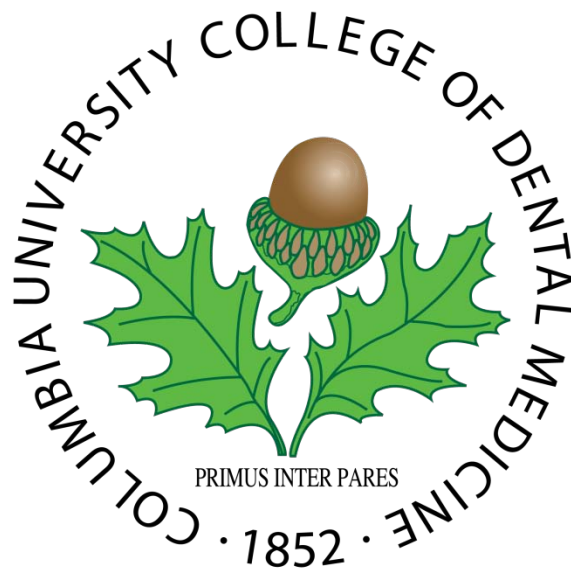


***Columbia University
College of Dental Medicine
2012-2013 Academic Year***

***Academic
Policies & Procedures
Handbook***



The Academic Policies and Procedures Handbook of the Columbia University College of Dental Medicine (CUCDM) is the critical reference source for important information for all predoctoral students. Matters of Academic progress, ethics, attendance, evaluation, and more are delineated in this handbook. The College Code of Conduct, modeled after the American Dental Association Code, is contained here. By registering for classes, all students agree to review and abide by these policies and the Code of Conduct. Familiarity with these policies and procedures is expected of all students. The manual does not constitute an “Express or Implied Contract.” The College may amend the enclosed policies and procedures at its discretion. The College may deviate from these policies and procedures at its own discretion.

Please note that as a reflection of ethical behavior expectations, a student convicted of a felony is subject to dismissal. Unprofessional conduct outside of the College of Dental Medicine, as in professional practice may directly affect a student’s status in the College (or in the profession respectively). This is illuminated in a recent edition of the New York State Dental Association (NYSDA) NEWS:

“In addition to conduct in your practice, you may be subject to disciplinary action for conduct outside of your office that is unrelated to the practice of dentistry. An example is conviction of a crime; this is considered “professional misconduct” and can certainly jeopardize one’s license. Other examples include DUI/DWI, assault, and fraud. So the next time you may be tempted to “test the limits” with one more drink on a Saturday night or similar “risky” behavior, consider the possible impact on your education, your career, and your patients’ welfare.”

Please direct any questions to Martin J. Davis, D.D.S., Senior Associate Dean for Student and Alumni Affairs.

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EMERGENCY NUMBERS

For Emergency Information/Weather related schedule changes, etc., please call the main Columbia University number 212-854-1754.

To report an emergency, please call 212-305-7979 or use the following HSD Emergency Management website: <http://cpmcnet.columbia.edu/dept/ehs>.

The Health Sciences Public Safety (Security) number is 305-8100.

COLUMBIA UNIVERSITY STUDENT E-MAIL COMMUNICATION POLICY

Every student is expected to check email **at least once per day**. Official notices, emergency information, etc. may be sent at any time via email.

Columbia University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students.

An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student.

The University expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students at the Columbia University Medical Center (CUMC) may NOT elect to redirect (auto-forward) email sent to their University email address. Due to the sensitive nature of electronic records and patient health information (PHI), students are expected to adhere to Columbia University policy. Assessing which emails may or may not contain this sensitive information would not be efficient; therefore all email communications will be treated as if PHI is being included. Email communications containing Patient Health Information about CUMC patients will be transmitted only on a CUMC or NYPH email system and **cannot be forwarded to an email account outside CUMC or NYPH**. You will be contacted by CUIT if you fail to comply with this policy.

All email policy for CUMC can be found at:

<http://www.cumc.columbia.edu/hipaa/pdf/cumcemailpolicy.pdf>

Effective January 21, 2004

OFFICIAL NAME, ADDRESS AND TELEPHONE NUMBER

It is the responsibility of every student to keep the Office of Student and Alumni Affairs and the Registrar/Bursar's Office informed of the permanent address and telephone number to which

official University source e.g. Bursar and Registrar mail or telephone calls should be directed. Academic Progress Reports and schedule changes will be sent to the student via email.

Official Registrar notifications will be copied to the address provided as the student's "permanent address" via the class rosters updated annually through the class officers. Failure to notify the College of a change in address is not an excuse for mail receipt problems.

Students can easily access services and update information by visiting The Student Administrative Services web page at: <http://cpmcnet.columbia.edu/student/admin/>.

Any student, who marries or enters into a domestic partnership agreement, must inform the Office of the Registrar, the Office of Student Financial Planning, and the Housing Office.

Please be sure the Registrar has the correct name spelling; that spelling will be used on the diploma!

POLICY STATEMENT ON CRIMINAL BACKGROUND CHECKS

Although CUCDM does not require a Criminal Background Check, it is possible that such may be required by affiliated institutions for rotations, etc. Please be aware that this may impact your ability to complete certain required activities in order to receive the degree and or license in certain states.

CONFLICT OF INTEREST PROTOCOL
Columbia University College of Dental Medicine

In order to prevent students, faculty or any members of our community from being unduly influenced in the process of decision making regarding products, services, medicines et al., the following is the protocol for students wishing to have events for scientific presentations from commercial entities.

If a vendor approaches a student about a lunch and learn or similar event, the student must contact the Senior Associate Dean for Student Affairs to assure knowledge of and observance of this protocol. A knowledgeable faculty member must be identified to serve as the monitor at the presentation to assure that the event is not simply a product presentation, but rather a scientific discussion. Students must be informed about the CDM COI policy and procedures.

These events ideally are conducted on CUMC property to assure observance of these policies. A CUMC classroom must be reserved for the event; please do so by calling Ms. Elsa Solis at 305-8334. Note that hourly fees are charged, regardless of whether the presentation is held or cancelled too late prior to the event.

If the vendor wishes to provide food to attendees, that food must be the standard box lunch provided through the Faculty Club on P&S 4 (6-club). This assures no undue influence resultant from the menu, etc.

All vendors must understand and comply with CDM COI policy and procedures, available from Dr. Myers office. The CDM COI policy is also available on our website.

February 8, 2011

**CODE OF CONDUCT
OF
COLUMBIA UNIVERSITY
COLLEGE OF DENTAL MEDICINE**

PREAMBLE

The purpose of this Code of Conduct is to emphasize to all members of the College community the importance of maintaining the highest standards of ethical conduct. The philosophy of the College of Dental Medicine is that the development and maintenance of the highest ethical standards is an integral part of the education of every student and is necessary for entrance into the dental profession.

ARTICLE I - ETHICAL CONDUCT

The foundation of the Code of Conduct of the College of Dental Medicine (CDM) is the belief that the ethical conduct of the dental College community at large is the responsibility of all of its individual members: students, staff, faculty, and the administration. All members of our community will support this Code designed to guide our students.

ARTICLE II - VIOLATIONS OF THE CODE OF CONDUCT

- I. The unaddressed/unreported knowledge of any of the following violations is considered a violation.

- II. Members of the CDM community are expected to abide by the highest ethical standards and must demonstrate by their conduct that they are suited to the study and practice of dentistry. Specific violations of the Code of Conduct of CDM shall include, but not be limited to:
 - a. Obtaining, receiving, or using or attempting to obtain, receive, or use assistance during an examination or other formal exercise from any source which is not authorized by the faculty. This shall include but not be limited to the copying of answers from another student, communicating with another student in order to obtain such information and using unauthorized notes or devices.
 - b. Any student(s) who gives or attempts to give unauthorized assistance during an examination or other formal exercise, including, but not limited to, allowing another student to copy from an examination.
 - c. Plagiarism within the text of any written paper or presentation.

- d. Obtaining, receiving or using or attempting to obtain, receive or use any unauthorized knowledge of examination questions or other exercise.
- e. The presentation for grading of any work or projects which are not exclusively the work of the student(s) being graded.
- f. The willful or reckless misrepresentation or reporting of inaccurate data in any academic, clinical or research situation.
- g. The misappropriation by any student(s) of supplies/materials which are intended for the use of the class as a whole.
- h. Dealing with a patient(s) and/or a member(s) of the CDM community in a manner which is inappropriate, unprofessional, unethical, or otherwise not in accordance with the American Dental Association (ADA) Principles of Ethics and Code of Professional Conduct.
- i. During all student evaluation activities (written or oral quizzes/exams or practical exams), cell phones and all electronic devices are to be turned off and placed in a designated place before the evaluation exercise begins. Use of such devices under ANY circumstance during an examination will be considered a breach of the CDM Code of Conduct (available on the CDM website: "Academic Policies and Procedures"). Sanctions up to and including dismissal from the College may ensue.

If for any reason you anticipate that you must be available for an emergency call (e.g. family emergency) during the exercise, you must speak with the exam proctor prior to the beginning of the exam to have them hold and monitor your phone during the exam.
- j. The theft, willful damage, vandalism, or abuse of any possession(s) of a member of the CDM community or the property of the College or University.
- k. Any falsification or attempt to falsify or misrepresent grade forms, clinic forms, or patient records. This includes the falsification/forgery of any faculty signatures or approvals. Further, no student may sign another student's name on any document or list.
- l. Any interference or attempt to interfere with the performance of another student on an examination, formal exercise or in clinical practice.

- III. The responsibilities of the faculty and administration regarding ethical conduct and violations are as follows:
- a. Students of the College of Dental Medicine, both pre-doctoral or post-doctoral, and faculty are expected to conduct themselves in accordance with community and national laws, as well as with expectations of professional demeanor, both within the Columbia community and in the general community. Failure to do so can result in serious sanctions up to and including dismissal from the Faculty or from the College with denial of degree or certificate.
 - b. All faculty and administration will foster a professional atmosphere, dissuade unethical conduct, and address it appropriately if it does arise.
 - c. All students must receive fair and equal treatment and “due process” as described below.

ARTICLE III - PROCEDURE

At the College of Dental Medicine, alleged violations of ethical conduct are dealt with in accordance with the procedures described below:

- a. If a member of the CDM community witnesses a violation, it is recommended that he/she approach the violator, if possible. If a satisfactory resolution is not obtained, the witness should approach the appropriate faculty member(s), proctor, or Course Director, who should then approach the alleged violator(s). If satisfactory resolution of the issue does not occur, the matter will be dealt with by the appropriate Section, Division, or Administration Unit.
- b. Alleged infractions of ethical standards shall be handled by the concerned Course Director, Section Chair, or Division Director, or Administrator as soon as possible after a complaint is received. The Senior Associate Dean for Student and Alumni Affairs is an advisory person for the Administration and may be approached at any time regarding Code violations. “Anonymous” reports are not accepted.
- c. If the Section, Division, or Administrator determines that a “significant” breach of ethical standards requiring serious sanctions may have taken place, the matter will be referred to a fact-finding panel consisting of the Ethics Committee Chair, the Vice Dean for Academic Affairs, and the Senior Associate Dean for Student and Alumni Affairs (for predoctoral issues) or the Associate Dean for Postdoctoral Programs (for postdoctoral issues). If a brief investigation or “fact finding” by this panel determines that sufficient evidence appears to

exist and if the accused continues denial of the charges, the matter is referred to the Ethics Committee for hearing.

- d. The Ethics Committee consists of eleven (11) individuals: two senior faculty, two junior faculty, one faculty dedicated to postdoctoral teaching, one part-time faculty member and five elected students. An Ethics Committee representative is elected by each of the four predoctoral classes and the postdoctoral student body elects one student representative. Note that the runner up in the postdoctoral election from a different program will serve as an alternate to avoid a conflict of interest in a hearing. Elected student ethics representatives are available for advice; **they are not ethics monitors or enforcers**. The student member from the accused's class may not serve for a formal Ethics Committee hearing. The accused is entitled to a faculty advocate, a position described in the Academic Policy and Procedures manual. The findings and recommendations of the Committee including proposed sanctions will be transmitted to the Dean as chief disciplinary officer for disposition. The Committee may recommend that the Dean take administrative action, including any of the following: warning, probation, course repeat, suspension from clinical duties, suspension from all activities, dismissal from the College, or other action deemed appropriate.
- e. If a student believes the process was not conducted as described herein, he or she may request a "due process appeal." Such requests will be sent to the Dean of the College, and must be in writing and received by the Dean within seven (7) days of receipt of the initial committee written recommendation.
- f. Proof/evidence is necessary, therefore the alleged violator(s) shall be "innocent until proven guilty." A documented ethical breach is placed as a letter in the student's academic file. Dean's letters will reflect any documented significant ethical breach. The "significance" level of an event in this context will be determined by review by the Dean, the Vice Dean for Academic Affairs, and the Senior Associate Dean for Student and Alumni Affairs as author of the letters. Should a second offense occur, a permanent transcript notation will be entered. Other sanctions including dismissal from the College may result.
- g. Names will be kept confidential, regardless of the outcome, but an annual summary report of actions will be provided by the Chair to the Executive Committee and to The Faculty and student body on an ad hoc basis.

ARTICLE IV - DISTRIBUTION AND PLEDGE

- I. This Code of Conduct will be distributed to all members of the student body, general faculty, and administration.

- II. As members of the CDM community, all students, faculty and administrators shall be bound by the principles contained herein.

Created and approved by Student Government and Faculty: May, 1987.
Last amended: December 20, 2006

PROFESSIONAL CONSIDERATIONS IN THE COLLEGE OF DENTAL MEDICINE

Professional conduct expectations in the College of Dental Medicine derive from these tenets:

I. Columbia University College of Dental Medicine
Policy on Suitability for Dentistry

In order to be permitted to enter and continue studies at Columbia University College of Dental Medicine, students must demonstrate good judgment, a sense of responsibility, sensitivity and compassion for individual needs, the ability to synthesize and apply knowledge, and the capability of becoming ethical, safe, and effective practitioners. The College reserves the right to refuse the degree to any person, who in the judgment of the Faculty, is not suitable for the practice of dentistry.

II. The Faculty of the College believes that so far as possible we have the responsibility to try to protect patients, students, and employees and to protect the educational mission and research programs of the institution from any harm that may come to them because of any action or condition of a student or employee.

III. Potential hazards could arise from an individual being impaired and therefore lacking the ability to perform educational or other professional duties. Such impairments may be derived from neurological disease or degeneration, emotional or psychological disorders, and/or substance abuse. Inappropriate behavior includes behavior regarded as alarming, threatening, bizarre, hostile, or otherwise inconsistent with the responsibilities and duties of the individual and, finally, behavior that is disruptive to working groups, to patient care, or to the educational process.

IV. The Faculty is aware that the public identification of an individual as a potential hazard to others or to the institution may seriously jeopardize the career of that individual and the individual's relationships to other people. The Faculty believes that serious effort must be taken to protect the rights of such an individual and to ensure that any findings, recommendations, or actions are firmly grounded in clear evidence.

V. Private acts, conditions, or behaviors of members of the College outside of the immediate institutional context, although not the responsibility of the College, are of legitimate concern to the College in so far as they may imply potential hazard if this individual continues in their role.

These tenets support professional conduct standards which students, faculty, and all staff in the College of Dental Medicine are expected to observe. The "Code of Conduct" of the College further delineates these standards. For example, patient-student/doctor confidence, trust, and confidentiality for example, as defined by HIPAA, are clear expectations. Behavior unacceptable in the College and dental profession would therefore include:

- breaches of trust and confidentiality; HIPAA violations
- actions such as cheating or unauthorized use of materials in academic, preclinical, or clinical exercises or examinations
- misrepresentations, distortions, or serious omissions in laboratory activity, data, research, reports, or other written material
- misuse of any copyrighted material including from electronic sources such as the world wide web
- abuse, misrepresentation, plagiarism, or other seriously improper conduct in relation to patients or colleagues in clinical training settings
- repeated failures to meet assigned obligations in professional, clinical or research training programs
- other misconduct, misrepresentation, or failures in personal actions or in meeting obligations which in turn raise serious, unresolved doubts about the integrity of the student in meeting the overall obligations of a professional dental career.
- intentional alteration of patient records.
- intentional failure to provide optimal patient care.

DEAN'S DISCIPLINE FOR ETHICAL AND OTHER VIOLATIONS

A student charged with a disciplinary infraction is subject to "Dean's Discipline" and is entitled to written notice of the charges, an opportunity to be heard and an opportunity to appeal a disciplinary decision **on a due process** basis to the Dean of the College of Dental Medicine.*

Ordinarily, a disciplinary proceeding begins when a student is charged with a violation and denies that it occurred. The process then commences with a fact-finding by an identified entity, the previously appointed fact-finding subcommittee of the Ethics Committee in the instance of the College of Dental Medicine. This committee consists of the Vice Dean for Academic Affairs, the Senior Associate Dean for Student Affairs, and the Chair of the Ethics Committee. If facts are deemed to warrant a full hearing, a written communication is sent by the Ethics Committee Chair requiring the student to attend a disciplinary hearing to respond to a specified charge. (In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at a hearing.) The hearing is held before the Ethics Committee. The hearing is a fact-finding, not an adversarial courtroom-type, proceeding; the student may not necessarily be present to hear other witnesses, and there is no formal cross-examination of witnesses or objecting to evidence. In addition, although students are always free to consult an attorney, they may not have an attorney present during a disciplinary hearing nor at any appeal. The student has the right to a Faculty Advocate for preparation and the presentation of evidence.

Witnesses may be called by the committee. The student is advised of the evidence that led to the charges against him or her and is asked to respond. The student may offer his or her own evidence. This includes the student's own appearance at the hearing and may include the appearance of others (witnesses) on his or her behalf and written submissions or relevant documents the student may wish to submit.

After the committee has heard and considered all of the evidence, it reaches a determination and notifies the student as soon as reasonably possible in writing of that decision. If the student is found to have committed a disciplinary infraction, the sanction(s) recommended to the Dean, as chief disciplinary officer, can include but is/are not limited to, censure, probation, suspension, suspension from clinical duties, course repeat, year repeat, and dismissal.

The student has the right to appeal a decision from a disciplinary hearing to the Dean of the College of Dental Medicine. Such appeals must be based on perceived inappropriate due process during the hearing, not another review of the evidence. The appeal must be made to the Dean in writing **within seven (7) days of the time the student is notified of the decision; it must clearly state the due process grounds for appeal. Such appeal must be sent directly to the Dean with copy to the Ethics Committee Chair.**

Normally, on such an appeal, the Dean of the College relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean reviews whether the decision made and the discipline imposed are reasonable under all of the circumstances of the case. There is no further appeal within the University.

* These procedures reflect the "Federal Family Educational Rights and Privacy Act (FERPA)" and the Higher Education Amendments of 1992 (Pub. L. 102-325)

1. The University-wide Rules of University Conduct govern conduct incident to demonstrations, rallies, and picketing and may displace "Dean's Discipline" in cases of serious violations.
2. In general, under University policy and federal law, information about pending Dean's Disciplinary proceedings against a student are confidential and may not be disclosed to others.
3. If the "alleged victim" of a "crime of force" (an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense) requests that he or she be informed of the outcome, barring compelling reason to the contrary, the usual practice should be to disclose the outcome of the Dean's Disciplinary proceeding.

PROTOCOL FOR SUSPENSIONS

The College of Dental Medicine ethics process has received much attention over the last several years. Our approach has been to educate, to prevent, and also to assure excellence in the due process of our hearings et al. A tangent of due process recently was noted: who has the responsibility of issuing suspensions of students and how that is appropriately accomplished? The Dean, as chief disciplinary officer, is the sole individual who sanctions students. Rarely is

this done in an unadvised manner; typically the Dean acts in this capacity as a result of a recommendation from the Ethics Committee, a Class Committee in academic matters, or one of the Senior Associate or Associate Deans in matters under their aegis, thus assuring compliance with defined due process.

In the clinical setting an instantaneous suspension for perceived ethical or professional reasons may be deemed necessary to interrupt a situation, which endangers a patient or others. In such cases the clinical program director on VC 7 or 8 should insist that all activity cease and then consult with the Vice Dean for Administrative Affairs. That Dean may impose an immediate suspension for up to one week, while initiating activity by the Ethics Committee to conduct a fact finding or alternatively to accept an admission of the violation from the accused (*nolo contendere*). If the accused contends no violation occurred, the Ethics Committee will expeditiously conduct a fact finding and, if indicated, conduct a hearing and give recommendations for action to the Dean. Also, note that the College has the right to impose Administrative Leave when serious illness or other circumstances may warrant a student being on leave and the student does not request one.

By assuring that due process exists in such matters, the rights of all are protected, and the likelihood of subsequent challenge on due process grounds is reduced greatly.

POLICY ON ACADEMIC FREEDOM AND STUDENT GRIEVANCES

The College of Dental Medicine (CDM) affirms the following points regarding academic freedom and student grievance procedures:

- I. Columbia University is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members -- students and faculty alike -- are expected to uphold these principles and exhibit tolerance and respect for others. The University Statutes and the general policies of the University describe the roles and responsibilities of faculty in their teaching and research. These policies can be found in the Faculty Handbook at: <http://www.columbia.edu/cu/vpaa/fhb/main.html>.
- II. We hereby uphold the principles of academic freedom as amended from Part II, Section VII of the University Charter and Statutes.
 - a. Academic freedom implies that all officers of instruction and all students are entitled to freedom in the classroom in discussing their subjects;
 - b. faculty and students are entitled to freedom of research and in the submission and publication of its results;

- c. faculty may not be penalized by the University for expression of opinions or associations in their private or civic capacity;
- d. and students may not be penalized by faculty or the University administration for expression of opinions or associations in their private or civic capacity.

III. Issues that are grievable under these procedures include:

- a. Failure to respect the opinions of students in an instructional setting;
- b. Misuse of faculty authority to promote a political or social cause within an instructional setting; and
- c. Personal conduct in the classroom or another instructional setting that adversely affects the learning environment.

IV. Primary responsibility for addressing students concerns about their educational experience and relationships with faculty rests with the individual Colleges due to the size and complexity of the University. Each College has developed its own procedures for responding to those concerns.

V. We promise to uphold and support the following procedures upheld by the University regarding student grievances:

- a. If the faculty member involved holds an appointment in the College of Dental Medicine, the student may use the procedures described in this statement to address the issues listed below. If the faculty member belongs to another College, students must use its procedures. They may, however ask for help from the Conflict Resolution Officer, Division Directors, Section Chairs, and the College's Vice Dean for Academic Affairs or the Senior Associate Dean for Student and Alumni Affairs in identifying and understanding the appropriate procedures.
- b. **STUDENT POLICIES AND PROCEDURES ON DISCRIMINATION, HARASSMENT, GENDER-BASED AND SEXUAL MISCONDUCT AND CONSENSUAL ROMANTIC AND SEXUAL RELATIONSHIPS**

Columbia University is committed to providing a learning, living, and working environment free from discrimination, harassment and gender-based and sexual misconduct. Consistent with this commitment and with applicable laws, the University does not tolerate discrimination, harassment or gender-based or sexual misconduct in any form and it provides students who believe that they have been subjected to conduct or behavior of this kind with mechanisms for

seeking redress. All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination, harassment and gender-based and sexual misconduct, and to report conduct or behavior they believe to be in violation of these policies to the Office of Equal Opportunity and Affirmative Action or Student Services for Gender-Based and Sexual Misconduct.

Complaints by students against students for gender-based misconduct are processed in accord with the Gender-Based Misconduct Policies for Students. Students who attend Barnard College and Teachers College as well as Columbia University are covered by these policies. The use of the term “gender-based misconduct” includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence.

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment and should be filed with the Dean of Students of the school in which the respondent is enrolled.

Complaints by students against employees and third parties engaged in University business for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment. The use of the term “discrimination and harassment” includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.

Under the University’s Consensual Romantic and Sexual Relationship Policy Between Faculty and Students, no faculty member shall have a consensual romantic or sexual relationship with a student over whom he or she exercises academic or professional authority; further, no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy covers all officers of instruction, research and the libraries, including student officers of instruction and research and teaching assistants.

Title IX Coordinator for Columbia University
Susan Rieger, Associate Provost
Office of Equal Opportunity and Affirmative Action, 103 Low Library
sr534@columbia.edu , (212) 854-5511

Deputy Title IX Coordinator for Staff and Faculty Concerns
Melissa Rooker, Executive Director,
Office of Equal Opportunity and Affirmative Action, 103 Low Library

mrooker@columbia.edu , (212) 854-5918

Deputy Title IX Coordinator for Student Concerns
Melissa Tihinen, Senior Manager
Student Services for Gender-Based and Sexual Misconduct, 108C Wien Hall
mt2738@columbia.edu , (212) 854-1717

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct:

Counseling Services
Columbia Morningside (212) 854-2878, CUMC (212) 496-8491

Rape Crisis/Anti-Violence Support Center, (212) 854-HELP

Office of the University Chaplain, 212-854-6242

Health Services:
Columbia Morningside (212) 854-2284
Columbia Morningside clinician-on-call (212)854-9797
CUMC (212) 305-3400
CUMC clinician-on-call (212) 305-3400

- c. Complaints against the College's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures. These may be contained in the *Statement on Professional Ethics and Faculty Obligations and Guidelines for Review of Professional Misconduct*, available at <http://www.columbia.edu/cu/vpaa/handbook/>.
- d. If the student has a concern about a faculty member, the student should directly approach that professor. If the student feels the grievance cannot be settled directly with the professor, the student may seek the advice and or mediation of the Division Director or Section Chair. Alternatively, the student initially may approach the College's Mediator directly.
- e. If the student feels the grievance has not been addressed, the student may secondarily request the involvement of the Mediator, an appointed position within CDM. The Mediator will report to the Vice Dean for Academic Affairs if the matter is not resolved.
- f. The student may request of the Vice Dean for Academic Affairs that the College's Grievance Committee hold a hearing on the grievance. The Vice Dean for

Academic Affairs may send the matter to the Grievance Committee to explore and settle the larger issues raised by the specific grievance. This Committee is composed of the following faculty members and students:

- Chairperson-Senior Associate Dean of Student & Alumni Affairs
- Senior Associate Dean for Diversity and Multicultural Affairs
- Director of Pre-dental Admissions
- Presidents of the 3rd and 4th year classes

All are voting members. In the absence of any member, the Dean of the College may elect to appoint a replacement. The chair will convey the recommendations to the Dean of the College.

- g. The faculty member is given the student's letter of complaint and invited to submit a written response. The Grievance Committee reviews both statements and is given access to any other written documents relevant to the complaint. The Grievance Committee will normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony. The merits of the grievance are evaluated within the context of University and CDM College policy. The Grievance Committee serves in an advisory capacity to the Dean of the College. It is expected to complete its investigation in a timely manner and submit a written report to the Dean of the College who may accept or modify its findings and any recommendations it may have made to remedy the student's complaint. The Dean of the College will inform both the student and the faculty member of his/her decision in writing.

The Committee ordinarily convenes within 10 working days of being appointed by the Vice Dean for Academic Affairs and ordinarily completes its investigation and sends the Dean of the Dental College its report within 30 working days of convening. The Dean normally issues his or her decision within 30 working days of receiving the Committee's report.

The Dean of the College may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean of the College believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.

- h. Appeal

Either the student or the faculty member may appeal the decision of the Dean of

the College to the Provost. Findings of fact, remedies given the student and penalties imposed on the faculty member are all subject to appeal. A written appeal must be submitted to the Provost with 15 working days of the date of the letter informing them of the decision of the Dean of the College.

The Provost will normally confine his or her review to the written record compiled by the College's Grievance Committee and the Dean of the College, but reserves the right to conduct the review of the decision of the Dean of the College in any manner he or she considers appropriate.

The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that the faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.

VI. The Dean of the College will monitor these policies and procedures on a yearly basis and will make any necessary changes to insure due process.

VII. **Confidentiality**

All aspects of an investigation of a student grievance are confidential. The proceedings of the Grievance Committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean of the College and the Provost. Everyone who is involved with the investigation of a grievance is expected to respect the confidentiality of the process.

VIII. Students who wish to comment on these procedures or suggest ways in which they can be improved are welcome to e-mail mjd2@columbia.edu.

CONFLICT RESOLUTION RESOURCES

When interpersonal conflicts arise between members of the CDM community, it is essential that resources to support and mechanisms for resolution be known and available. Below are guidelines, depending on the nature of the problem and who is involved:

- Student ethical issues are governed by the Academic Policy and Procedure Manual*. The protocol is based on the College's Code of Conduct as approved in 1987, by both students and faculty and is applicable to both. Questions should be addressed to the Senior Associate Dean for Student and Alumni Affairs.
- Purely academic issues should be brought to the Vice Dean for Academic Affairs.

- Sexual Harassment issues are referred directly to the Columbia University Office for Gender based misconduct as per, <http://www.columbia.edu/cu/dpsa/>
- Multicultural issues are referred directly to the appointed CDM Mediator.
- At the discretion of the involved parties, other conflicts should be addressed to an immediate supervisor, the division director, etc. if not resolvable by the involved parties. Additionally, the Conflict Resolution Officer and the Senior Associate Dean for Student and Alumni Affairs are available for information, advice, etc.
- If the preceding are deemed unsuitable, a separate conflict resolution resource exists through the University Ombuds Officer, Dr. Marsha L. Wagner at 212-854-1234 or 212-304-7026, www.columbia.edu/cu/ombuds/. Dr. Wagner has office hours on both campuses.

Please note the following guiding principles:

- Confidentiality is always a foremost concern in all areas above.
- Resolution is best achieved at the least complex or most “local” level.
- All members of the community should do their best to resolve conflicts in which they are involved by themselves. The resources above support that approach or are a “next” level.

Also, please consult the “Policy on Academic Freedom and Student Grievances.”

* Available online in the CUCDM website intranet.

**COLUMBIA UNIVERSITY
COLLEGE OF DENTAL MEDICINE**

**TECHNICAL STANDARDS FOR ADMISSION
AND RECEIPT OF DEGREE**

This document describes essential functions and non-academic skills which students must be able to demonstrate in order to be accepted into and receive a degree from the Columbia University College of Dental Medicine in the pre-doctoral, post-doctoral, and residency settings. The following “technical standards” are consistent with Section 504 of the 1973 Rehabilitation Act (PL93-112) and the Americans with Disabilities Act (ADA PL101336, 1990). These are **minimal** technical standards which must be met by all students, with or without reasonable accommodations, who have been admitted to any of the programs of or associated with the

Columbia University College of Dental Medicine. The College of Dental Medicine does not recognize an intermediary who may perform some or all of the technical standards as a reasonable accommodation.

Inherent in these standards is the concept that an oral health care professional who has obtained a degree from the College of Dental Medicine represents to all that he or she is completely prepared for and competent in the practice of clinical dentistry. The receipt of the degree implies that the technical skills, necessary knowledge, et.al. have been attained by the degree or the Certificate of Training, through caring for a broad variety of patients. Any person wishing to apply to any of the College's programs, whether pre-doctoral, post-doctoral, or related residency, must be able to possess the motor skills, the intellectual skills, the observational and communication skills, the social and behavioral skills, and the ability to quantitate and integrate all of the preceding in order to attain the degree. The award of a degree or certificate of training in the post-baccalaureate or masters degree setting carries with it the full authority of Columbia University College of Dental Medicine and is intended to communicate to all who might seek the services of the degree recipient that said recipient is competent to practice all phases of general clinical dentistry or the specialty in which he or she has trained. In order to attain the skills, judgment, and professionalism inherent and implied by that degree, certain cognitive and technical skills must be exercised in order to master the entire didactic and clinical curriculum. Every student must pass every course in the curriculum in order to receive the degree.

All students must demonstrate the essential skills that are necessary to fulfill the degree requirements, which are embodied in the following technical standards. These standards include motor, communication, cognitive, sensory, observational, and behavioral skills. Acquisition of these skills is directly linked to the competencies of the curriculum, which in turn are intended to foster an individual's ability to meet the degree's requirements. The Class Committees of the College will monitor individual student progress in all of the knowledge and skill areas.

I. Motor Skills

- a. GENERAL: A student must possess sufficient motor functioning to execute movements essential to providing oral health care to patients.
- b. SPECIFIC: A student must possess the motor skills to perform palpation, auscultation and other diagnostic maneuvers, basic laboratory tests, diagnostic and restorative procedures. Such actions require coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.
- c. SPECIFIC: A student must be able to perform basic life support including CPR, to transfer and position patients with disabilities, to physically restrain adults and children who lack motor control, and to position and reposition himself or herself around the patient and chair in a sitting or standing position. A student must promote and support the ability of coworkers to perform prompt care. A

student must be able to operate controls, use high-speed or low-speed dental handpieces for tooth preparation procedures, and use hand instrumentation including scalpels for surgical procedures.

II. Sensory/Observation

- a. GENERAL: A student must be able to acquire a predetermined level of required information through demonstrations and experiences in basic and dental sciences courses.
- b. SPECIFIC: Such information includes, but is not limited to, information conveyed through: 1) physiologic and pharmacologic demonstrations, 2) microscopic images of microorganisms and tissues in normal and pathologic states; and 3) demonstration of techniques using dental models. A student must be able to acquire information from written documents, and to evaluate information presented as images from paper, films, slides, or video. A student must be able to interpret x-ray and other graphic images. A student must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.
- c. GENERAL: A student must be able to observe a patient accurately, at a distance and close up, interpreting non-verbal communications while performing dental operations or administering medications.
- d. SPECIFIC: A student must be able to perform dental examinations and treatments that require the use of sight and touch. He or she must be able to see fine detail, focus at a variety of distances, and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. He or she must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments. A student must also possess the visual acuity to read charts, records, radiographs, small print and handwritten notation.

III. Communication

- a. GENERAL: A student must be able to: communicate effectively and sensitively with patients; convey exchange information at a level allowing development of a health history; identify problems; explain alternative solutions; and give directions during treatment and post-treatment. A student must be able to communicate effectively and efficiently with all members of the health care team.
- b. SPECIFIC: A student must have sufficient facility with English to: retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. A student must be able to communicate in lay language so that patients and their families can understand the patient's conditions and, thereby, be more likely to comply with treatment and preventive regimes.

IV. Cognitive

- a. GENERAL: A student must be able to measure, calculate, reason, analyze, integrate, and synthesize.
- b. SPECIFIC: A student must be able to comprehend three dimensional relationships and understand the spatial relationships of structures. Problem solving requires all of these intellectual abilities. A student must be able to perform these problem solving skills in a timely manner.

V. Behavioral

- a. GENERAL: A student must possess the emotional health required for full use of his or her intellectual skills, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.
- b. SPECIFIC: A student must be able to endure physically-taxing workloads and to function effectively under stress. He or she must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interests, and motivation are all personal qualities that will be assessed during the admissions and educational processes. A student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. A student must be able to accept criticism and respond by appropriate modification of behavior. A student must be able to interrelate among colleagues, staff, and patients with honesty, integrity, respect, and nondiscrimination.

VI. Ethics and Professionalism

- a. GENERAL: A student must maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct and the CUCDM Code of Conduct, which includes maintaining the confidentiality of patient information.
- b. SPECIFIC: A student must always act in the best interest of the patient and society even when there is a conflict with the student's personal self-interest. The student must conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their interactions with students, faculty, staff and the public. A student must refrain from actions that detract from the professional atmosphere or orderly appearance of the School of Dentistry or University, including personal appearance or other actions. This expectation would also apply when attending any school-sponsored or related activities, such as preceptorships and externships.

GRADING POLICIES

I. College policy on letter grades

CDM has a policy that grades will be given for all major courses in the curriculum. An Honors (H), Pass (P), Fail (F) grading system is in place. If a student has not completed all course work by the time final grades must be submitted, the student may receive a Credit Pending (CP), with the understanding that this designation be changed to a grade at the earliest opportunity. It is the course director's obligation to set a deadline for the completion of outstanding work and to inform the student that if the deadline is not met, the grade will be changed to F and the matter referred to the Class Committee for further disposition.

II. Absolute and curved grades

Course directors have considerable freedom in setting their own grading policy and determining whether a student meets the requirements in the course. The grading policy in the course **must be made known** to the students at the beginning of the course and be applied fairly and without subsequent changes.

The usual policies for grading examinations include (after examination question validation!):

- a. absolute grading with the fairly standard system of: 90 and above = Honors; 65 and over = Pass, and 64 and below = Fail.
- b. curving where a student may fail if he or she is more than 2 SD below the mean;

III. University policy on posting grades

It is University policy that grades are never posted by name, by alphabetical sequence, or by using social security numbers (to prevent unauthorized use of such numbers by outsiders). The best way to return grades is in person, by individual letter or by individual email. It is also possible to let the students select some unique identifier (number or code name) under which their grades may be posted. A minor problem with such a system is that invariably some students will forget or share their selected code.

IV. Written Communication

All written communication involving highly confidential matters such as grades, academic/clinical progress, patient care, etc. must be conveyed in a secure fashion.

MAXIMUM PROGRAM TIME TO RECEIVE THE D.D.S

- I. There is a limit to the amount of time a student may be matriculated with the College of Dental Medicine of Columbia University and remain eligible to receive the Doctor of Dental Surgery degree. Under no conditions will the total length of the D.D.S. program, including leave of absence or remediation of a year, exceed five years in duration. Only one year may be repeated, in full or in part, or be a leave of absence in order to meet requirements for the degree.
- II. Repeat or modified (partial) repeat of an academic year may occur in the four years of the curriculum for any student. The need to repeat in any form any additional curriculum portion is grounds for automatic dismissal from the College with no right of appeal. No single course or year of the curriculum is subject to two remediation attempts; only one remediation attempt is permitted per failed course. Failure of the remediation results in dismissal automatically with no right to appeal.
- III. A leave of absence (up to four weeks) or a withdrawal “without prejudice toward re-enrollment” up to a period of one year is counted as part of the total five years a student may be eligible for the degree. After a significant period of withdrawal and approval for re-enrollment, a student may be assigned remedial activities in order to support a successful reintegration into the curriculum.
- IV. Program completion implies that every course and every requirement, including attendance in clinics and courses, be met including passing National Board Part I and II. Should a student complete all activities required for the D.D.S. degree except one (1) final item, that item must be concluded within an 18 month period from the original expected date of graduation. During this period, the student will be charged a “maintenance and facilities fee” set by the Registrar. If the period of 18 months is exceeded, the student will be asked to return to the College in residence to demonstrate that previously attained competencies remain at the competency level. The student will pay the necessary fees and the tuition in order to be reinstated as a candidate for the D.D.S. degree. All arrangements are subject to the approval of the Vice Dean for Academic Affairs.

MONITORING ACADEMIC PROGRESS

The academic progress of every student is monitored through the system of the four class committees. A student must pass every course in the curriculum in each year in order to advance to the next year or at the conclusion of four years of study to receive the Doctor of Dental Surgery degree.

Student academic progress is reviewed several times each year, particularly at the conclusion of courses, to determine if academic difficulties are being experienced. The class committees

communicate in writing to students who are experiencing academic problems. Students are categorized as either “progressing satisfactorily”, or on “monitored status” if one or more courses are presenting specific difficulties for a student. At the conclusion of each year, all course performance is reviewed by the Class Committee and:

- A student with a satisfactory academic record in all areas will be recommended to advance.
- A student who has academic difficulty in a certain course may be required to perform remediation at the discretion of the Course Director in consultation with the Class Committee.
- A student with serious academic deficiencies in several areas may be mandated to repeat a portion of the year or the entire year or to be dismissed from the College in consideration of the total performance. The Vice Dean for Academic Affairs determines final course scheduling and tuition in cases of remediation and repeat. Partial repeat of any year requires full tuition for that year.

The College of Dental Medicine reserves the right to dismiss, or to deny admission, registration, readmission, or graduation, to any student who in the judgment of the College is determined to be unsuited to the study or the practice of dentistry. Hence, failure to progress, i.e. numerous marginal grades or ethically/morally unacceptable conduct for a student seeking to enter the dental profession, can be sufficient grounds for dismissal. A student with poor performance in several courses, yet with no actual course failures, may be recommended to one of the above categories including dismissal. Students experiencing academic difficulty should, at their earliest opportunity, speak first with the Course Director regarding their performance and, secondly, with the Senior Associate Dean for Student and Alumni Affairs regarding tutorial support, personal counseling opportunities, or related matters.

OUTLINE OF ACADEMIC REMEDIATION POLICIES

In order to advance to each subsequent year of the curriculum, all course work must be successfully completed. Students who fail a single course may, at the discretion of the Class Committee and depending upon the academic record of the student, be given the opportunity to remediate that failure. The format for remediation is determined by the Course Director in consultation with the appropriate Class Committee. Multiple course failures in a single year are individually reviewed by the Class Committee. Resultant actions may include repeat of the year or dismissal recommendation by the Class Committee. Any course failure is open to one remediation attempt only. For instance, a student who is permitted to study independently and prepare for a re-examination, and who then fails that re-examination, is subject to dismissal from the institution. A single course may be attempted **only two times in any format**. Remediation of a failure may take several forms depending on the course. The Course Director, in consultation with the Class Committee will determine the best protocol for remediation. For instance, a re-examination may occur after a reasonable period of guided or independent study, or an equivalent course at another institution may be taken subject to approval of equivalency by the Class Committee and the Course Director. In other instances, additional projects or written activities may be part of the remediation. All Class Committee recommendations, as well as ethical “code of conduct” violation hearings are subject to appeal as delineated in the student appeals “due process” description in the Academic Policies and Procedures Manual of the College.

GUIDELINES FOR ACADEMIC EVALUATIONS AND PROGRESS

I. Academic Progress

Student academic progress is monitored in several ways, specifically by each course director, by divisions or departments, by the appropriate academic class committee, and finally by the Administration of the College. If it is determined during a course that a student's performance is unsatisfactory, and that the student is in danger of failing a course, the course director will so advise the student, noting tutorial or remedial assistance that is available. This information is transmitted to the Vice Dean for Academic Affairs and to the Senior Associate Dean for Student and Alumni Affairs.

In order to help students improve their learning experiences, tutorial support may be offered at the discretion of a division and/or the administration, while courses are in progress. The class committee, in consultation with the relevant department, makes the final decision on remediation to correct a completed course failure. Final course grades are submitted to the Vice Dean for Academic Affairs and to the appropriate class committee chairperson.

II. Class Rank and GPA

Per a Columbia University Senate ruling from the late 1960's, class rank and GPA are not maintained. A general recommendation level is stated in the Dean's letter for post-doctoral placement written at the end of Year III. All recommendation letters are accompanied by a printed explanation of this policy.

III. Academic Progress Committees

The four academic committees (known as the First, Second, Third and Fourth Year Class Committees) are appointed by the Dean. They periodically review the academic progress of every predoctoral student. Each committee consists of a chairperson and course directors or representatives of the appropriate year. The Vice Dean for Academic Affairs and the Senior Associate Dean for Student and Alumni Affairs are ex-officio members. In order to be promoted to a successive year of the dental curriculum, each student must pass every course of the preceding year. At the close of the senior year, the Clinical Academic Progress Committee recommends to the Faculty for award of the degree, those students who have successfully completed the entire curriculum.

Final grades for all completed courses are reviewed by the Committees at the close of each academic year. If a student has failed an entire course, the Academic Progress Committee consults with the course director regarding remediation options.

Remediation may be by:

- a. re-examination (undertaken only after completion of the current academic year and the recommendation of the course director and permission of the Academic Progress Committee which has overview of the student's total performance);
- b. successful completion of a remedial program determined by the course director

- and the committee; or
- c. successful completion of an acceptable extramural equivalent course at an institution approved by the department and the committee. A passing grade is “C” or better is required in the latter instance.

If a student has failed more than one course, the Academic Progress Committee considers the student’s total academic performance, decides whether remediation will be permitted, whether extramural courses will be acceptable, or whether the year will be considered to have been “failed.” At the discretion of the Class Committee, in any year of the curriculum students may be requested to repeat the year or a portion thereof, or may be dismissed for general poor scholarship.

IV. Right to Appeal Class Committee Decisions

A student has the right to appeal the initial decisions of the Class Committee and is entitled to make a request for a hearing to appeal for modification of said decision. The appeal affords the student the opportunity to meet with the committee and to introduce mitigating issues or other information not previously known to the committee, which information could cause modification of the initial recommendation. The request, in writing to the Class Committee Chairperson, must follow receipt of the written notification from the Class Committee by no more than one week.* The committee chair will inform the Senior Associate Dean for Student and Alumni Affairs who will help the student select or be assigned a faculty advocate, unless the student refuses in writing to have a faculty advocate. A meeting of the committee will be arranged at which time the student and the student's advocate will present the appeal. Subsequent to the hearing, should a student believe that a lack of “due process” as herein described was compromised, a further request may be made for an administrative (due process) review by the Dean of the College or an ad hoc three (3) person panel appointed by the Dean. This request must be made in writing directly to the Dean. This appeal is directed only to due process; it is not to be used for additional fact finding or to review information from the original appeal. A request for administrative review by the Dean must follow notification of the Class Committee appeal decision by no more than one week (7 days) of receiving the first appeals decision. The due process reason for appeal must be stated in the letter. The Dean, as Chief Disciplinary Officer of the College, has final discretion over all recommendations of the Class or Ethics Committees.

V. Academic Progress

Each Class Committee observes the following protocols:

- a. Monitored Status

Students who are placed on “Monitored Status” because of low academic standing and/or ethical issues are informed in writing by the Class Committee chair. Failing status in any course mandates Monitored Status.

b. Repeat of the Year

Criteria for full or partial repetition of a year of study are established by the class committees. Except in unusual circumstances, a student is warned in writing of poor academic standing before repeat of a year can be considered by a committee. Schedule for repeat or modified repeat of a year are determined by the Vice Dean for Academic Affairs.

c. Extended Program

Poor academic or clinical performance may result in a Class Committee recommendation for extending the length of a student's program beyond the customary curriculum. Schedule and tuition are determined by the Vice Dean for Academic Affairs.

d. Dismissal

Dismissal of a student may be recommended by an Ethics or by a Class Committee according to herein stated guidelines and established Columbia University statutory guidelines.

e. Where full or modified repeat of a year, extended program, or dismissal are recommended, the aforementioned appeals process is available. A student may waive in writing the right to a hearing, but all are discouraged from doing so.

VI. Sequence of Due Process

a. The Class Committee recommends the student’s status to the Dean and The Faculty; student is notified in writing.

b. The student may appeal the recommendation of the Class Committee with the support of a faculty advocate. The purpose of the initial appeal is to ensure that all relevant facts have been introduced. The opportunity clearly exists to introduce mitigating circumstances.

c. The Class Committee hears the appeal and makes a final recommendation to the Dean of the College and to The Faculty.

d. The student has the right to request an “administrative (due process) review” by

the Dean or the Dean's appointees. Administrative "Due Process" Appeals to the Dean or ad hoc Committee:

The Dean may serve alone or may select three members of the administrative staff or others, as the Dean deems appropriate, as an ad hoc Committee on Due Process Appeal. The charge of the ad hoc Committee is to review and determine the adequacy of due process, taking care to ensure that any evidence regarding mitigating circumstances has been considered and the correct protocol observed. The review will be carried out using all available documents, records of the Class Committee, and if necessary, testimony by the appropriate Committee Chair or other individuals, as deemed appropriate by the Dean or the Chair of the Due Process Appeals Committee. If in place, the Committee on Due Process Appeals, upon completion of its investigation, will render its decision promptly in writing to the Dean of the College.

- e. All decisions must be communicated to the student by the Class Committee Chair as soon as possible, in writing. All appeals must be requested in writing within one week of notification of decisions and must include an indication of the basis for the appeal, e.g. extenuating circumstances, etc.

VII. Implementation

Academic discipline is carried out by the Dean of the College of Dental Medicine. The guidelines described here will be used by the Dean in discharging this responsibility.

VIII. Professional Behavior and Ethics

All students are informed of the Code of Conduct of the College during orientation; are given one copy to keep and one copy to sign and return and by matriculating agree to abide by its precepts. The Code of Conduct was first adopted by both students and faculty of CDM on May 1, 1987. By registering in the College each student is bound by the Code of Conduct.

IX. **SANCTIONS**

As is the case by custom in all academic institutions, a variety of sanctions are available when a student has been found in violation of the institutions policies. For instance, a student violates one of the tenets of the College of Dental Medicine Code of Conduct and either claims to be "responsible" or by means of hearing including any appeals is found to have violated such policies, they may then be sanctioned by the Dean or a representative of the Dean of the College. These sanctions could include any of the following either singularly or in combination where indicated:

- Disciplinary warning
- Disciplinary probation
- Deferred suspension
- Educational sanction
- Various directives
 - no contact directive
 - no entry directive for buildings, housing
 - Persona non grata
- Removal from campus
- Removal from Columbia Housing
 - varying length of time
 - disciplinary probation
 - suspension from classrooms and/or clinics
 - expulsion
- Other sanctions as deemed appropriate to the violation

POLICY ON EDUCATIONAL EXAMINATION AND CASE STUDY MATERIALS

The creation of objective and effective evaluation instruments, whether written or other examinations, or problem-based case studies, are a significant time consuming task for faculty. In order to both assure that students are fairly evaluated and to have an opportunity for adequate performance feedback in a reasonable and timely fashion, it is necessary to promulgate policy about access to such materials, cases, et.al.

The policies are the following:

- I. Students are specifically forbidden from memorizing, photographing, or copying questions to produce replicas of evaluation instruments.
- II. Students may not post unreleased examinations or case studies on class web sites or convey them by any means to individuals who may take such examinations in the future.
- III. The professor or creator of instructional materials decides whether the students are allowed to keep the materials, i.e. an examination is left with the examinee, an answer sheet provided, or all materials are collected at the conclusion of the examination. It is expressly forbidden to share questions from the examination with those who may take future examination in this or related courses.
- IV. Educational materials created by faculty of the College of Dental Medicine and of the College of Physicians and Surgeons, or used with appropriate permission by CDM or P&S, are copyrighted and may not be reproduced, transmitted, or provided to others, particularly students in successive classes or non-Columbia registered individuals.
- V. All materials and recordings available in CourseWorks or other Columbia University teaching technologies can be used by students only for personal use and may not be transferred to other people or posted on web sites or similar technologies.
- VI. In cases where some outdated teaching materials are already in common circulation, those documents may only be displayed in secure websites, so as not to violate copyright. Please note that such outdated materials may mislead students with invalid concepts, etc.
- VII. In the instance of inability for officially excused reasons to attend an examination, the make-up examination should have different questions from the original and be given in an **oral format**. No examination may be given to any student **in advance** of the class examination date.

Violation of any of the above policies regarding evaluative/examination/case materials will be considered a breach of the Code of Conduct of Columbia University College of Dental Medicine and will subject the violating student to a hearing before the Ethics Committee of the College and appropriate sanctions up to and including a notation of an ethics violation on the student's transcript and/or dismissal from the institution.

ACADEMIC ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Any student who is determined to be in need of remediation due to inadequate or incomplete performance in any course must be placed on **monitored status**. Any student on monitored is prohibited from participation in **any** extracurricular affairs. These prohibited activities include service as a class or organization officer, travel to a global health externship, or extramural voluntary externship to another hospital or dental college, club activities, et.al.

Immediately upon satisfactory remediation, the Class Committee Chair will notify the Senior Associate Dean for Student and Alumni Affairs that monitored status is ended and the student is in "Good Academic Standing" again.

THE ROLE OF THE FACULTY ADVOCATE

When a student has experienced significant academic difficulty or is accused of inappropriate ethical conduct, a very clear due process protocol is observed including an appeals opportunity. This document explains the role of a faculty advocate for a student who is the subject of such hearings.

The advocate must be a full or part-time faculty member in good standing of the College of Dental Medicine. All faculty should be open to serving as an advocate; student advocacy is inherent in the institutional mission. All faculty should be ready to fulfill this need, if for no other reason than to avoid an undue burden on a select few who are amenable to this role. The primary purpose of the advocate is to serve as an advisor, planner, and support person for the student in preparation for, during, and immediately after the hearing process. The advocate can help the student better frame the constructs of an appeal, for instance, requesting a committee recommendation for dismissal from the institution be amended to a repeat of the year. The advocate assists the student in creating a logical basis and systematic presentation for the alternative sought. It should be remembered that this process is not one of confrontation. Attorneys are not permitted in this setting. Rather this is an attempt through reasonable due process to determine the best academic remedial course for the student or to define (penalties) sanctions for unethical behavior. The appeals process allows for the introduction of mitigating circumstances or contingencies that could change the original opinion of the committee, or to redress an unintended oversight. In the case of ethical hearings, the appeal may be directed toward the level of recommended sanctions or to new pertinent information not available during the original, initial decision process.

During the actual hearing, presentation of information may be by the student, by the advocate, or by a combination of both per the student's wishes and the advocate's advice. It should always be borne in mind that the committee is attempting, within the boundaries of reality and logic, to determine what is best for the involved student, any patient, the profession, and the institution.

In preparation for the hearing, the student may wish to consult directly involved professors, but it is best for the advocate to not engage in attempting to influence other faculty, particularly those on the hearing committees. The advocate's purpose is to be of support, help the student organize their appeal in a reasonable and logical fashion, and present that appeal during the hearing. Questions regarding the role of student advocate should be addressed to the Senior Associate Dean for Student and Alumni Affairs.

A final "cautioning" note: the advocate should feel free to confer with the Committee Chair regarding the "facts" of the case. The student's perception alone may not be completely objective or adequately detailed to ensure the best appeal preparation.

STUDENT SUCCESS NETWORK

The College of Dental Medicine in collaboration with the College of Physicians and Surgeons has in place an academic support program for students in Year I. The joint program focuses on voluntary attendance review sessions. The College of Dental Medicine supplements this review session series with Individual, confidential free tutorials for CDM students who are identified as requiring remediation. This tutorial support is arranged with the Senior Associate Dean for Student and Alumni Affairs.

Two concluding second year students with academic records of distinction and an expressed interest in teaching are selected to serve as CDM coordinators of these activities. The coordinators have formal University Teaching Assistant appointments, and they report directly to the Dean of Students and work with course directors as indicated.

In addition to the SSN review and individual tutorial support for Year I students, tutorials for Year II students may be offered to students requiring remediation as authorized by the Senior Associate Dean for Students and Alumni Affairs. Selected courses frequently offer their own review sessions on a voluntary basis; students are strongly encouraged to utilize these valuable opportunities. Finally, the major laboratory based preclinical science courses also have their own TAs, who may be assigned to support students identified as struggling in a course.

Students who learn that they are not meeting expectations in a course in year I or II should contact the Senior Associate Dean for Student and Alumni Affairs immediately to arrange

tutorial support.

COURSE EVALUATIONS

The curriculum and its constituent parts, the courses, are reviewed continuously at CDM in order to maintain the highest standards of contents and delivery.

Course evaluations are performed by both faculty and students. The results are analyzed by the Center for Educational Research and Evaluation (CERE), which prepares reports that are reviewed at several levels: the College's Curriculum Committee, the Vice Dean for Academic Affairs, the appropriate Division Director, and the Course Director. Weaknesses are identified and action is taken to address them. See the list below for the progressive steps that are taken to correct problems that are identified.

It is **essential** for proper quality assurance that **all students participate** in the evaluation of all courses for which they are registered. Students provide important insights in the delivery of the course content, the learning environment, etc.

The evaluations are anonymous in content and are done on-line in the CourseWorks environment. At the end of each course all registered students receive an e-mail message alerting them that the evaluation is now "live" for one week only. The evaluations must be completed in that period. The process again is an anonymous one. Technical support for the evaluations is provided by the staff of the Center for New Media Teaching and Learning. The staff strips identifying information from all completed evaluations and forwards the data to CERE for analysis. Students who complete their evaluations are given access to their final grades in the course. The names of students who remain delinquent in filling out course evaluations are reported to the Office of the Vice Dean for Academic Affairs. These students are then required to fill out paper evaluations in the office.

All student evaluations are reported through a subcommittee of the Curriculum Committee consisting of the Associate Dean for Information Technology and the Senior Associate Dean for Student and Alumni Affairs. The reports are sent to the Course director, the Vice Dean for Academic Affairs, and the Curriculum Committee. The Course Director prepares a self assessment for the Vice Dean for Academic Affairs. Based on the analysis of the evaluation reports and self assessment, recommendations are made by the Vice Dean for Academic Affairs and the Curriculum Committee.

These recommendations are transmitted by the Vice Dean for Academic Affairs in annual meetings with the Division Directors. The latter subsequently meet with the Course Directors and direct any corrective changes that have been suggested for the course (*Level one corrective steps*).

REINFORCEMENT OF MANDATORY ATTENDANCE POLICY OF CDM

It has become necessary to reconfirm the existing policy on mandatory attendance for the College of Dental Medicine.

Students are required to attend all scheduled team-based learning sessions, small- group sessions, laboratory sessions, clinic sessions, and examinations, UNLESS they have an excused absence. These excused absences should be reported to Dr. Martin Davis in Student Affairs (305-3890).

Attendance rules for lectures are determined and announced by individual course directors.

While there is no College-wide policy for mandatory lecture attendance, we strongly urge that students attend all lectures as an important adjunct to their learning process. Many years of experience demonstrate that lecture attendance correlates with academic success.

Repeated absenteeism and recurrent lateness are unprofessional behavior and will be reported to the Academic Progress Committees. Such behavior ultimately may result in a delayed graduation. In extreme cases, a student will receive a failing grade in a course if his/her absenteeism (excused and unexcused) exceeds 20 % of the scheduled sessions of the course.

These policies are intended to facilitate a student's transition to a professional. Appropriate professional behavior takes many forms; learning to be a professional is an essential part of the education at CDM.

POLICY GUIDELINES ON ABSENCES, WITHDRAWAL, AND STUDENT LEAVES OF ABSENCE

This document sets forth policy guidelines for student "Leave of Absence" and "Withdrawal" from the College of Dental Medicine. These policies and administrative actions are designed to protect the interests of students and of the College. Unusual problems, not anticipated by this document, undoubtedly will arise; they must be judged and handled according to the individual circumstances.

I. Withdrawal

A student may withdraw voluntarily from the College at any time. He/she must notify the Senior Associate Dean for Student and Alumni Affairs in writing, complete

a formal “Withdrawal” form and indicate the reason(s) for the withdrawal. Readmission may be granted only by the Admissions Committee in consultation with the appropriate Class Committee. If readmission is granted, the Academic Progress Committee in consultation with the Vice Dean for Academic Affairs will determine the student’s entry point in the curriculum. Readmission without a full new competitive application is available only at the beginning of the academic year and only for the curricular year in which the student was enrolled.

II. Attendance Policies and Leave of Absence

a. Regular Attendance

The College of Dental Medicine expects that all candidates for degrees and certificates will be in attendance during consecutive periods (semester, years, or months, depending on the year of the curriculum) until the completion of the requirements for the degree. Individual **course directors may require attendance** as part of the protocol for “passing” the course.

b. Policy on Examination Date Conflicts

If a student has an extreme emergent conflict with attendance at a scheduled examination, no early exams shall be administered. The format of the latter make-up examination is at the Course Director’s discretion; an oral examination is recommended.

c. Notification of Absence

Students are obligated to promptly notify appropriate faculty and the Office of the Senior Associate Dean for Student and Alumni Affairs (212-305-3890) of any illness or emergency that necessitates any absence from College. For a period up to two weeks, a student may be absent without requesting a formal leave of absence, provided that appropriate faculty and the Senior Associate Dean for Student and Alumni Affairs have been made aware of the reasons necessitating absence. If continued absence will occur, the student’s status in respect to matriculation in the College must be clarified with the Senior Associate Dean for Student and Alumni Affairs and the Registrar.

d. Voluntary Extramural Rotations

It is the policy of the College of Dental Medicine that student voluntary externships should not occur when regular classes are in session. Hence permission to be “excused” from the regular curriculum and further to have the privilege of remediation is not possible. Students required to have letters of “good academic standing” or statements in writing regarding the provision of professional liability insurance may obtain these from the Office of Student Affairs. **The Associate Dean for Hospital Affairs must also**

be informed of any such activities in order that the insurance, etc. be in force. Please see the Dean of Student and Alumni Affairs with any questions regarding these activities.

e. Policy for missed examinations

NB: Dr. Davis' office, the contact for verification of excused student absences, is 305-3890.

- i. An unexcused student absence from an examination automatically means a failing grade for that examination.

No remedial is to be offered until the end of the course, when the Academic Progress Committee will review the student performance as a whole.

- ii. Students with an excused absence and students who notify the course director in advance that they are unable to take an examination for a valid reason (e.g. major illness or death in the immediate family), upon return should be given an oral examination as a make-up. Under no conditions should students be permitted to take the same version of a written examination or be examined in advance of the regular examination date.

f. Leave of Absence

A Leave of Absence (LoA) may be granted for a period up to one year. A Leave of Absence may be granted by the Vice Dean for Academic Affairs or the Senior Associate Dean for Student Affairs. A student seeking a Leave of Absence must submit a written request stating the reason for the LoA. The Senior Associate Dean for Student and Alumni Affairs may deny a request for a leave of absence, if granting of the leave would be inconsistent with the college policies at large. Any absence of more than one month duration requires a formal "Withdrawal" and completion of a withdrawal form. This process allows re-enrollment within one calendar year at the start or midpoint of the academic year. Completion of this form does not prejudice against re-enrollment in the same curricular year in the subsequent fall term.

Note: After two (2) months of absence, many financial aid loans require repayment, hence the need for formal withdrawal and a Student Financial Planning Exit Interview.

g. Reasons for Leave of Absence and Withdrawal with Re-enrollment Privilege

A withdrawal with re-enrollment privilege may be granted if a student is unable to continue studies because of medical or emergency family problems. The

withdrawal period granted for medical reasons may not exceed one calendar year. A leave granted because of emergency family problems should not exceed one month. In the case of a student seeking a medical leave or withdrawal, the Senior Associate Dean for Student and Alumni Affairs must receive written verification of the need for same from the Director of Student Health, the administrative psychiatric consultant, or the student's private physician. At the termination of that period of absence, the college has the right to make reentry into the curriculum contingent upon written verification by the Director of Student Health and/or the administrative psychiatric consultant, which states that the student's health permits the resumption of studies. If a student's health does not permit resumption of studies at the end of one year, the student must apply for admission to a newly entering first year class at a later time and present evidence, as above, of fitness for entry.

The continuity of education is a critical factor in building biomedical clinical competence; hence leaves of absence are for no more than one year. Lesser LoA are additive; a student accruing one year of total leave over several smaller LoA is deemed to have met the maximum time allowed. In the case of medical LoA, students must have a clearance letter from the provider of care in order to return.

To return from a psychiatric LoA, the college requires review by an independent psychiatrist retained and reimbursed by the college. Re-entry into the curriculum **requires a written letter from the primary physician** stating that the medical issue precipitating the leave has either been resolved or has ameliorated adequately to allow the student to pursue a full course of study.

h. **Protocol for a Leave of Absence**

- For reasons of health, e.g. illness, maternity, or other, **up to a one month leave of absence** can be requested; the following are necessary:
- A **written** request must be submitted to the Senior Associate Dean for Student and Alumni Affairs stating the reason for the leave and the dates requested.
- To request to return to classes, the student must inform the Senior Associate Dean for Student and Alumni Affairs in writing.
- A letter is required from the attending physician verifying the reason and time the student was unable to be present and that a return is appropriate.
- In cases of personal emergency leave, the student must provide written notification of the exact dates requested for the leave.

- Unless the above occur, the Senior Associate Dean for Student and Alumni Affairs has no official record of the time of absence and cannot interact on the student's behalf with course directors regarding academic requirements, make-up opportunities, etc.
 - For a leave of absence greater than one month, a formal Withdrawal is required. University forms and protocols are available from the Office of Student and Alumni Affairs.
 - Students who must withdraw and intend to re-enroll at the beginning of the subsequent academic year are required to place a deposit of \$2500 to secure a position in the class in which they are due to re-enroll. This deposit is due six months prior to the start of the school year, and will apply to the coming term costs. The purpose of the non-refundable deposit is to assure that people requesting such positions will join the class accordingly.
- i. Maternity/Paternity Leave
Maternity and paternity leaves (including adoption) are granted at the written request of the student.
- j. Administrative Psychiatric Evaluation
It is the policy of the College to require an "Administrative Psychiatric Evaluation" by an independent psychiatrist (not part of the University Student Health Service) when the mental status of a student may be questioned as appropriate for patient care, for the student's own welfare, for appropriate academic progress or reflecting other serious concerns about the student's well being. The College pays the fee for such review, and arrangements to initiate the review are through the Senior Associate Dean for Student and Alumni Affairs. Resultant reports are reviewed only by the Senior Associate Dean for Student and Alumni Affairs, the Vice Dean for Academic Affairs, and if material to enrollment or leave status, the Dean. The report may be confidentially transmitted to the Director of Psychiatric Services of the Student Health Services of CUMC to support subsequent student care when indicated.
- k. Administrative Leave of Absence
In instances of serious illness, physical and/or psychiatric, wherein members of the Academic Progress Committee have reason to judge that a student should not continue studies, and wherein the student cannot or will not request a leave or withdrawal, the college may elect to place the student on an "Administrative Leave of Absence." An administrative psychiatric evaluation is

typically requested as well. The Dean of Students or other staff person designated by the Dean of the college may place a student on administrative leave of absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in or is at heightened risk of engaging in behavior that could lead to serious injury to themselves or others, including as a result of physical or psychological illness.

In addition, the Administrative Leave process may be initiated if, based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports. An Administrative Leave of Absence may not exceed one calendar year. When a student who has been placed on such leave requests termination of the leave and reentry into the curriculum, the college must be provided written verification from the Director of Student Health and/or the administrative psychiatric consultant that the student's health permits him/her to resume studies. If the student's health does not permit the resumption of studies at the end of the full year, matriculation will be terminated.

For more information, please consult:

<http://www.essential-policies.columbia.edu/involuntary-leave-absence-policy>

I. Leave during Semester I of Year I

For students who have not completed the first semester of College, Leaves of Absence for reasons of illness or emergency family problems will be granted only in exceptional circumstances. When a leave of absence is granted to a student in the first semester of matriculation, the Dean will indicate the terms and conditions of the leave of absence and the terms and conditions for reentry into the College. Reentry will be contingent upon review and approval of both the Admissions Committee and the Biomedical Curriculum Committee.

If a student who has failed to complete the first semester is granted a leave, the student cannot return sooner than the start of the next academic year and must restart the first year curriculum upon returning.

POLICY ON GLOBAL ORAL HEALTH EXTERNSHIPS

POLICIES

International travel is inspiring and educational and it can be thrilling and challenging, some times much beyond what one had anticipated. Each experience is truly unique. It will change your life as you experience the cultural differences among the general population as well as that of the health care field. It will provide new perspectives and insight into the workings of the world. The three goals of the Columbia University College of Dental Medicine (CUCDM) Global Health Externship (GHE) Program are:

- To create an awareness of and an appreciation for “dental philanthropy.”
- To further develop student cultural competency.
- To provide care where access is very difficult or non-existent.

I. Student “tourism” – Observation Only

Such activities are student-initiated, have no formal relationship with CDM programs and require no approval. They will not be permitted in periods during which the school is in session.

II. College–sponsored exchange visits with formally affiliated institutions

A number of affiliation agreements exist with peer institutions abroad. These are college-approved affiliations in which a clear understanding exists between the two parties of the expectations and conditions of the exchange visits. The Vice Dean for Academic Affairs is in charge of these and must be contacted for information, permissions, and scheduling.

III. International “patient care” activities

These activities require approval by the GHE Approval Committee (the Vice Dean for Academic Affairs, the Senior Associate Dean for Student and Alumni Affairs, and the Year III or IV Clinical Directors. Approval form is available online. A sponsoring individual doctor or group is needed to provide supervision of any patient care activities. This group must be approved by CDM and clear agreements must be in place to ensure that students will not provide patient care beyond their current level of competence.

IV. These GHE service trips will be allowed for students in late 3rd or 4th year only. Students must be in good standing as determined by the Class Committee. Every attempt must be made to participate in such activities **when the school is not in session.**

V. Informal, voluntary externships at other schools/hospitals **must** be planned for student

vacations; details of such requested events must be sent to the Senior Associate Dean for Student and Alumni Affairs.

GLOBAL HEALTH EXTERNSHIP APPROVAL PROTOCOL

POLICY

- I. Only Year IV students have adequate clinical skills for global* externships; observation only is permissible for Year III students.
- II. Individually created/arranged externships, i.e. to an Oral Maxillofacial Surgery, Prosthodontic, or similar program cannot be planned to occur when regular classes/clinics are in session. They must occur during vacation time and cannot supercede normal academic commitments.
- III. One student will serve as “group leader.” That person will serve as an information conduit between College administration and involved students. A critical task for the leader is providing the master list of all those who hope to attend to the Senior Associate Dean for Student and Alumni Affairs in a timely fashion. No one should purchase tickets or make other plans until approval is granted.
- IV. Requests for approval must be made at least 2 months prior to planned event.
- V. Requests must be approved by the CDM Global Health Committee (GHC), consisting of the Vice Dean for Academic Affairs, the Senior Associate Dean for Student and Alumni Affairs, and the Clinical Program Director of either Year III or Year IV.
- VI. Professional liability insurance from Columbia University only is available for formally approved externships.
- VII. A list of privileges (procedures planned to be performed at the site) will be provided to the Externship Director. If the student has not performed a particular procedure here at CDM, they should not attempt it in another setting!
- VIII. The specific preceptor(s) and organization sponsoring the externship must be named and, if new to us, a brief biography of the preceptor provided; the student will be under the direct supervision of this person while providing any clinical care. Please also note whether there is an affiliation in place.
- IX. A maximum of 12 students may attend an externship at one time.
- X. It is not guaranteed that lost clinic days can be “made up” on return.
- XI. Unless specific permission is obtained from the Vice Dean for Academic Affairs, **ONLY ONE** global health externship per student is permitted during Year III or Year IV.
- XII. Only approved group GHE’s are eligible for fiscal support. See the separate document describing support from CDM.

Please refer to the Global Health Externship Handbook found on the CDM intranet.

* “Global” refers to outside the U.S.

NB: Any student may participate in only one Global Health Externship per academic year.

PREDOCTORAL GLOBAL HEALTH FUNDING

The Columbia University College of Dental Medicine believes that student participation in global health activities expands the perspective of our students and helps develop cultural competency. Therefore the College is pleased to offer “modest” support to students who elect to engage in approved GHE’s.

There exist several organizations with which CDM has established a relationship, for example, HealthCare International, the sponsoring agency for GHE’s to Jamaica. Additionally, opportunities have suddenly occurred, as they have historically, for GHE’s to sites such as Ecuador, Nepal, the Sudan, Vietnam, and other locations through volunteer organizations including churches, and informal dental groups.

The priorities for receipt of school support to a maximum of \$500 include:

- All aspects of the global health externship application must be completed and approved by the GHE Committee.
- The student must be in good academic standing.
- As the most experienced clinicians, seniors receive priority. Sophomores with their minimal clinical experience are rarely funded.
- Half of the committed funds are reserved for GHE’s with recognized organizations with which CDM has previous experience.
- When the second half of the fund (which is dedicated to new opportunities) is exhausted, no further funding is available in that fiscal year. These latter funds are awarded on a first come, first served basis.

Questions related to either the process for approval of a global health externship or to funding support should be addressed to Martin J. Davis, D.D.S., Senior Associate Dean for Student and Alumni Affairs, mjd2@columbia.edu.

POLICY ON VOLUNTARY EXTERNSHIPS

Students from CDM often seek to perform voluntary externships at other dental sites such as colleges or hospitals. Externships are an opportunity to observe the protocols, facilities and general operations of other institutions with the purpose of possibly applying through PASS for a Match to that institution for specialty training some day. Also the Program Faculty comes to know the potential applicant. If considering such an activity, please know the following:

Voluntary externships must occur during student vacation times; no one is excused from regular academic and clinical duties on site at CDM.

We do not execute formal affiliations or agreements with other institutions for such purposes. The legalities are often unacceptably complex and prohibitive involving legal counsel on both sides.

Student Affairs is ready to create letters for Academic Good Standing and for Professional Liability while on externship at other accredited institutions.

POLICY STATEMENT ON MANDATORY PRE-CLINICAL DRUG TESTING

Columbia University Medical Center is committed to assisting members of its community in facing the challenges associated with alcohol abuse and illicit drug use. The drug testing policy provides an opportunity for early identification and intervention before the consequences of such abuse adversely impacts a student's health, professional growth, and patient care. Early intervention also provides for successful treatment without the involvement of formal disciplinary action or other sanctioning.

Policy

Pre-clinical drug testing is required of all students in the clinical schools at CUMC prior to the beginning of clinical rotations.

All students are expected to read the entire policy and procedures for drug testing at:
<http://www.cumc.columbia.edu/student/health/DrugTesting.htm>

POLICY STATEMENT ON INFECTIOUS DISEASES

Accidental exposure to infectious disease agents in spite of all appropriate precautions is a risk faced by the population at large and by all health care professionals in particular. Health care professionals must learn and observe precautions regarding known communicable disease entities, potential "occupational exposure," and indications for using available immunizations.

- I. New York State **by law** requires **all** students to provide proof of immunity to Mumps, Measles, and Rubella (MMR). Immunity to MMR must be either documented or immunization attained. Our Student Health Service will provide you with all necessary details.
- II. Hepatitis B
It is the policy of the College of Dental Medicine that all newly enrolled students must present **to the Student Health Service** an original or verified copy document of a laboratory titer test result demonstrating immunity to the Hepatitis B virus. If a student has a negative titer, i.e. has not been immunized nor has had Hepatitis B or such documentation is not available, students must do one of the following:

- a. With a physician of your selection begin the immunization process with a Hepatitis B vaccine (e.g. Recombivax or other). Immunization requires 3 injections over several months, **or**
- b. Begin the process of immunization with the Student Health Service.

Please note that a “letter” from your physician is not acceptable as evidence of sufficient antibody levels; an actual copy of the laboratory report giving exact antibody levels to the hepatitis B virus is necessary.

III. Tuberculosis

Tuberculosis incidence has increased in recent years. It is required that health care students in high risk areas such as dentistry be tested for infection annually. The Student Health Service offers this test as part of the covered services. If a student has reason to expect infection, e.g. known exposure with compromised barrier protection or the development of symptoms, more frequent testing is available by appointment at Student Health.

Any student coming from an area of endemic tuberculosis should have a PPD performed. If a positive reaction >10cm occurs and BCG vaccine was received more than six years before, six months of isoniazid therapy should be begun.

Any student who is HIV positive should not provide care to tuberculosis patients and should have a 5 TU PPD performed. If a 2mm or greater reaction occurs, isoniazid therapy should be initiated for one year.

- IV. In all such matters confidentiality and individual counseling through our Student Health Service are critical factors. For further information, please contact the Student Health Service at 305-3400.

Thank you for your attention to these essential health issues.

** Student Health Service, 60 Haven Avenue, Tower I, 212-305-3400.

October, 2002

STUDENT INJURIES

Students should be aware of the following policy regarding injuries obtained during rotations to other facilities:

TO: Hospital Dental Directors

FROM: Louis Mandel, D.D.S., Associate Dean for Hospital Affiliations

SUBJECT: Student Injuries

On occasion students injure themselves during their rotation to your facility. Usually the problem is a needle stick.

If such an incident occurs, the student should be told to report back to this College's Student Health Service (SHS) as soon as possible. The SHS will offer the necessary care.

However, it would be appreciated if you could help by requesting cooperation from the involved patient. In the case of a needle stick, asking the patient to voluntarily undergo serologic testing etc. The results can then be forwarded to the SHS at this address.

Your cooperation regarding this matter would certainly alleviate the concerns of the involved students.

POLICY ON STUDENTS WITH BLOOD BORNE PATHOGENS

Introduction

The College of Dental Medicine recognizes that candidates for admission to the College or students currently enrolled in the College may present with or contract blood borne pathogen diseases (BBPD) and that a “carrier state” for such pathogens may develop. The College policy pertinent to such individuals is contained in this document. Specific matters of clinical conduct such as infection control, accidental exposure of patients and their right to know, etc. are contained in the College’s “Clinical Policy and Procedure” document.

I. Candidates for Admission

An individual applying for admission to the College of Dental Medicine who is a carrier of a blood borne pathogen (hepatitis B, hepatitis C, HIV, et.al.) may disclose such a condition. Such candidates are considered under the Americans with Disabilities Act to have a disability, and their application is addressed in that context. Specifically, individuals with disabilities which may affect their ability to meet all curriculum requirements will be individually appraised by a special ad hoc committee appointed by the Dean for that purpose. The support of the applicant’s personal physician’s assessment of the applicant’s ability to participate in the full curriculum will be an integral part of the process. If modification of the curriculum is required to protect the applicant, colleagues, or patients, the impact of those proposed curricular modifications and their effect on the applicant’s ability to meet the minimal, essential requirements for the receipt of the D.D.S. degree must be evaluated. Again, such evaluations are done in a confidential manner in consultation with the individuals designated physician and in consultation with our own Student Health Service.

II. Enrolled students who become carriers of blood borne pathogens

The ADA notes that: dentists infected with blood-borne pathogens can safely provide dental care...[and that] blood-borne pathogen infection alone does not justify the limiting of professional duties or automatically mandate disclosure, provided proper infection-control procedures are implemented. Infected dental healthcare workers must practice in compliance with CDC or equivalent infection-control recommendations, as required by applicable law.¹

In keeping with policies pursuant to the Americans with Disabilities Act, each person in this category is individually assessed with supporting documentation from his or her physician as to their ability to meet requirements for receipt of the degree, bearing in mind the safety of the student, colleagues, and patients. Whether or not the individual may continue in pursuit of the degree is dependent upon the extent to which their curriculum must be modified, and whether the minimal, essential requirements for the D.D.S. degree can be met.

1. BBPD in Health Science Students: Recommendations from the Lexington Conference, November 6-7, 2000, JACH, V.50:3.

The Task Force for the Lexington Conference noted that there exists “No requirement that a patient be notified of a student’s serostatus for BBP infection before the student’s performing a procedure on the patient (informed consent is not deemed necessary)...Further, such students “...should consult with their own health care provider regarding their status and their professional goals, if appropriate.” Students must make any requests for curricular modification known to the appropriate personnel in the academic or clinical offices of the College. The acceptability of these requests for curricular modifications and the extent to which they can be implemented must be considered from the perspective of the institution’s technical standards.

III. Decision Process

Respecting confidentiality of medical records, access to this information for the decision process is limited to qualified medical staff of the University, the applicant or student’s personal physician, and to the ad hoc committee expressly designated for this purpose by the College.

IV. “Right to Know”

With an exposure, the patient has just as much “right to know” as does an exposed healthcare provider, although it may not be necessary to disclose the specific identity of the source. This places both a moral and an ethical responsibility on the student (as a source of exposure) to report such exposure immediately, to report any personally known possible infectious status, and to participate in testing.

November 1, 2002

**PROFESSIONAL DRESS CODE
FOR STUDENTS, FACULTY, AND STAFF**

Students, Faculty, and Staff are expected to present a professional appearance at all times.

- I. Students, Faculty, and Staff are expected to be clean, well groomed and dressed in a manner appropriate to their responsibilities.
- II. In positions where continuous contact with the public is required, the following types of clothing are NOT appropriate for the work place.

Jeans
Overalls
Sweat shirts or sweat pants
Shorts
Leggings
Halters
Tank Tops
T Shirts
Work out clothes
Sandals or open-toe shoes.
(Sneakers are acceptable if clean & presentable)

- III. Suggested acceptable attire:

Shirt, tie, and slacks for men
Slacks or Skirt with blouse for women
Scrubs are acceptable but must be clean, pressed, and changed daily.

- IV. Students, Faculty, and Staff must maintain a professional appearance even though patients may not be scheduled in their area on a given day.
- V. Students, Faculty, and Staff must maintain an optimum level of personal hygiene, including the avoidance of foods which present offensive odors and the use of deodorants.

CLINICAL DRESS CODE

All DHCW (Dental Health Care Worker) must adhere to the required clinical dress code.

- I. All FACULTY/STUDENTS/STAFF **MUST** wear **DISPOSABLE GOWNS WHEN IN THE CLINIC.**
- II. Disposable gowns should be changed daily or when they become visibly contaminated or soiled. They can be disposed of in normal waste.
- III. **MASKS AND PROTECTIVE EYEWEAR MUST BE WORN AT ALL TIMES WHEN SPLATTER, SPLASH OR AEROSOL PRODUCING PROCEDURES (OR OBSERVATIONS OF PROCEDURES) ARE BEING DONE.**
- IV. **GLOVES MUST BE WORN AT ALL TIMES WHEN EXAMINING PATIENTS AND PROVIDING CARE.**
- V. Head coverings are required in the event there is intrusion of hair into the operating field. Bonnets will be provided.
- VI. Monitoring of activity will be done and failure to comply with the dress code as stated will result in:
 - a. **FIRST OFFENSE: VERBAL WARNING**
 - b. **SECOND OFFENSE: DOCUMENTED REMEDIATION**
 - c. **THIRD OFFENSE: LETTER OF WARNING**
 - d. **FOURTH OFFENSE: DEANS DISCIPLINE**

EMAIL USAGE & RETENTION POLICY

Policy Statement

Email is an expedient communication vehicle to send messages to the Columbia University population. Because of the versatility and ubiquity of email technology, Columbia University recognizes and has established the use of email as an official means of communication. University email includes Cubmail, Outlook, and other specific services offered by the Business School, Law School and Columbia University Medical Center. This policy defines the appropriate use of Columbia University's email and its retention.

Primary Guidance to Which This Policy Responds

This policy responds to the "Acceptable Use of IT Resources" and the "Desktop and Laptop Security" policies.

Responsible University Office & Officer

The office of Columbia University Information Technology Security is responsible for the maintenance of this policy, and for responding to questions regarding this policy. The Chief Information Security Officer (CISO) is the responsible officer.

Who is governed by This Policy?

This policy applies to all individuals who are granted a Columbia University email account. A Columbia University email is defined as [insert definition?] Those individuals covered include, but are not limited to, faculty, staff, students, those working on behalf of the University, and/or individuals authorized by affiliated institutions and organizations.

Who Should Know This Policy

Anyone with a Columbia University email account should know this policy.

Exclusions and Special Situations

None

Policy Text

The following lists the acceptable use and security measures that one must exercise when using Columbia University's email.

- I. Messages sent and received via Columbia's email system should be kept as private as possible by senders and recipients, as well as by Columbia University Information Technology (CUIT). The University and its email system administrators will not read email unless necessary in the course of their duties (e.g., including investigation, inappropriate contents or as directed by Office of the General Counsel, and will release email as required by an executed subpoena valid in the State of New York).

- II. No email may be sent or forwarded through a University system or network for purposes that violate University statutes or regulations or for an illegal or criminal purpose.
- III. When conducting University business, only a Columbia University email account (e.g., UNI@columbia.edu, name@columbia.edu, anything@columbia.edu, name@gsb.columbia.edu, or name@law.columbia.edu) is acceptable for official University and/or business related correspondences. The use of personal email accounts, to conduct such University business, including personal Columbia Alumni Association accounts (anything@caa.columbia.edu), to represent oneself or one's enterprises on behalf of the University is prohibited.
- IV. Nuisance email or other online messages such as chain letters or obscene, harassing, offensive or other unwelcome messages are prohibited. Such email should be reported to the departmental system administrator or CUIT help desk immediately.
- V. Unsolicited email messages to multiple users are prohibited unless explicitly approved by the appropriate University authority. See <http://www.columbia.edu/cu/policy/mass-email-procedure.html>
- VI. Confidential and/or sensitive information (e.g., SSN, credit card, medical records) must not be sent by email. The only acceptable way to transmit such information electronically is to attach the information as a password-protected and/or encrypted file; never type the information in the body of the email; and never send a password or decryption key in the same email. Unless the file is encrypted or password-protected, it can be read by others and therefore should not be considered private communication.

Instructions for password protecting and encrypting Microsoft Office documents can be found at <http://www.columbia.edu/acis/security/articles/data/encryption.html>

For communications involving health care and medical information, you must adhere to the Columbia University Medical Center's email policies. Please see:

<http://www.cumc.columbia.edu/hipaa/policies/docs/cumcemailpolicy.pdf>

http://www.cumc.columbia.edu/hipaa/policies/docs/cumcimptinfo_provider.pdf

Prior to sending an email with sensitive and/or confidential information, verify the accuracy of the recipient's email address to prevent unintentionally sending it to an unauthorized individual. Once an email is sent, it cannot be recalled and /or undone.

- VII. All messages must show the genuine sender information (i.e., from where and from whom the message originated). Users are not allowed to impersonate other users or user groups, real or fabricated, by modifying email header information in an effort to deceive the recipient(s); e.g., email spoofing is specifically prohibited.

- VIII. Potentially damaging emails (e.g., unsolicited, mass or commercial messages; messages that appear to contain viruses) will disrupt University operations. To prevent the spread of this type of email, the University reserves the right to terminate its connection to outside host servers, as well as filter, refuse and/or discard these messages.
- IX. Email boxes that are hosted on CUIT servers are backed up nightly and retained for up to five weeks. Deleted and purged email, if available in a backup copy, may be recoverable if the request is not longer than five weeks from the date of deletion. Email forwarded (i.e., redirected) to a personal email account (e.g., Gmail, Yahoo, Hotmail) that is not under CUIT control is excluded from the CUIT email backup.

Responsibilities

The intentional abuse of email privileges may result in having your University email account suspended / revoked. Unauthorized access to read another person's email will be treated with the utmost seriousness, including disciplinary actions, suspension and/or termination.

Definitions

Deleted and purged email – When an email is deleted, it is flagged for deletion and remains on the system; at this point, the message can still be undeleted by restoring it from the Trash. Once a deleted message is purged from the system (e.g., via a "purge" command, emptying the Trash or by using the "Erase Deleted Messages" command), the message is generally retained online for about a week; administrators can access it, but is no longer counted against the owner's quota.

Contacts

For questions or comments:

Columbia University Information Technology Web: <http://www.columbia.edu/cuit/support/>

Email: security@columbia.edu; Telephone: 212-854-1919

Cross References to Related Policies

For CUIT Security Policies, see the University Administrative Policy Library, CU Information Technology section:

http://www.columbia.edu/cu/administration/policylibrary/responsible_office/cuit.html

For additional policies relating to computing use, computer security standards and guidelines, data classification and encryption, see the "Acceptable Use of IT Resources", "Desktop and Laptop Security", "Data Classification" and "Encryption" policies.

For Columbia University Student Email policy, see:

<http://www.columbia.edu/acis/history/cu-email.html>

For Columbia University Medical Center's email policies, see:

<http://www.cumc.columbia.edu/hipaa/policies/docs/cumcemailpolicy.pdf>

http://www.cumc.columbia.edu/hipaa/policies/docs/cumcimptinfo_provider.pdf

For Columbia Law School's email policy, see:

http://www.law.columbia.edu/law_school/info_tech/Fac_Sup/policies?#rtregion:main

For Columbia Business School's email policies, see:

http://www0.gsb.columbia.edu/itg/students/policies_resources/emailsupport

<http://www0.gsb.columbia.edu/itg/admin/security/Email>

http://www0.gsb.columbia.edu/itg/EmergingTech/Mail_Protection

Effective Date: April 1, 2008

RESPONSIBLE USE OF ELECTRONIC RESOURCES; USE OF COPYRIGHTED MATERIAL ON COLUMBIA'S COMPUTER SYSTEMS AND NETWORK

You may be held legally liable if you have downloaded music, movies or other files without permission from the copyright owner.

Copyright Law and Policy. To copy, distribute, share, or store any information or material on the Internet will infringe the copyright for that information or material, unless the user has the express permission of the copyright owner or the user qualifies for a legal exception under the law.

All network users must comply with federal copyright law. Violations of copyright law are also violations of University policy. Copyright protection covers any original work of authorship that is fixed in some tangible medium of expression. A work is protected from the moment it is created, and it does not have to contain a copyright notice to qualify for protection. What this broad protection means is that just about any work you come across, including software, books, music, film, video, articles, cartoons, pictures, and email, whether on the Internet, a CD, DVD, or tape, is likely to be protected by copyright. While there are exceptions under the law that allow the copying or distribution of copyrighted works, it is fair to say that the use of peer-to-peer software programs to make and share copies of copyrighted music and movies, without permission of the copyright owner, would virtually never qualify for an exception.

Responsibility. By using University electronic resources and services you assume personal responsibility for their appropriate use and agree to comply with all relevant University policies, as well as State and Federal laws and regulations. Please see <http://www.columbia.edu/cu/policy/copyright-info.html> for more on copyright and the University's compliance with the Digital Millennium Copyright Act. See <http://www.columbia.edu/acis/policy> for complete information on the University's Computer and Network Use Policy. FACETS, the official University publication for students includes the computer and network use policy.

Abuses of network privilege are a matter of student conduct and are dealt with by the Office of the Vice President of the Health Sciences. .

Copyright Abuse. The University **must** take immediate action when notified of copyright infractions. *You will be notified of the alleged illegal activity and your network access may be terminated* until you have corrected the problem. **You are personally responsible** for any violation and subject to legal action on the part of the copyright holder. A copyright owner can request a subpoena requiring the University to identify a person engaging in unauthorized copying, downloading or sharing. Copyright violations that occur on the University's network may also create liability for the University.

Repeated copyright violations by any network user will result in permanent termination of network access. Such action on the part of the University is required by law.

Use of Services. The University provides an array of electronic resources and services for the primary purpose of supporting the business of the University and its missions of education, research, and service. In addition, our Internet connections are shared with the Health Sciences Campus and with New York Presbyterian Hospital to support its mission of patient care. Uses that threaten any of these activities or threaten the integrity of the systems are prohibited.

The University recognizes the growing dependence of students on the services and resources the network delivers in support of education. As a student, you have a right to access and appropriately utilize the network in pursuit of your education. *However, your personal use of the network for recreation is, at best, a privilege.* When such use violates copyright law it is strictly prohibited by University policy as well as illegal under federal law. When such use impinges on the primary activities of the University, limits on use, even use that does not violate any laws, will be enforced.

Monitoring. The various technology offices on campus do not monitor the network for content, only for volume of use. However, third-party enforcement agencies acting on behalf of copyright holders, such as MGM, Time-Warner and the Recording Industry Association of America, do routinely survey networked computers looking for individuals who, by providing video, music, or software files for download, are in violation of copyright laws. You may be in violation just by storing illegally obtained copies of such material. *Even unintentional infringement violates the law. For information on disabling programs like Kazaa, Morpheus and Gnutella, see <http://www.columbia.edu/acis/security/kazaa.html>*

Network Abuse. Note that file-sharing programs typically consume large amounts of network bandwidth. The University will automatically limit Internet access for computers generating excessive network traffic. If such abuse threatens the missions and activities of the university, access to the network may be suspended. *For the current limit, see <http://www.columbia.edu/acis/networks/net-limit.html>.*

Vice President, Health Sciences

AWARDS OF THE COLLEGE OF DENTAL MEDICINE

We are frequently asked, especially by seniors, what awards exist at our College and how recipients are selected. Foremost it is important to recognize that THE SINGLE MOST IMPORTANT OF ALL AWARDS IS THE DIPLOMA. Very few individual awards are given in either Years III or IV. Class Committee Academic Commendation Letters are issued to ten students in each class annually.

In Year III, the awards are:

- I. The Abraham and Martha Barnett Scholarship Fund - Talented but financially needy
- II. The American College of Dentists Award - Leadership Award
- III. Gies Research Scholar - Research Award
- IV. New York Academy of Oral Rehabilitation
- V. The Contemporary Issues of the Day Seminar with a Visiting Professor - A special committee with one representative from the College and one from the New York State Dental Association select the 2 Student Scholars from a panel of 8 candidates forwarded by the Awards Committee.
- VI. Pierre Fauchard Foundation - Future Leadership Potential and Financial Need.
- VII. M.G. Schlesinger Award - Outstanding Research
- VIII. The Van Woert Award - The only Year III award not selected by the Awards Committee, which is simply the highest academic performance over the first three years per the Vice Dean for Academic Affairs.
- IX. The New York State Dental Foundation Dean's Award – recognizes leadership and community and global health activity.

In Year IV Commencement, there are general awards and awards presented in each discipline (Division). The Year IV Class Committee has oversight of selection. Divisional Excellence Awards are selected by each Divisional Faculty and verified by the Class Committee, which includes the Vice Dean for Academic Affairs and the Senior Associate Dean for Student and Alumni Affairs, the Chair of the Fourth Year Class Committee, the Director of the Senior Practice, plus typically 3 to 4 clinical Senior Year Faculty. Awards are presented at Class Day, a separate ceremony that occurs at the time of the CDM and CU Commencement events.

COURSE EVALUATION METHODS AND PROGRESSIVE STEPS IN CORRECTING IDENTIFIED COURSE DEFICIENCIES

I. *Identification of problems in a course:*

Annual course evaluations

Student feedback

Analysis of National Board results

Individuals responsible

Evaluation subcommittee of Curriculum Committee

Vice Dean for Academic Affairs

Course Director

Course Director

Vice Dean for Academic Affairs

Curriculum committee

II. *Level one corrective steps*

- a. Meeting with Division Director to discuss information and course evaluation.
- b. Meeting with Course Director to plan and implement changes to correct problems.

Individuals responsible

Vice Dean for Academic Affairs

Division Director

If problems continue to be identified

III. *Level two corrective steps*

- a. Focus groups are formed to gather more detailed student feedback.
- b. Based on this information an ad-hoc committee may be set up to assist in substantial evaluation and development of action plan.
- c. Interaction with Center for Education Research and Evaluation (CERE) for suggestions and assistance.

Individuals responsible

Vice Dean for Academic Affairs

Chair, Curriculum committee

Division Director, Course Director

If remedial actions are unsuccessful and problems persist

IV. *Level three corrective step*

The Division Director is instructed to replace the Course Director

Individual responsible

Vice Dean for Academic Affairs

