Dean for Student and Academic Affairs will confer, when necessary, with the Director for Clinical Education regarding the leave request. The Associate Dean for Student and Academic Affairs will review the leave request and the student's academic record, and will recommend whether the leave should be granted and any conditions that must be met for the student to resume studies or re-enroll. In compliance with UTHealth Policy and Procedure, additional documentation may be required for students seeking medical leave or for those students called to active duty military service.

A Leave of Absence will not be granted solely because of poor academic performance. For students in academic jeopardy, the Associate Dean for Student and Academic Affairs will refer the leave request to the grade appropriate Student Evaluation and Promotion Committee. The specific Student Evaluation and Promotion Committee will recommend to the Associate Dean for Student and Academic Affairs whether the leave should be granted and, if so, the point in the curriculum where the student may re-enter and any necessary remediation activities following re-enrollment.

The Associate Dean for Student and Academic Affairs will notify the student, in writing, of the action on the student's request, including any conditions which must be met by the student, and the expected re-entry date. Following approval by the Associate Dean for Student and Academic Affairs, the student must complete a Checkout Sheet and a Student Exit Form, which are available in the Office of Student and Academic Affairs (Suite 4120). The student must secure clearance from the various offices noted on the Checkout Sheet and return it to the Office of Student and Academic Affairs. Completion of this process constitutes an official leave of absence.

Students can request a LOA up to one-year and those taking a leave of absence will re-enter the curriculum no later than the point at which the leave began, and students may be required to repeat a portion of the curriculum, or potentially the entire academic year for extended leave situations of less than one academic year. Students on leave from The University of Texas School of Dentistry at Houston for more than one calendar year may be required to repeat all or a significant portion of the
access to UTHealth facilities and services may be restricted.

A student on LOA must inform the Associate Dean for Student and Academic Affairs in writing of their intent to re-matriculate at least two calendar months prior to the anticipated re-matriculation date. Notification must include any supporting documentation required by conditions of the leave. Notification of a student’s intent to return does not guarantee a right to return. Readmissions is at the sole discretion of the appropriate E&P committee. A student who fails to return within the allotted 12 months of the leave or fails to notify the school will be administratively withdrawn from the program. Students on an approved LOA are not required to register for courses and are not required to pay instructional or other use fees. Access to UTHealth facilities and services may be restricted.

**DISABILITY ACCOMMODATION**

The University of Texas Health Science Center at Houston (UTHealth) is committed to providing equal opportunities for qualified students with disabilities in accordance with state and federal law and UTHealth policy. The “Section 504 Coordinator” for The University of Texas School of Dentistry at Houston is the Associate Dean for Student and Academic Affairs, through whom all requests for accommodation are made. The contact person for UTHealth is at 713-500-3416. Students are referred to the Handbook of Operating Procedures (HOOP) Policy number 101. See https://www.uthouston.edu/hoop/

**ABSENCES ON RELIGIOUS HOLY DAYS**

"Religious holy day" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code.

The University of Texas School of Dentistry at Houston, in compliance with Section 51.911 of the Texas Education Code, will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, no later than the fifteenth day of the semester, the student notifies the course director of each class the student has scheduled on that date, that the student will be absent for a religious holy day. Students are responsible for notifying, in writing, the course director of each class. A copy of the letter must also be provided to the Office of Student and Academic Affairs. The course director will establish a reasonable date for the completion of the assignment or examination and notify the student prior to the aforementioned holiday.

**SEVERE WEATHER AND SCHOOL CLOSURE**

In the event of severe weather, The University of Texas School of Dentistry at Houston students and employees may either call 713-500-9996 or visit web site https://www.uthealthemergency.org to find out if the University of Texas Health Science Center at Houston is open. Information will also be available on television Channels 2, 11, 13 and 48 and the following radio stations: KIKK (AM 650, FM 96), KILT (AM 610, FM 100.3), KPRC (AM 950) and KTRH (AM 740).

**DISCRIMINATION AND HARASSMENT**

Policy Overview as stated in HOOP:

*The University of Texas Health Science Center at Houston (“university”) endeavors to foster an educational and working environment that provides equal opportunity to all members of the university community. The university expressly prohibits discrimination and/or harassment by any member of the university community on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the university or any of its component entities.*
on any basis prohibited by applicable law or university policy.

To help achieve an environment free from prohibited discrimination and harassment, the university offers any individual who believes that he or she has been subjected to discrimination or harassment a complaint process to address his or her concerns.

Individually who engage in conduct that violates this policy are subject to disciplinary action up to and including termination and/or dismissal.

The complete procedures for complaints for students and all The University of Texas Health Science Center at Houston personnel are contained in the UTHSC-H Handbook of Operating Procedures, Policy 183, which is available on the Web. http://www.uthouston.edu/hoop/

STUDENT’S RIGHTS UNDER FERPA (Federal Educational Rights and Privacy Act)

Student rights are as follows:
1. Right to inspect and review education records
2. Right to request amendment of education records
3. Right to consent to disclosures, with certain exceptions
4. Right to file a complaint with U.S. Department of Education

Education records are housed in the Office of Student and Academic Affairs, Suite 4120. Students may make an appointment and review their records in the conference room located in the suite. Educational records may be disclosed to school officials without prior written consent to include the Dean, Associate Deans, and Evaluation and Promotion Committee members.

USE OF SOCIAL MEDIA

The UT School of Dentistry follows the protocols set forth by UTHealth in HOOP Policy 219.

I. POLICY AND GENERAL STATEMENT

The University of Texas Health Science Center at Houston (“university”) recognizes the value of social media in supporting the university’s mission and promoting the university, its schools, programs, institutions, centers, departments and affiliates to the university community and the public. In order to ensure that social media is used appropriately and in compliance with state and federal laws and regulations, all members of the university community who create, manage or contribute to social media must abide by the requirements of this policy as well as all other applicable university policies.

II. DEFINITIONS

Social media: A group of Internet-based applications through which users create online communities to share information, ideas, personal messages, as well as other content, including but not limited to, blogs, discussion boards, wikis, video or audio podcasts, mobile applications, file sharing sites, and online professional/social networks. Social media does not include official university websites.

University-sponsored social media: any use of social media by or on behalf of the university or one of its schools, departments, institutions, programs, centers or recognized student or employee organizations or for activities conducted in the course of university business.

III. PROCEDURE

A. Personal Use of Social Media

Members of the university community are free to use social media in their personal capacity so long as
such use does not interfere with their responsibilities or duties at the university or violate any applicable university policies. See HOOP 180, Acceptable Use of University Information Resources. When using social media in their personal capacity, members of the university community must not give the impression that they are representing, giving opinions, or making statements on behalf of the university. Therefore, when appropriate, users should include a disclaimer stating that the opinions expressed are their own and are not necessarily those of the university.

Members of the university community may not disclose any confidential or proprietary information of the university or its employees, students, trainees or patients through personal use of social media (HOOP 206, Privacy of Individually Identifiable Health Information and HOOP 129, Educational Records). Disclosure of such information may result in disciplinary action, up to and including termination or dismissal.

For more information please visit the UTH Health website and the HOOP manual.
GENERAL INFORMATION

ACADEMIC ADVISORS

Although all members of the faculty and administration are readily available to meet with students, a specific faculty member is assigned to each student as an academic advisor. The University of Texas School of Dentistry at Houston advisory system gives students the opportunity to discuss academic or personal matters on an unofficial basis with an informed faculty member. Each student's academic advisor is his or her personal confidant who will help the student progress through The University of Texas School of Dentistry at Houston curriculum. Students are encouraged to meet with their advisors periodically and keep them informed relative to their academic and clinical progress. Students are required to meet with their advisors when requested.

Occasionally, conflicts arise which prevent academic advisors from performing effectively in that capacity. If either students or advisors feel that such a conflict exists, either individual has the option of requesting a reassignment from the Associate Dean for Student and Academic Affairs. In the event that a faculty member leaves The University of Texas School of Dentistry at Houston, a new academic advisor will be assigned to the student. If, for any reason, a student does not feel they have sufficient contact with their academic advisor, it is the student's responsibility to contact the Associate Dean for Student and Academic Affairs to resolve the situation.

COMMUNICATION WITH STUDENTS

The normal, everyday method of communication with students is via email. Each student enrolled at The University of Texas School of Dentistry at Houston has an email address. Each student enrolled at The University of Texas School of Dentistry at Houston must ensure that they are able to receive and send email messages. Email messages may not be forwarded to a non-UTHSC-H account. Problems either receiving or sending email messages should be reported to the HELP desk at 713-486-4848. A student must have their own computer with email capabilities. Each student should check for new email messages at least daily. Public access computers are available on the fourth floor in the Library and Learning Commons (Room 4200). The University of Texas School of Dentistry at Houston’s Course Directors, Department Chairs, Academic Advisors, Administrators, Faculty and/or staff frequently find it necessary to contact a student, pass along important information to a student, or request information from a student. In addition, students are reminded to utilize appropriate use of electronic email communication. It is part of each student's responsibility to check for new email messages on a daily basis and respond when necessary. Students have limited space on the email server and must empty their “in boxes” and "sent boxes" periodically to make sure they continue to receive all email messages.

The following are additional ways faculty, staff, and administrators can communicate with students.

1. **Contact Numbers** – are useful for DDS2 (beginning with the Spring Semester), DDS3, DDS4, DH1, DH2, and most students in Advanced Education Programs. Contact numbers are particularly valuable for patient-student communication. They are also used by the Office of Student and Academic Affairs, the Office of Patient Care and its Divisions, and Departments (particularly the Department of Prosthodontics Outpatient Dental Laboratory) to contact students individually.

2. **Official Letters or Memoranda** – The Office of Student and Academic Affairs, or the Dean's Office frequently send an official letter or memorandum to a student. Students will be notified by email to come by the Office of Student and Academic Affairs to retrieve official correspondence of this nature. On some occasions, an official letter or memorandum is also sent, usually by CERTIFIED RETURN RECEIPT MAIL, to the student’s official
mailing address. Changes in your official mailing address must be reported to the Office of Student and Academic Affairs and the Registrar’s Office.

3. Flyers – Student organizations, classes, the Office of Student and Academic Affairs, departments, and committees use flyers. These are posted in conspicuous locations, sent directly to students, or distributed before classes.

4. Class Announcements – Occasionally, a faculty member, an administrator, a staff member, or a class officer will make an announcement to a class immediately before the class begins or immediately after the class ends.

FACULTY AND COURSE EVALUATIONS

Generally, students are provided the opportunity to evaluate each course and the faculty members who teach in that course before the course ends. Student input is seriously and thoughtfully considered by The University of Texas School of Dentistry at Houston’s Curriculum Committee, the respective Department Chair, Course Director, and any faculty member who significantly contributes to the course. Constructive criticism and progressive course changes are not possible unless students know that their comments are welcomed, and that they are safe from reprisal. Students’ anonymity is protected by every means possible. Our objective is to provide the best dental education possible and improve course content and teaching performance. Student input, through course and faculty evaluations, is crucial to meeting this objective. In addition, when the number of completed evaluation forms received is close to the total number of students in the class, these forms provide a more accurate assessment on which to base future changes. Please do your part to make our data more meaningful. Remember that your written comments should be thoughtful and professional. Inappropriate written comments will not be considered.

DDS PROGRAM COMPLAINTS

The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611-2678 or by calling 312-440-4653.

Complaints not related to accreditation standards concerning academic issues should be presented to the Associate Dean for Student and Academic Affairs.

ACCREDITATION

The University of Texas Health Science Center at Houston is accredited to award undergraduate, graduate, doctoral, and professional degrees by:

The Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia, 30033
Telephone: 404-679-4501

For more information visit the www.sacs.org.

VIDEO TAPEING OF LECTURES

It is the policy of The University of Texas School of Dentistry at Houston that any videotaping of course
lectures by students must be done with the approval, knowledge and permission of the specific course director and/or any guest speaker participating in the course.

**STUDENT LAPTOP REQUIREMENTS**

All students entering the University of Texas School of Dentistry are required to have a laptop that meets or exceeds the following specifications:

1. Laptop computer (PC or Mac) with at least a 13-inch screen with minimum of 1024x768 resolution
2. Minimum of 8GB RAM
3. Minimum of 120GB HDD space (larger would be better)
4. Minimum of 1.6GHz processor (Core i5 or better)
5. 236mb video card
6. Must run either Windows 7 or Windows 8.1 for PC or Mac OS Mavericks (10.9) or higher
7. WiFi enabled
8. Microsoft Office 2010 or later (This can be purchased from the School Bookstore at educational pricing if needed)
9. Off campus internet access
10. An up-to-date virus scanner must be installed and active
11. Windows users should install Malwarebytes Anti-Malware (Free Version)
12. Privacy polarized screen film that meets requirements set forth by school.

In order to use your laptop at the School, the hard drive in your machine must be encrypted.

Mac users must turn on FileVault 2.

PC users must install Symantec Encryption software. Instructions for downloading and installing the software will be sent to students who are confirmed as attending UTSD.

All students will be required to sign a statement declaring that they will keep their computer hard drives encrypted for as long as they are students of the UT School of Dentistry.

Laptops will be reviewed as part of the Orientation and at periodic times during the program to ensure that it complies with these specifications.

If you have any questions about computer specifications or requirements please contact

Richard Halpin, Ph.D.
Manager Learning Resources
SOD-4176, Phone: 713-486-4216
Email address: Richard.Halpin@uth.tmc.edu

To be eligible to receive financial aid for the computer purchase, the student must present a paid receipt to the Student Financial Aid Office.

**MAGNIFICATION**

First year DDS students are required to have high quality optical eyewear with magnification. This eyewear will be routinely used in pre-clinical laboratories and in the clinics. When they are worn in the clinic, they must have fixed side-shields as part of the infectious control requirements. Questions regarding optical eyewear with magnification should be directed to

Dr. Amity L. Gardner, Director of Clinical Education
Email address: Amity.L.Gardner@uth.tmc.edu
A cost allowance for the optical eyewear magnification is included in the student financial aid package.

**SCHOOL OF DENTISTRY BUILDING ACCESS**

The University of Texas School of Dentistry at Houston building normally will be open from 7:30 am to 6:00 pm, Monday through Friday. All doors will be secured at all other times. Entrance to the building on nights and weekends will be through the East and West entrances. These doors have a magnetic security lock which requires a UTHSC-H identification badge for activation. UTHSC-H identification badges will permit student entrance to The University of Texas School of Dentistry at Houston building from 6:00 am to 10:00 pm on weekdays, and 9:00 am to 5:00 pm on Saturday and Sunday. The University of Texas School of Dentistry at Houston building will be closed on all scheduled UTHSC-H holidays. For safety, security, and energy conservation, access to the building is not available during any other times than listed above. For additional information, please see page seven of this Student Guide to Academic Studies.

**STUDENT DIRECTORY**

Any changes in a student's name or address must be reported within thirty days to the Office of Student and Academic Affairs (Suite 4120) or the Registrar's Office (UCT 2250) by filling out the appropriate forms, available in either office.

**INFORMATION AND REFERRAL SERVICES**

UT Counseling and WorkLife Services (713-500-3327 or [https://www.uth.edu/studenthealth/](https://www.uth.edu/studenthealth/)) provides counseling and short-term therapy needs for students at no charge. Services include evaluation, individual and marital/couple counseling, and group therapy. All records are kept confidential to the extent allowed by law. Individuals who require long-term therapy are referred to the Department of Psychiatry at the The University of Texas Medical School at Houston. UT Counseling and WorkLife Services also offer outreach and preventive services such as stress reduction workshops and support groups, to enhance adjustment to professional schools.

The Houston Area Women's Center (713-528-6798) provides a shelter for abused women and children, a 24-hour sexual assault hotline (713-528-7273) and a domestic violence hotline (713-528-2121). For more information regarding the services provided by this group, visit their web site, [http://www.hawc.org](http://www.hawc.org).

The University of Texas Medical School at Houston's Department of Psychiatry and Behavioral Sciences (713-486-2500) (dial in your phone number and the # sign, the nurse coordinator will return your call) provides substance abuse counseling, referral and treatment.

The pamphlet "Student Substance Abuse Policy of the The University of Texas Health Science Center at Houston" is available in the Office of the Dean. For further information about the policy, contact Student Health Services (713-500-5171).

A comprehensive policy dealing with the Acquired Immune Deficiency Syndrome (AIDS) has been developed by The University of Texas Health Science Center at Houston. A copy of the pamphlet, "AIDS in the Workplace", is available in the Office of the Dean. For further information, contact Student Health Services (713-500-5171).
LEARNING RESOURCE SERVICES

LIBRARY AND LEARNING COMMONS

The University of Texas School of Dentistry at Houston’s Library collection of books and journals focuses specifically on dentistry, with related support materials. The Library and Learning Commons participates in the Texas Health Science Libraries Consortium, which includes the libraries in the Texas Medical Center and the University of Texas Medical Branch at Galveston. The consortium provides a shared online catalog and access to bibliographic and full-text databases. The University of Texas School of Dentistry at Houston’s Library and Learning Commons provides assistance at the Support Desk and interlibrary loans for materials not held in The University of Texas School of Dentistry at Houston’s Library and Learning Commons.

The University of Texas School of Dentistry at Houston’s Library and Learning Commons is located on the fourth floor, Room 4200.

Computers are located in individual carrels and work stations throughout the Library and Learning Commons area. Access to email, word-processing, the Internet, databases and online catalogs, presentation software, the Electronic Health Record, and other resources are made available to students, faculty, and staff affiliated with The University of Texas School of Dentistry at Houston. Classes to support these resources are taught throughout the year, and assistance is available by staff onsite or by appointment. A pay printer/copier is available in the student work center in the Library and Learning Commons. The printer/copier accepts copy cards. Students found using any other form of payment to obtain copies such as unauthorized UTHSC-H copy codes, will be subject to disciplinary action which could include dismissal.

The UTHSC-H picture ID badge also serves as The University of Texas School of Dentistry at Houston library card. This badge is valid until graduation. Students must present this badge at the Support Desk in the Library when checking out materials. The UTHSC-H picture ID is also honored at all of the libraries in the Texas Health Science Libraries Consortium and can be presented at any circulation desk for charging materials. Students are responsible for all materials charged against their UTHSC-H picture ID badge.

Hours for School of Dentistry Library and Learning Commons are:

- Monday - Thursday: 7:30 am - 9:00 pm
- Friday: 7:30 am - 5:00 pm
- Saturday: 9:00 am - 5:00 pm
- Sunday: Closed

During the Summer Session, The University of Texas School of Dentistry at Houston’s Library and Learning Commons hours are 8:00 am - 5:00 pm, Monday - Friday. The University of Texas School of Dentistry at Houston’s Library and Learning Commons is closed on all scheduled UTHSC-H holidays to include the Saturday prior to the scheduled holiday.

Telephone: 713-486-4094
FAX: 713-486-4100
URL: http://libguides.dentistry.uth.edu/generalinformation
COPYRIGHT INFRINGEMENT

The Copyright Act of 1976 prohibits unauthorized reproduction of copyrighted material. Students are specifically prohibited from unauthorized reproduction of textbooks, video tapes and related material. Students who engage in such activity are subject to disciplinary action. A copy of Copyright and the University Community, a monograph of the Office of General Counsel, The University of Texas System, August, 1993, is available on reserve in the library. Students found making unauthorized reproduction of copyrighted material will be subject to disciplinary action which could include dismissal.

All approved users of the university’s computer network, including students, must comply with U.S. Copyright Law and UTHealth policies and guidelines governing the use of copyrighted materials. Users must not download, copy, reproduce or use any materials protected by copyright, including electronic media or files (e.g. e-books, music and videos) except as expressly permitted by the applicable software licensing terms. Users also may not use unauthorized copies of reproductions on university information resources.

In addition to potential civil and criminal penalties, each UTHealth school may impose student disciplinary actions were appropriate in accordance with university policies governing student conduct and discipline, set forth at https://www.uth.edu/hoop/_. (HOOP 186).

The UTHealth Information Technology Team has created a detailed information website which explains Peer-to-Peer file sharing and potential copyright infringement www.uth.edu/hoop/policy.htm?id=1448208. University policy related to classroom and research use of copyrighted materials can be found at https://www.uth.edu/hoop/_. (HOOP 47). More detailed conditions governing the reproduction of copyrighted material can be found at www.uth.edu/hoop/copyright-guidelines.htm. University policy related to software copyright compliance can be found at www.uth.edu/hoop/policy.htm?id=1699026 (HOOP 198. Please read the information on these web pages and become familiar with the policies regarding use of copyrighted materials and copyright infringement.

COMPUTER SERVICES

The University of Texas Health Science Center at Houston’s Network Services is responsible for network and computer activities within the school. The school’s network is connected to the Internet and UT Intranet. Student access to school resources and the Internet is made available through The University of Texas School of Dentistry at Houston Library and Learning Commons.

BOOKSTORES

The University of Texas School of Dentistry at Houston School Bookstore (713-486-4450) is located on the second floor of The University of Texas School of Dentistry at Houston, 2202, and stocks required and recommended dental supplies, dental kits, textbooks and some course monographs, as well as a limited offering of school supplies and some clothing. The store is open from 8:00 am – 4:30 pm.

Books and equipment that are not in stock may be special-ordered for a nominal deposit. A knowledgeable staff is always present and looks forward to assisting you with your purchases.

The University of Texas Health Science Center at Houston Medical School Bookstore (713-500-5860) is located in the basement of the Medical School and is open Monday through Friday from 8:30 am - 5:00 pm.

Additional information on the UTHSC-H Bookstore can be found at www.webmedbooks.com
EDUCATIONAL SUPPORT SERVICES

This department provides services for UTSD-H students, faculty and staff. The following is a list of those services:

Office of Educational and Support Services (Room 4400)
- Administration of the Student Dental Rental Instrument Program, including acquisition, distribution, inventory and maintenance.
- Seating and locker assignments for pre-clinical laboratory students
- Acquisition, issuance and retrieval of pre-clinical gold for second year students
- Coordination of pre-clinical laboratory
- Maintenance and equipment repair

Dispensary (Room 3450)
Dispensing, issuance and retrieval of instruments, equipment and supplies, as follows:

| Tooth ID sets | Brainstems and charts |
| Neuro atlas   | Articulators          |
| Pedo models   | Electric lab engines  |
| DH cassettes  | Basic science related equipment and supplies |
| Chair manikins| Special related instructions and materials |
| Skulls        |                         |

Pre-Clinical and Simulation Dispensary (Room 3450)
Distribution of consumable supplies, distribution and retrieval of selected equipment and supplies for first and second year dental students.

Dental Equipment Repair and Maintenance (Room 4400)
Provision for repair and maintenance of dental equipment for all clinics, pre-clinic and departmental laboratories. Also, maintenance and repair of locks and keys for student assigned desk drawers and lockers.

INSTRUCTIONAL MEDIA SYSTEMS

Instructional Media Systems is located on the fourth floor (Room 4160). The hours of operation are:

Monday-Friday  8:00 am – 12:00 pm and 1:00 pm – 4:30 pm

Photographic services, including patient photography, are available
Monday-Friday  8:00 am – 12:00 pm and 1:00 pm – 4:00 pm

Services available through the department include:

- patient photography
- passport and application photos
- poster and table clinics
- computer graphics
- laminating services
- tape reproduction and certificates

All of the above services must be accompanied by an Instructional Media Systems work order, signed by the department chairperson with an account number for the account to be charged. If paying by cash, the work order can be obtained in Room 4160.
EDUCATIONAL TECHNOLOGY

Educational Technology is located on the fourth floor in the Technology Services and Informatics, Suite 4160. We operate standard office hours.

Services available from Education Technology include:

- Educational software and systems support, including:
  - Canvas
  - ExamSoft and online assessment tools
  - Audience Response System
  - Lecture capture / Webcasting (Panopto)
- Classroom AV Support/Maintenance
- Audio and Video Production and Editing
- Digital IDs / Guest Accounts
- CD/DVD Duplication
- Support for integrating technology into education

Audio and video production services may result in the charge and require a work order, signed by the department chairperson with an account number for the account to be charged. If paying by cash, the work order can be obtained in Room 4160. Please contact Darrel Gonzales for further details.

If you have questions please contact:

Richard "Hal" Halpin | Manager, Educational Technology | Richard.Halpin@uth.tmc.edu
Darrel Gonzales | Supervisor, AV Services | Darrel.Gonzales@uth.tmc.edu
PART I

To qualify to take Part I of the National Board Dental Examination (NBDE), students must have successfully completed the first year of the curriculum and all courses in the second year of the curriculum covered by this portion of the examination. In addition, students must attend scheduled review sessions and successfully pass the NBDE Part I qualifying examination. Dental students must pass NBDE-Part I to be promoted to the fourth year. A student who has taken National Board Part I in July before entering the fourth year will not have received a score prior to the start of the academic year. The student will be allowed to attend fourth year didactic courses but will have third year clinic hours. Once the student receives a passing grade, they will be allowed to have fourth year clinic hours. If the student receives a failing grade, the Third and Fourth Year Evaluation and Promotion Committee will meet to evaluate the student. The student will be considered for dismissal or repeating the third year.

Applications and specific prerequisites for eligibility can be obtained from the Office of Student and Academic Affairs or online through the American Dental Association website. The examination may be registered for online. The examination date must be scheduled with a Prometric Center after approval has been given by the school and processed by the American Dental Association.

PART II

After students have successfully finished the second year of the curriculum and successfully completed all the courses in the third year of the curriculum covered by Part II of the Dental National Board Examination, they are eligible to take that examination. In addition, students must attend scheduled review sessions and successfully pass the NBDE Part II qualifying examinations. Dental students must pass NBDE-Part II to be considered for graduation. Specific prerequisites for eligibility can be obtained from the Office of Student and Academic Affairs. The application procedure is otherwise identical to that for Part I.

Dates

Students are encouraged to consult the Office of Student and Academic Affairs for final dates.

After the application is processed, candidates will receive instructions by letter or email to call and register for the test with Prometric Testing Center.

Additional information about the National Board Dental Examination can be found on the American Dental Association website: http://www.ada.org/
Student organizations at The University of Texas School of Dentistry at Houston provide students with an opportunity to become involved with the activities of professional societies. Professional student organizations at The University of Texas School of Dentistry at Houston include:

PROFESSIONAL ORGANIZATIONS

American Association for Dental Research - Student Research Group
The Student Research Group allows students the opportunity to be exposed to the tools of investigation and research in general, helping students to detect problems in their clinical experience and find a solution, closing the gap between clinical and laboratory research. The group will travel to various cities, learn to analyze and critique scientific journals, and work as a team on cutting-edge projects.

American Dental Education Association (Council of Students)

American Association of Women Dentists (Student Chapter)

American Dental Association (American Student Dental Association)/Texas Dental Association (Student Membership)

American Student Dental Association

Asian American Student Dental Association

Hispanic Student Dental Association

Muslim Dental Association

Student National Dental Association (Zeb F. Poindexter Chapter)

FRATERNITIES

Dental fraternities represented include Delta Sigma Delta and Psi Omega. Fraternity Rush is conducted by the Inter-fraternity Council. Interested students can obtain more information regarding fraternity membership at the beginning of the academic year.

HONOR SOCIETY

The Mu Mu Chapter of Omicron Kappa Upsilon, the National Honor Dental Society, was established in 1940. This society provides recognition for those students who demonstrate outstanding performance in their class as well as professionalism during their four years of study in the Dental Education Program. The members of the graduating class who, in the opinion of the faculty members of Mu Mu Chapter, warrant such consideration are recommended to the officers of Omicron Kappa Upsilon for membership in the honor society.

In addition, the top 10% of the freshman class is invited to attend the Chapter's annual Awards Convocation.
STUDENT COUNCIL

The Student Council coordinates a number of student activities at The University of Texas School of Dentistry at Houston. Representatives to the council are elected from each class. Students may also participate in The University of Texas Health Science Center at Houston organizations, such as the Student InterCouncil, and the Student Union.

STUDENT INTERCOUNCIL (SIC)

SIC is a recognized forum of student opinion comprised of student representatives from each of the University of Texas Health Science Center at Houston schools, including representatives of The University of Texas School of Dentistry at Houston minority and international students.
The following list of student awards, sponsored by organizations, corporations, or individuals, applies primarily to graduating fourth year students; however, exceptions are noted under the individual award listings. Many of these awards are dependent upon individual contributions and may, for various reasons, be discontinued, either on a temporary or permanent basis. Most of the awards are presented at a banquet prior to graduation.

**ACADEMY OF DENTAL MATERIALS AWARD**
For demonstrating excellence in the field of dental materials science

**ACADEMY OF DENTISTRY FOR THE HANDICAPPED**
For demonstrating sensitivity and sensibility toward the special dental needs of the handicapped

**ACADEMY OF GENERAL DENTISTRY**
For demonstrating exemplary skill and excellence in every phase of clinical dentistry

**ACADEMY OF OPERATIVE DENTISTRY**
For demonstrating excellence in operative dentistry

**ALPHA OMEGA CERTIFICATE OF ACADEMIC ACHIEVEMENT AWARD**
For achieving the highest scholastic average for four years of dental study

**AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL RADIOLOGY ACHIEVEMENT AWARD**
For demonstrating exceptional interest and accomplishment in dental radiology

**AMERICAN ACADEMY OF GOLD FOIL OPERATORS**
For demonstrating outstanding achievement in operative dentistry and proficiency in direct gold restorations

**AMERICAN ACADEMY OF ORAL MEDICINE**
For demonstrating outstanding performance in the field of oral medicine

**AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL PATHOLOGY DENTAL STUDENT AWARD**
For demonstrating outstanding interest, accomplishment, and promise in the field of oral pathology

**AMERICAN ACADEMY OF PERIODONTOLOGY DENTAL STUDENT ACHIEVEMENT AWARD**
For demonstrating outstanding performance in the field of periodontics

**AMERICAN ASSOCIATION OF ENDODONTISTS**
For demonstrating outstanding interest and ability in the field of endodontists

**AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS**
For demonstrating exemplary aptitude and achievement in the field of oral and maxillofacial surgery

**AMERICAN ASSOCIATION OF ORTHODONTISTS**
For demonstrating exceptional interest in the development of the orofacial complex

**AMERICAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY RECOGNITION AWARD**
For demonstrated interest in public health
AMERICAN ASSOCIATION OF WOMEN DENTISTS
For fourth-year women dental students who have demonstrated outstanding leadership and academic excellence

AMERICAN COLLEGE OF DENTISTS
For contributions to dentistry through professional activities

AMERICAN COLLEGE OF PROSTHODONTISTS, SOUTHEAST TEXAS SECTION, DALE ANDREWS
For fourth-year students demonstrating high academic achievement and clinical proficiency in prosthodontics

AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY HORACE WELLS SENIOR STUDENT AWARD
For fourth-year students demonstrating proficiency in anesthesiology and dentistry

AMERICAN EQUILIBRATION SOCIETY
For demonstrating outstanding performance in the science of occlusion and temporomandibular joint function

AMERICAN SOCIETY OF DENTISTRY FOR CHILDREN
For demonstrating outstanding interest and ability in the field of dentistry for children

BLOCK DRUG COMPANY
For demonstrating interest in contemporary issues in dentistry by the composition of an essay on a current issue in dentistry

DENTSPLY MERIT AWARD IN REMOVABLE PROSTHODONTICS
For demonstrating excellence in removable prosthodontics

HOUSTON DISTRICT DENTAL SOCIETY COMMUNITY DENTISTRY
For demonstrating outstanding interest in community dentistry

HOUSTON SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS
For demonstrating outstanding achievement in oral and maxillofacial surgery

INTERNATIONAL COLLEGE OF DENTISTS STUDENT LEADERSHIP AWARD
For demonstrating the most professional growth and development in clinical and technical competence during four years of dental studies

INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS/DENTSPLY STUDENT ACHIEVEMENT AWARD
For demonstrating academic achievement and interest in implantology

JAMES L. ROUT
For demonstrating outstanding achievement in the field of dental anatomy and occlusion

OMICRON KAPPA UPSILON NATIONAL DENTAL HONOR SOCIETY
For demonstrating outstanding academic and professional character as recognized by the Mu Mu chapter of Omicron Kappa Upsilon. In addition, the top 10% of the freshman class is recognized for their outstanding performance at the Chapter's annual Awards Convocation.

PROCTOR AND GAMBLE PREVENTIVE DENTISTRY
For demonstrating interest, above and beyond that required for graduation, in the area community dental health
QUINTESSENCE AWARD FOR CLINICAL ACHIEVEMENT IN PERIODONTICS
For demonstrating clinical achievement in clinical periodontics

QUINTESSENCE AWARD FOR CLINICAL ACHIEVEMENT IN RESTORATIVE DENTISTRY
For demonstrating clinical achievement in restorative dentistry

QUINTESSENCE RESEARCH ACHIEVEMENT
For demonstrating interest in the field of research

SOUTHWEST ACADEMY OF RESTORATIVE DENTISTRY
For demonstrating self-discipline, leadership, and dedication in the field of restorative dentistry

SOUTHWEST SOCIETY OF ORAL & MAXILLOFACIAL SURGEONS
For demonstrating self-discipline, leadership and dedication in the field of oral surgery

SOUTHWEST SOCIETY OF PROSTHODONTICS
For demonstrating outstanding achievement in the field of removable prosthodontics

TDA OUTSTANDING SENIOR AWARD
For outstanding leadership and professionalism and participation in activities relating to the promotion of dentistry

TELEDYNE HANAU PROSTHODONTICS
For demonstrating outstanding achievement in fixed and removable prosthodontics

UNIVERSITY OF TEXAS SCHOOL OF DENTISTRY ALUMNI
For demonstrating outstanding scholarship in undergraduate dental studies

WALTER G. STERLING
For demonstrating the greatest academic achievement and professional development during four years of dental studies
<table>
<thead>
<tr>
<th>Class Number</th>
<th>Course Number</th>
<th>Section</th>
<th>Title</th>
<th>Day/Time</th>
<th>Credit</th>
<th>Enroll Limits</th>
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<td>TBA</td>
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DBEA 7706 001 Ad Ed General Dentistry TBA 1.0 20 Kiat-Amnuay
**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER**
**SCHOOL OF DENTISTRY**

---ELECTIVES---

**DBEB (Fall) 2201 – Business Basics for the Dental Professional (0.5 cr.)**

Instructor: Welch

Prereq.: None

Description: The goal of this elective is to offer the beginning dental student the opportunity to learn more about setting priorities in personal and business financial management and planning. The student will be introduced to basics in budgeting, banking and saving, investing and in controlling and managing debt.

Method of instruction: Seminar setting, using Canvas for some assignments and exercises.

Evaluation: Project completion

**DBEB/DBEC (Fall/Spring) 2202 - Service Learning Opportunity - Geriatric Oral Health Care Needs in the Community (1.5 cr.)**

Instructors: Sadowsky

Prerequisite: Instructor Approval

Description: Students are invited to participate in teams to assess the status of geriatric oral health in community centers. Learners will have the opportunity to acquire the skills of observation, communication, examination and professionalism. Students have a myriad of chances to intercede in and make better the life of the community dwelling community elders with their focus on the oral and dental well-being of the participants. It is essential to interact with the family and caregivers who maintain or improve physiological, psychological and social well-being of the participants and will involve collaboration with an interdisciplinary team to analyze hindrances in access to care and make appropriate recommendations about an oral health problem resolution involving the elderly.

Objectives: The course is intended to allow students to receive:

1. practical knowledge on difficult cases involving management of oral/dental challenges of elderly.
2. preparation of a life review of geriatric participants
3. a team approach
4. instruction and practice with online materials
5. information on oral hygiene knowledge of the geriatric participant
6. capacity of care of the family of the participant and understanding the family communication dynamics
7. co-operative presentation of conclusion before a live audience which offers insight of elder oral care,
8. useful interaction with authorities in community geriatrics
9. discussion of access to Houston-based dental care

**Week 1: (3rd week of semester)** Present participating sites to the students. Students will be assigned to one of three locations or others as needed

1. 600 Telephone Road
2. 75 Lyerly (I-45 North at Airline)
3. 7225 Belle rive (Off 59/69 between Hillcroft and Bellaire Blvd)

Student teams will be assembled. Contextual information delivered and students will be given overview of timeline to the project as well as elective goals.

**Week 2: (4th week):** Orientation – Explain the common oral manifestations of systemic diseases in the geriatric adults, discuss the barriers to care for the elderly in Texas, and explain the geriatric survey to be used during the interviews. Also, review HIPAA with the students to de-identify the surveys. Instruction will be given for information dissemination during elective.

**Week 3: (5th week)** Conduct mock interviews between students to practice conversing with the geriatric population.

**Week 3 – 12 (5th – 15th week):** Schedule participants (site managers will assist in recruiting residents). Make two visits to the same site with a minimum of 6 weeks between visits. The first visit will be conducted with student leaders or Dr. Sadowsky. Students will see the minimum 5 participants for individual interviews and oral care product delivery. If the resident is willing, discuss medications and possible oral interactions. Discuss access to care, physician/medical care, proper oral hygiene implementation, and any other oral health concerns.

**Week 13 & 17:** Students present “Lunch and Learn” (two/three teams per session) Students will discuss their experience with their assigned community, survey statistics, and potential solutions to resolving the communities’ barriers to oral health care.

Method of instruction: Hands-on participation in several community participant cases with life review, methods of evaluation of oral health instructions.

Evaluation: Attendance, self-evaluation, oral inquiry, participation in preparation and delivery of Student Lunch and Learn.
**DBEC (Spring) 3409 – Clinical Specialty Clerkship Honors in Periodontics** (1.0 cr.)

**3rd Year**

**Instructor:** Eswaran  
**Prereq.:** Instructor approval  
**Limits:** 4 maximum  
**Day & Time:** TBA

**Description:** Students must have completed all third year Periodontic experiences through the fall of the 3rd year and have achieved at least an 85% average in all Periodontics courses. Students must be in the top 25% of their class. It is expected that the student would gain experience in prescriptive surgical procedures such as crown lengthening and exposure to more sophisticated soft tissue grafting and esthetic procedures. Students will have the opportunity to plan and treat an implant case in conjunction with a senior resident and the faculty.

**Objectives:** The purpose of this course will be to provide the student with an advanced experience in clinical Periodontics. The general objective will be to integrate the 4th year student as much as practical into the postgraduate Periodontics experience in anticipation of application to a postgraduate program in Periodontics.

**Method of instruction:** Clinical  
**Evaluation:** Project completion, oral, and faculty evaluation

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**DBEB (Fall) 4108 – Forensic Odontology** (0.5 cr.)

**2nd, 3rd, or 4th Year**

**Instructor:** Delattre  
**Prereq.:** None  
**Limits:** 15 minimum  
**Day & Time:** Th 12:12-5:00 pm, Room 5315

**Description:** This elective course will introduce the participant to the field of forensic science, focusing on forensic dentistry. Participants will be required to attend a series of five sessions and take a final written exam on the material presented.

**Objectives:**

1. Understand the scope of forensic dentistry
2. Understand the role of forensic pathology, forensic anthropology, forensic photography, and forensic dental radiology
3. Understand human dental identifications, child abuse issues, and bite mark investigations
4. Understand dental jurisprudence and dental record keeping

**Method of instruction:** Lecture and participation  
**Evaluation:** Final written exam comprised of multiple choice, short answer, and matching questions.

Students must attend at least 4 of the 5 sessions to receive credit for this elective course. Students attending all 5 sessions are exempt from the written exam. Students are advised to check their rotation and personal schedules prior to registering.

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**DBEC (Spring) 4122 – Advanced Forensic Odontology** (0.5 cr.)

**2nd, 3rd or 4th Year**

**Instructor:** Delattre  
**Prereq.:** Instructor Approval, DBEB 4108  
**Limits:** 15  
**Day & Time:** Th 12:12:50 pm, Room 5315

**Description:** This elective will provide the dental student with practical experience in the field of forensic odontology. Students must have successfully completed DBEB 4108 Forensic Odontology. Participants will be required to attend a series of five sessions, take part in simulated forensic activities, participate in a tour of the Harris County Forensic Science Center with the class and take a final written exam on the material presented.

**Objectives:**

1. Produce a dental graduate with the level of skill and competence in forensic dentistry expected of a general dental practitioner.
2. Produce a dental graduate with the level of skill and competence in forensic dentistry to be an effective participant with local, state, or federal authorities in civil or criminal matters requiring dental expertise.
3. Produce a dental graduate who appreciates their responsibility to assist the medical-legal community.
4. Produce a dental graduate who appreciates their responsibility to participate in continuing education and research in the field of forensic dentistry.

**Method of instruction:** Lecture and participation  
**Evaluation:** Final written exam comprised of multiple choice, short answer, or matching questions. Students must attend at least 4 of the 5 sessions to receive credit for this elective course. Students attending all 5 sessions are exempt from the written exam. Students are advised to check their rotation and personal schedules prior to registering.
DBEC (Spring) 4208 – Teaching PreClinical Operative  (1.0 cr.)  
Instructor: Patel  
Prereq.: Instructor Approval  
Description: Operative Dentistry taught to students by students under faculty supervision.  
Objectives: To expose fourth year dental students to academic teaching. Strengthen student’s operative skills and gain an understanding of 1st year dental students.  
Method of instruction: Pre-clinical lab teaching experiences  
Evaluation: Attendance/Observation

DBEB/DBEC (Fall/Spring) 4210 – Sleep Apnea in Clinical Dental Practice  (0.5 cr.)  
Instructor: Levine, P.  
Prereq.: None  
Description: This elective will provide necessary information graduating seniors will have proper knowledge to screen patients for the presence of sleep apnea. The causes of OSA, the co-morbidity of OSA, the physiology of OSA, and the current treatments available to treat OSA will be discussed.  
Objectives: The course will allow student to:  
1) Understand the anatomical causes of OSA  
2) Understand the physiological consequences of OSA  
3) Be able to screen patients for OSA  
4) Understand the current treatments for OSA  
5) Be familiar with the concept of polysomnography  
6) Describe the role of the dentist in the screening for and treatment of OSA according to current Texas State Board of Dental Examiners Rule 108.12 (Dental Treatment of Sleep Disorders)  
Method of instruction: Lecture  
Evaluation: Multiple Choice

DBEB/DBEC (Fall/Spring) 4211 – Advanced Sleep Apnea in Clinical Dental Practice(0.5 cr.)  
Instructor: Levine, P.  
Prereq.: DBEB/DBEC 4210  
Description: This elective will provide the student with the knowledge to understand the steps involved to successfully treat patients with oral appliances for sleep apnea. The first half of the course will be didactic, and the second half will be hands on in the operatories and lab. The students will pair up and take impressions and bite records on each other. They will learn proper titration techniques of oral appliances. This knowledge base will hopefully lead them to further their education after graduation to pursue treating patients with breathing disorders.  
Objectives: The course will allow student to:  
1) Learn advanced anatomy and physiology associated with sleep disordered breathing  
2) Be able to perform a comprehensive exam for evaluating if a patient is a candidate for oral appliance therapy  
3) Learn the objectives for successful treatment with oral appliance therapy  
4) Learn how oral appliances work to open the pharyngeal airway  
5) Take impressions and a bite record for the construction of a mandibular advancement appliance  
6) Construct a morning aligner and understand it’s rationale for use  
7) Discuss side effects and complications of oral appliance therapy  
8) Learn the parameters of care for oral appliance therapy according to the AADSM  
9) Learn the proper titration techniques to lead to successful treatment with an oral appliance Texas State Board of Dental Examiners Rule 108.12 (Dental Treatment of Sleep Disorders)  
Method of instruction: Lecture  
Evaluation: Project completion
DBEC (Spring) 4304 – Clinical Specialty Clerkship Honors in Endodontics (1.0 – 2.0 cr.) 4th Year
Instructor: Dorn  
Prereq.: Instructor approval  
Limits: 2 maximum  
Day & Time: TBA
Description: Students must be in the upper half of the class. Student need to submit an application to the Department of Endodontics by November 1st. Notification of selection will be in early December. Selected students would still need to complete all minimal essential endodontic experiences and all endodontic competencies. Clerkship curriculum:
1. Participation in Graduate Endodontics Case Presentation Seminar.  
2. Participation in Graduate Endodontics Current Endodontic Literature Seminar.  
3. Assist, as available, in the Graduate Endodontics Clinic  
4. Treat patients, as available, in the Graduate Endodontics Clinic.  
Objectives: Afford selected students the opportunity to gain additional knowledge and clinical experience in Endodontics through more advance patient treatment and attendance at graduate Endodontic Presentation seminars and literature seminars.
Method of instruction: Clinical
Evaluation: Faculty evaluation and patient care

DBEB/DBEC (Fall/Spring) 4605 – Clinical Specialty Clerkship Honors in Prosthodontics (1.0 cr.) 4th Year
Instructor: Belles  
Prereq.: Instructor approval  
Limits: 8 maximum  
Day & Time: TBA
Description: Students must have completed all third year courses, be in good academic standing, recommended by their 3rd year Group Leader and have the approval of their Practice Leader. Students will be exposed to an advanced level of prosthodontic care and will be required to document a patient’s complete treatment, resulting in a case presentation to the department faculty, residents and fellow honor students.
Objectives: To help students understand screening, diagnosis, and treatment planning procedures for advanced prosthodontics cases. Assist students with documentation of prosthodontic cases suitable for presentation for continuing education. To introduce students to clinical teaching and stimulate interest for advanced training in prosthodontics.
Method of instruction: Clinical
Evaluation: Faculty evaluation of patient treatment, clinical teaching, and end of course presentation.

DBEB/DBEC (Fall/Spring) 4706 – Oral and Maxillofacial Surgery Externship (2.0 cr.) 4th Year
Instructor: Demian  
Prereq.: Instructor approval, completion of third year  
Limits: 2 maximum  
Day & Time: TBA
Description: The course will be an intensive block of time (minimum two weeks, preferably one month or longer) in which the student will work in hospital outpatient clinics, take facial trauma call with residents every third night, and get exposure to emergency room and operating room protocol.
Objectives:
1. To allow students considering specializing in oral and maxillofacial surgery an opportunity to be exposed to the full scope of the specialty.  
2. To learn the expectation of OMFS training.  
3. To gain experience working in a hospital setting.  
4. To gain experience in outpatient surgery  
5. To gain insight in evaluating OMFS training programs.  
6. To allow the faculty to evaluate potential residents for the OMFS training program.
Method of instruction: Special project
Evaluation: Project completion
Objectives: Students must have passed 2801, 3801 with a NBDE Part I score >88 and ranked in first quintile. Selected students will be given the opportunity to (1) perform more complex dentoalveolar surgery procedures, (2) develop skills using a surgical handpiece, and (3) be exposed to parenteral sedation techniques under the supervision of oral surgery attending faculty. All scheduled surgery procedures will require faculty approval and will require the participant to have another dental student assistant.

Objectives: The course is intended to allow dental students interested in the specialty of oral and maxillofacial surgery to gain clinical experience performing more complex dentoalveolar surgery to include third molars. Additionally, the student will learn to start IV lines and administer parenteral anesthetics under the supervision of the attending oral surgery faculty.

Method of instruction: Clinical

Evaluation: Clinical Performance

DBEC (Spring) 4801 – Clinical Specialty Clerkship Honors in Orthodontics (1.0 – 2.0 cr.) 4th Year
Instructor: English
Prereq.: Instructor approval
Description: Students who have demonstrated exceptional academic and Clinical performance with an interest in Orthodontics as a specialty and have the approval of their Practice Leader will be provided advanced training in orthodontic diagnosis and treatment prior to beginning a residency program in orthodontics.

Objectives: During February through May, selected students will have the opportunity to participate in performing orthodontic diagnosis, treatment planning and more complex treatment on orthodontic cases under the supervision of attending orthodontic faculty. The course is intended to expose the student to sound principles of diagnosis, patient management and clinical judgment. Students are also expected to attend all seminars, meetings and clinic during 1-2 half-day sessions each week.

Method of instruction: Clinical

Evaluation: Oral inquiry

DBEC (Spring) 4901 – Advanced Cardiac Life Support (1.0 cr.) 4th Year
Instructor: Limits: 4 maximum
Prereq.: Instructor approval
Day & Time: TBA
Description: Students will receive training in the diagnosis and treatment of cardiac emergencies. This includes textbook assignments and lectures on background material, as well as hands-on practice of the techniques on life-like manikins and simulators. This is an intensive program ending with both written and practical evaluation. Students achieving at least 84% on written tests and passing marks on performance tests are recognized by the American Heart Association as ACLS Providers.

Objectives: Objectives of the ACLS program include:
1. Performing rapid, accurate diagnosis of cardiac emergencies.
2. Performing proper treatment of cardiac emergencies including:
   a. basic life support,
   b. use of adjunctive equipment for ventilation and circulation,
   c. monitoring and dysrhythmia recognition,
   d. starting and maintaining an IV, and
   e. employing drug and electrical therapies.

Method of instruction: Lecture, laboratory
Evaluation: Skills testing, oral, multiple choice
DBEB/DBEC (Fall/Spring) 5001 – Table Clinic  (0.5-2.0 cr.)  1st, 2nd, 3rd, 4th Years
Instructor: TBA
Prereq.: None
Description: TBA
Objectives: TBA
Method of Instruction: Table clinic
Evaluation: TBA

Limits: None
Day & Time: TBA

DBEB/DBEC (Fall/Spring) 5002 – Thesis, Literature Review  (0.5-2.0 cr.)  1st, 2nd, 3rd, 4th Years
Instructor: TBA
Prereq.: None
Description: TBA
Objectives: TBA
Method of Instruction: Thesis
Evaluation: Project completion: term paper

Limits: None
Day & Time: TBA

DBEB/DBEC/DBEA (Fall/Spring/Summer) 5003 – Investigative Research  (0.5-2.0 cr.)  1st, 2nd, 3rd, 4th Years
Instructor: TBA
Prereq.: None
Description: TBA
Objectives: TBA
Method of Instruction: Research
Evaluation: Project completion

Limits: None
Day & Time: TBA

DBEB/DBEC (Fall/Spring) 5004 – Special Projects  (0.5-2.0 cr.)  1st, 2nd, 3rd, 4th Years
Instructor: TBA
Prereq.: None
Description: TBA
Objectives: TBA
Method of Instruction: Special project
Evaluation: Project completion

Limits: None
Day & Time: TBA

DBEB/DBEC (Fall/Spring) 5007 – Humanities and Ethics: Art of Observation  (0.5 cr.)  1st, 2nd, 3rd, 4th Years
Instructor: Franklin
Prereq.: None
Description: Observation, description and interpretation are essential skills in clinical diagnosis. These talents are also requisite in the visual arts. Thus, if health science students can improve their skills of observation in a safe environment by first looking at art, this will translate into enhanced skills when observing medical and dental photographs, virtual scenarios and, ultimately, when caring for the whole patient. In a novel collaboration between the Museum of Fine Arts at Houston and the UT Medical School and School of Dentistry, students can spend three evenings (5:30-7:30) at the Museum enhancing their observation and communication skills. Under the direction of experienced art educators and UT faculty, students are provided with a unique learning opportunity that encourages the use of both sides of the brain in a fun and stimulating environment. Attendance at all sessions, participation in a focus group and the writing of a reflective paper are required for this elective. This elective is sponsored by the McGovern Center for Humanities and Ethics
Objectives: At the conclusion of the course, students should be able:
1. To foster interprofessional dialogue for improved patient care through the clinical humanities and ethics.
2. To enhance observation skills.
3. To enhance interprofessional communication skills.
Method of Instruction: Lecture
Evaluation: Attendance/Essay/Participation

Limits: 20 (Fall), 12 (Spring)
Day & Time: TBA
DBEB/DBEC (Fall/Spring) 5008 – Humanities and Ethics: Ethics, Historical Lessons  (0.5 cr.) 1st, 2nd, 3rd, 4th Years
Instructor: Franklin
Prereq.: None
Limits: 15
Day & Time: TBA
Description: This online and interprofessional course will explore ethics through the perspective of historical case studies and movies. Events in history will be analyzed for the role of health care providers and policy makers in acts that in retrospect many of us question the ethics of the people involved. Examples include the response of communities and governments to infectious diseases, such as AIDS and leprosy, research issues including informed consent and research integrity, such as the Tuskegee experiment, as well as the history of the central role played by physicians, dentists and nurses in planning and implementing genocide in the name of eugenics and racial hygiene during the Holocaust and other genocides, such as Rwanda. The course will focus on exploring the lessons we can learn from history as we confront the challenges of problems in today’s society and in the future. Students may select 6 or more lectures that will be posted on Blackboard and watch one movie during the semester. In addition, a brief reflection paper (3-typed pages) regarding the lectures and the movie that the student selected to watch and their impact on their perspective of these ethical issues will be required. This elective is sponsored by the McGovern Center for Humanities and Ethics
Objectives: At the conclusion of the course, students should be able:
1. To identify and analyze events in history using an ethics framework.
2. To apply principles of ethics to the analysis of current and past events.
3. To analyze the lessons that can be learned from history and apply them to current biomedical issues.
Method of Instruction: Online
Evaluation: Essay

DBEC (Spring) 5009 – Humanities and Ethics: Mental Illness, Humanities  (0.5 cr.) 1st, 2nd, 3rd, 4th Years
Instructor: Franklin
Prereq.: None
Limits: 6
Day & Time: TBA
Description: What is the moral meaning of mental illness? What is it like to be mentally ill? How can we, as healthcare professionals, best care for sufferers of mental illness, as well as their families and friends? To answer these questions, we turn to sufferers and their loved ones themselves, as this elective explores memoirs of mental illness – a literary genre sometimes referred to as “pathography.” Each session will focus on pathography of mental illness, including texts such as William Styron’s Darkness Visible (a memoir of depression/melancholia) and Kay Jamison’s A Unquiet Mind (a memoir of bipolar disorder/manic-depression). The final reading list for the elective will be distributed in December. This elective is reading-intensive, and each class meeting will be discussion-based – that is, the class meetings will be conducted as a humanities-style graduate seminar led by students. This elective is sponsored by the McGovern Center for Humanities and Ethics
Objectives: The students will demonstrate their knowledge of:
1. To foster interprofessional dialogue for improved patient care through the clinical humanities and ethics
2. To initiate interprofessional discussions on human behavior and social justice in healthcare
3. To develop skills in reflective thinking to better understand an individual based on personal, cultural and social influences
Method of Instruction: Seminar
Evaluation: Reading/Participation in class discussion

DBEB/DBEC (Fall/Spring) 5111 – Dental Insurance Management in Private Practice  (0.5 cr.) 3rd, 4th Years
Instructor: Gibson
Prereq.: None
Limits: 40
Day & Time: TBA
Description: This elective will serve to provide students a foundation of managing dental insurance as they enter private practice as either an associate dentist or practice owner. Accurate and ethical coding and billing will be emphasized. A working knowledge of dental insurance will also allow students to accurately evaluate the financial implications of plan participation.
Objectives: The students will demonstrate their knowledge of:
1. Understand the organization and utilization of CDT procedure codes and be able to determine proper coding and billing protocols for treatment commonly provided in general practice.
2. Compare and contrast the types of dental insurance plans, the various levels of provider status available and financial considerations of joining as a contracted provider.
3. Navigate the electronic life cycle of a dental insurance claim from its creation in the practice management software to its payment by direct deposit.
Method of Instruction: Seminar
Evaluation: Project completion and attendance
DBEB/DBEC (Fall/Spring) 5201 – Special Project in Educational Research  (1.0 cr.)  
Instructor: Quock  
Prereq.: Successful completion of fall semester, 1st year, DDS program  
Instructor Approval  
Limits: 1 minimum  
Day & Time: TBA  
Description: Past experience has shown that some students want to experience “what dental faculty do,” including educational research. Prior to instructor approval of enrollment in this elective, students must submit a well-designed protocol for an educational research study (predicted effort must be equivalent to 1.0 credit hour). Students will conduct the research study during the academic year, culminating in the evaluation of the study and public presentation of the findings. An example of current proposal from students involves evaluating the effect on qualitative (questionnaire) and quantitative (course grades) performance of first year dental students who participate in weekly near-peer led study/learning sessions, which will be conducted by the elective enrollees.  
Objectives: The students will demonstrate their knowledge of:  
1. Identifying and educational research question/problem.  
2. Designing and carrying out a project to investigate the aforementioned education research question/problem.  
3. Evaluating project and its results, and present these findings in a public forum.  
Method of Instruction: Research  
Evaluation: Project completion  

DBEB (Fall) 5203 – Dental Fitness  (0.5 cr.)  
Instructor: Cooley  
Prereq.: None  
Limits: 1 minimum  
Day & Time: TBA  
Description: This elective is designed to stress the importance of taking care of the individual’s body as it is subject to the rigors of performing four-handed dentistry. It will cover principles of how stressors occur; ergonomic preventive guidelines; strength, flexibility and conditioning techniques; and how to take care of the individual for a lifetime of practice. Current evidence based studies will be part of the elective, along with accepted training principles.  
Objectives: The students will demonstrate their knowledge of:  
1. Understand why dentists are physically at risk due to occupational hazards and learn how to minimize these risks.  
2. Understand the importance of fitness in everyday dental practice.  
3. Understand the relationship of flexibility, aerobic activity, and strength in dental fitness.  
4. Recognize which muscles are at risk due to physical stress in dentistry.  
5. Learn practical ways to increase flexibility in and outside the office.  
6. Recognize proper techniques for physical stretching.  
7. Know which muscles should be targeted and which ones should be cautiously addressed when undergoing strength training.  
8. Perform “hand on” stretches that can be used daily in the dental office.  
9. Learn basic ergonomic principles used in four-handed dentistry.  
10. Learn how to establish a personal exercise program tailored to dental professionals.  
11. Understand how to best utilize a fitness trainer, if one is utilized.  
12. Know when to seek medical guidance and know what options are available.  
Method of Instruction: Lecture  
Evaluation: Project completion
DBEB/DBEC (Fall/Spring) 5205 – Humanities and Ethics: Sacred Sites (1.0 cr.) 1st, 2nd, Years
Instructor: Franklin  Limits: 1 minimum
Prereq.: None  Day & Time:
Saturdays 10-12:00 noon
Description: This course will introduce students to various religions of Houston and great Harris County. By visiting places of worship and interacting with faith members, the topic of faith and impacts on health will be addressed. Religions that have been covered in the course in the past include Christianity, Islam, Hinduism, Judaism, Buddhism and Baha’iism. The course consists of 6 site visits, each 2 hours long, and a final de-briefing session. Each site visit includes a visit to a place of worship and discussion with a religious leader. A lunch with congregation members may be provided if possible. Every attempt will be made for a congregation member to recount a disease journey and its interaction his/her faith. Students are required to attend at least 5 of the 6 site visits, participate in a pre and post course evaluation, write a reflection paper of the course and participate in a post-course debriefing session to receive elective credit. Make up for missed session will consist of a 500 word essay on the missed site.
Objectives: The students will demonstrate their knowledge of:
1. Introduce students to the teachings of divers religions and the physical and emotional environment of diverse places of worship
2. Present an introduction of faith and spirituality in the context of health and disease.
3. Engage students in reflective thinking of their role in acknowledging and addressing a patient’s religion and spirituality in the context of treatment.
Method of Instruction: 6 site visits and a de-briefing session
Evaluation: Pre-and post-course evals, post-course reflection paper

DBEB/DBEC (Fall/Spring) 5908 – Evaluation Presentation Scientific Research (1.0 cr.) 1st, 2nd, 3rd, 4th Years
Instructor: Fakhouri/Kasper  Limits: 4 minimum/16 maximum
Prereq.: None  Day & Time: Thu, 12-1
Description: This elective is available to all dental students who desire to improve their oral presentation skills and knowledge about current research in a stimulating and critical-thinking environment. Students who participate in his elective will orally present scientific articles or their own research results if they have sufficient data, including background information from published studies. The scientific articles and topics will be assigned by the instructors; however, students are encouraged to propose other relevant topics or studies. Instructors will provide information about how to formulate an informative and effective presentation for 40-45 minutes. Presenters will explain the strengths and weaknesses of their data and the rationale for their approach at the end of their presentations. Participants will ask questions and fill out an anonymous short evaluation for each presenter.
Objectives: Participants will:
1. Have an opportunity to improve their presentation skills
2. Develop and formulate informative and appealing presentations
3. Learn about current research and clinical findings in dental and craniofacial research areas
4. Improve critical thinking skills
5. Read scientific articles and explain scientific data and models
6. Be encouraged to introduce practical examples for Evidence-Based Dentistry
7. Evaluate the strengths and weaknesses of each presentation.
Method of Instruction: Oral presentations
Evaluation: Presentations, attendance and participation

DBEC (Spring) 6201 – Color and Appearance: Theory and Practice (1.0 cr.) 2nd, 3rd, 4th Years
Instructor: Paravina  Limits: 4 minimum
Prereq.: Instructor approval  Day & Time: W, 12-1
Description: Students will learn some appearance attributes such as gloss, surface roughness, transparency, translucency, opalescence, fluorescence, and phosphorescence. Color corrections of restorative materials and tooth bleaching will be covered as well. In addition, the student will learn about clinical shade matching and participate in a color training program using custom designed software.
Objectives: To learn about color and its application in dentistry.
Method of Instruction: Lecture, exercises
Evaluation: Attendance and completion of the class assignment
DBEB/DBEC (Fall/Spring) 6801 – Honors in Pediatric Dentistry (1.5 cr.) 3rd, 4th Years
Instructor: Herbert
Prereq.: Instructor Approval
Description: This elective is directed toward students who have a strong interest in pursuing pediatric dentistry upon graduation. It is intended to allow the student to further their knowledge in the field gaining a broader perspective and more detailed knowledge of pediatrics.
Objectives: Students will choose from the following list to present to the Pediatric Dentistry club. References to include no fewer than five recently published articles on the topic of choice.
1. Fluoride and new fluoride therapies
2. Pulp/vitality/therapy (diagnosis, procedure, old and new materials
3. Sedation dentistry
4. The changing face of behavior guidance
5. Anticipatory guidance, OHI and talking to the parent
6. Childhood obesity
7. Special needs/medically compromised Patients
8. Common and new dental materials in pediatric dentistry
Method of Instruction: Literature Review/Shadowing in Clinic
Evaluation: Project Completion

DBEB/DBEC (Fall/Spring) 7001 – Interactive Oral Pathology (1.0 cr.) 3rd, 4th Years
Instructor: Clark/CD Johnson
Prereq.: DENS 2706l
Description: The course is a participation-driven seminar designed to make students more comfortable and knowledgeable when discussing oral pathology. A series of clinical cases will be presented and discussed each week. The discussion will focus on describing pathologic lesions, providing a reasonable differential diagnosis, and knowing the proper course of action to take when oral pathologic lesions are discovered. Those enrolled in the elective will be evaluated by their level of participation and a final oral evaluation.
Objectives: After completion of the course, the participants will be able to:
1. Better recognize when a pathologic lesion is present in the oral cavity.
2. Become comfortable using proper terminology when discussing pathologic lesions.
3. Be able to provide a differential diagnosis for common pathologic entities.
4. Know the proper course of action for when pathologic lesions are discovered.
Method of Instruction: Case Presentation/Participation
Evaluation: Oral Participation

DBEB/DBEC (Fall/Spring) 7115 – Pediatric San Jose Clinic (0.5 cr.) 3rd, 4th Years
Instructor: Cardenas
Prereq.: Instructor Approval
Description: Students under Pediatric dentistry faculty supervision will perform appropriate dental treatment for the San Jose pediatric patients. San Jose is a non-profit community based dental clinic with 13 chairs located in downtown Houston. Students will provide their own transportation to the clinic. A case presentation of treatment rendered will be showed at a group meeting of all participants. The time and place will be announced. Student must attend two Saturday sessions per semester.
Objectives:
1. To gain clinical experience in Pediatric dentistry.
2. To become familiar with non-profit, community based dentistry.
3. To compare the difference between school based and non-profit dental service delivery.
Method of Instruction: Hands-on participation
Evaluation: Case presentation

DBEB/DBEC (Fall/Spring) 7208 – Urgent Care (1.0 cr.) 3rd, 4th Years
Instructor: CD Johnson
Prereq.: None
Description: Students, under faculty supervision, will perform appropriate dental treatment for Urgent Care.
Objectives: To gain clinical experience in general dentistry.
Method of Instruction: Clinical supervision
Evaluation: Attend eight clinic sessions
Prereq.: All students an opportunity to address ethical issues of confidentiality, standards. The aim of a profession is to regulate itself for the public good. This elective is to aid the participant, as a member of the dental profession, in recognizing and embodying positive principles, judgements and conduct to promote the highest ethical standards.
Method of Instruction: Lecture, open discussion, patient examination, debriefing period
Evaluation: Oral

DBEB/DBEC (Fall/Spring) 7701 – Traumatic Injuries (0.5 cr.)
Instructor: Gilbert
Limits: 15 maximum
DENS 2801 Day & Time: Weekend (one 24-hour period). Assignments will be made by the instructor.
Description: The student will be on call with the oral and maxillofacial surgery resident at Ben Taub Hospital over a 24-hour period. During that time period, all patients with traumatic injuries to the head and neck region will be seen for diagnosis and treatment of their problems. After the completion of the 24-hour period, the student submits a written report describing the diagnosis and treatment of all patients.
Objectives: To learn more about patients with traumatic injuries of the head and neck, and to observe, and assist in the diagnosis and treatment of such patients.
Method of Instruction: Clinical
Evaluation: Term paper

DBEB/DBEC/DBEA (Fall/Spring/Sum) 7706 – Advanced Education in General Dentistry (AEGD)Mini-Residency (1.0 cr.)
Instructor: Kiat-Amnuay
Limits: 20 maximum
Day & Time: TBA
Description: Students will sign up for one full week (Monday-Friday) with the Advanced Education in General Dentistry (AEGD) Residency Program. Activities will include:
1. Observe and assist AEGD residents in clinical patient care activities.
2. Attend all seminars and conferences.
3. Treat dental emergency patients presenting to AEGD dental clinic under direct faculty supervision.
Evaluation: Pass/Fail upon completion

DBEB (Fall) 7707 – Looking at Dentistry in Shades of Gray (0.5 cr.)
Instructor: K. Gibson/B. Warner
Limits: 50 maximum
Day & Time: Wednesday 12 noon
Description: This elective offers dental students an opportunity to address ethical issues of confidentiality, access to care and the various forms of informing patients including advertising, financial arrangements and verbal/signed consent. The dental student will discuss ethical decision making that involves judging and deciding when there is an obligation to treat or a valid reason not to treat. The elective will strive to demonstrate that to be a dental professional, one must have integrity, be competent and care for others.
Objectives: This course will present dental students with clinical case situations that pose ethical and professional conflicts. The dental student is expected to actively participate in discussing differences and possible conflicts of legal, ethical and moral standards. The aim of a profession is to regulate itself for the public good. This elective is to aid the participant, as a member of the dental profession, in recognizing and embodying positive principles, judgements and conduct to promote the highest ethical standards.
Method of Instruction: Clinical
Evaluation: Attend 6 of 8 classes = Pass
# First Year Courses

## 2018-2019

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<th>Course Director/Dept Chairman</th>
<th>Credit Hour</th>
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<td>DENF 1504</td>
<td>Jeter/Ogbureke</td>
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<tr>
<td>Biomedical Science Core</td>
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<tr>
<td>Oral Biology I</td>
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# Second Year Courses 2018-2019

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- Second Year Spring/Summer Clinic                     | CLIN 2503     | Adibi/Frey                           | 2.0         | Spring/Summer |

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# Fourth Year Courses

## 2018-2019

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*THE BASIC MEDICAL DICTIONARIES LISTED IN THIS SECTION ARE OPTIONAL; HOWEVER, THEY WILL HELP YOU THROUGHOUT YOUR EDUCATION.*

*Dorland's Illustrated Dictionary, 32nd Ed.,* 2011<br>ISBN: 9781416062578<br>$ 50.95

*Stedman’s Medical Dictionary, 28th Ed.,* 2006<br>ISBN: 9780781733908<br>$ 55.95

[Link to Stedman’s Medical Dictionary for the Dental Professions, 2nd Ed., 2012](http://utdb.thslc.net/vwebv/holdingsInfo?bibId=355648)
THE DENTISTS' CREED

To respect my profession, my reputation, and myself. To be honest and fair with my patients as I expect my patients to be honest and fair with me; to think of Dentistry with loyalty, speak of it with praise, and act always as a custodian of its good name. To be a man or woman whose work carries weight with my fellow citizens; to be a booster, not a knocker; a pusher, not a kicker; a motor not a clog.

To base my expectations of reward on a solid foundation of service rendered; to be willing to pay the price in honest effort. To look upon my work as opportunity to be seized with joy and made the most of, and not as painful drudgery to be reluctantly endured.

To remember that success lies within myself, in my own brain, my own ambition, my own courage and determination. To expect difficulties and force my way through them; to convert hard experience into capital for future struggles.

To believe in my profession heart and soul; to carry an air of optimism into the presence of possible patients; to dispel ill temper with cheerfulness, kill doubts with strong convictions, and reduce active friction with an agreeable personality.

To make a study of the professional and business sides of Dentistry; to know both sides in every detail from the ground up; to mix brains with my efforts and use system and method in my work; to find time to do everything needful by never letting time find me doing nothing. To make every hour bring me dividends in fees, increased knowledge, or healthful recreation. To save money as well as earn it; to cut out expensive amusements until I can afford them.

Finally, to take a good grip on the joy of life; to play the game like ladies and gentlemen; to fight against nothing so hard as my own weaknesses; and to endeavor to grow as a dentist and as a person with the passage of every day of time.

THIS IS MY CREED.

Author Unknown