

UNIVERSITY OF
FLORIDA
College of Dentistry

**Dental Housestaff Policy and Procedure Manual
2017-2018**

University of Florida College of Dentistry
School of Advanced Dental Sciences
Advanced and Graduate Education
(352) 273-7800

While every effort is made to provide accurate and current information, the University of Florida College of Dentistry reserves the right to change without notice statements concerning rules, policies, fees, curriculum, or other matters.

The University of Florida is an Equal Opportunity Institution.

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VISION STATEMENT

The vision of the College of Dentistry is to be internationally recognized as a leader in education, research, patient care and service.



MISSION STATEMENT

To be known for innovative dental education, commitment to cultural diversity, discovery, transfer of scientific knowledge, the superior skills of our graduates, and the highest degree of patient care and service.

VALUES

The following core values guide the College of Dentistry in achieving both its vision and mission:

- Excellence
- Collaboration
- Compassion
- Courtesy
- Diversity
- Integrity
- Professionalism

CONDITIONS OF ENROLLMENT

Documentation

All acceptances are contingent upon successful completion of a criminal background check. Upon matriculation into any of the advanced dental education programs, the student must provide a photocopy of their DDS or DMD degree awarded from their University. All matriculating students must also furnish verification of successful completion of Parts I and II of the National Board of Dental examinations and Graduate Record Examination (GRE) scores (for select graduate programs). In addition, final dental school transcripts (for pending dental degree applicants), proof of current Basic Life Support certification, and copies of all current state dental licenses must be provided. The student must sign and return the letter of offer, Florida State Board of Dentistry Residency/Intern Application and verification of any malpractice proceedings brought against him/her, together with all appropriate documentation.

Medical Requirements/Immunizations

Prior to enrollment, all advanced education students are required to have documentation of immunity to measles, mumps, hepatitis B, tetanus/diphtheria/pertussis (TDAP) and rubella, and to have a two-step tuberculosis skin test current within 12 months of program start date. *All advanced education students shall be required to comply with the infection control policies and procedures of the facilities where their rotation occurs.*

Disclosure of Infectious Disease Status

The college requires all advanced education students who suspect or know themselves to be positive for certain infectious diseases to disclose that information to the Associate Dean for Clinical Affairs upon admission to the college or when first suspected or confirmed. The infectious diseases to be reported include, but are not limited to: Hepatitis A, Hepatitis B, Hepatitis C, Tuberculosis, and sexually transmitted diseases with the exception of HIV disease. While Florida Statutes 760.37 and 760.50 prohibit "interference, coercion, intimidation or discrimination" on the basis of HIV seropositivity, CDC guidelines state that HIV or HBV positive dentists should seek counsel from an expert panel. Therefore, in compliance with these guidelines, students who are HIV antibody positive are encouraged to reveal their seropositive status and seek counseling.

Information pertaining to the health status of each individual maintained is strictly confidential.

Blood Borne Pathogen Training and Biomedical Waste Training

All faculty and clinical staff are required to complete yearly Blood Borne Pathogen (BBP) and Biomedical Waste training. New and current residents are also required to complete this training as soon as possible, but no later than the first week you are here.

The on-line courses can be accessed using your GatorLink login from any computer. This includes the BBP and Biomedical Waste Update Courses.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is federal legislation designed to limit gaps in insurance coverage and to improve the privacy of personal health information. Compliance involves taking a required training course and signing a confidentiality agreement.

Full HIPAA compliance ensures that patients and their families have the privacy of their health information and their medical records protected. HIPAA regulations set tight boundaries on the use and release of health records and give patients more control over and access to their health information, enabling them to find out how their information may be used, and about certain disclosures of their information that have been made.

HIPAA rules provide clear standards for protecting personal health information recorded or

transmitted on paper, email, and the computer and/or telephone, including billing records and fund transfers. They also prohibit individuals from looking into patient records without a well-defined professional reason and place limitations on who can access such records. Clinical departments and units related to business operations must make sure all of their systems, security measures, and procedures meet HIPAA requirements. HIPAA includes civil or criminal penalties for those who violate patient's privacy rights. Additionally, if you are found to be in violation of this law, appropriate disciplinary action may be taken up to and including dismissal.

All residents must sign a statement agreeing to maintain the confidentiality of patient's health information. All new residents must complete the on-line general awareness training course no later than one week after their arrival at UFCD. This on-line training is found at:

<http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml>.

Effective May 1, 2003, the UF Privacy Office assumed responsibility for investigating ALL reported violations of health information privacy or security that occur within the University of Florida, including clinics managed and staffed by Shands employees. All known or suspected violations of privacy or security related to University of Florida health information should be reported directly to the UF Privacy Office at 866-876-HIPA (4472). Privacy Incident Report forms are available on-line at <http://privacy.ufl.edu/>.

Disclaimer or Resident Assertions; Invention and Copyright Agreement

The resident agrees that unless approved by the department chair all materials compiled or published by the resident relative to training and experiences received at the university and its affiliated hospitals, or arising from participation in training, patient care, or research pursuant to this agreement, will clearly state that the opinions or assertions contained therein are those of the resident and not those of the university. Pursuant to the university's rules, the resident must execute the university's Invention and Copyright Agreement.

RESIDENT RESPONSIBILITIES

The position of the resident (the term resident applies to interns, residents and fellows) presents the dual aspects of a student in post-graduate training and a participant in the delivery of patient care. A resident's continuation in the training program is dependent upon satisfactory performance as a student and the maintenance of satisfactory professional standards in the care of patients. Behavior that reflects poorly on the professional standards, ethics and collegiality are all components of a resident's academic evaluation. Disqualification of a resident as a student or as a member of the health care team disqualifies the resident from further continuation in the program. Among a resident's responsibilities in a training program at the university are the following:

- To meet the qualifications for resident eligibility outlined in Specialty Guidelines of the American Dental Association's Council on Dental Accreditation (CODA);
- To develop a personal program of self-study and professional growth with guidance from the teaching staff;
- To provide safe, effective and compassionate patient care, commensurate with the resident's level of advancement, responsibility, and competence, under the general supervision of appropriately privileged attending teaching staff;
- To engage in full participation in the educational activities of the program and, as required, assumption of the responsibility for teaching and supervising other residents and students; to participate in institutional orientation and education programs and other activities involving the clinical staff; submit to the program director confidential written evaluations of the faculty and the education experiences;
- Participate in institutional committees and councils to which the resident is appointed or

invited, especially those that relate to patient care review activities, and participation in institutional programs and activities involving the staff;

- To adhere to established practices, procedures, policies and rules of the university or affiliated institutions as applicable, including among others, state licensure requirements training where these exist;
- To develop an understanding of ethical, communication, socioeconomic and medical/legal issues that affect graduate dental education and practice; to apply cost effective patient care.

DURATION OF APPOINTMENT AND CONDITIONS FOR REAPPOINTMENT:

Your initial appointment is referred to in the Letter of Offer to Residents. We anticipate you will remain in the prescribed course of your residency until completion. However, it is understood that appointments are renewed annually and that continued retention in the training program depends on your satisfactory performance/training progress, including your adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program and the best interests of the program as determined by the university. A resident's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's educational and professional achievement, competence and progress as determined by the program director and teaching faculty. However, no appointment shall create any rights, interests, or expectancies of continuation beyond the term of the current appointment itself. At the completion of each academic year, your performance will be reviewed and the recommendations for continuation communicated to you by the program director or designee. The program maintains a confidential record of the evaluations.

The primary site of your graduate medical training will be the University of Florida Health Science Center or with its major teaching hospital and affiliates, but the location of the training for any resident may occur at various additional sites. All assignments and call schedules are made at the discretion of the appropriate program director. In addition, should residency programs be closed or downsized, the university will inform the resident well in advance of such events. Every effort will be made to complete the resident's course of training or to find another site for the resident to complete training.

Residents are not automatically entitled to additional training beyond the prescribed number of years in order to achieve board eligibility in the designated specialty. Any such extension of the residency and the required funding must be approved by the program director and the university's College of Dentistry Office of Advanced Education.

STANDARD OF ETHICAL CONDUCT

Honesty, integrity, and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty, and staff members, as well as the university's formal organizations, must assume responsibility for these qualities. The concern for values and ethics should be expressed in classes, seminars, laboratories, and, in fact, in all aspects of university life. By definition, the university community includes members of the faculty, staff, and administration as well as students.

Education at the University of Florida is not an ethically neutral experience. The university stands for, and seeks to inculcate, high standards. Moreover, the concern for values goes well beyond the observance of rules.

A university is a place where self-expression, voicing disagreement and challenging outmoded customs and beliefs are prized and honored. However, all such expressions need to be civil, manifesting respect for others.

As a major sector in the community, students are expected to follow the university's rules and

regulations that, by design, promote an atmosphere of learning. Faculty, staff and administrators are expected to provide encouragement, and leadership. While the university seeks to educate and encourage, it also must restrict behavior that adversely affects others. The Standard of Ethical Conduct summarizes what is expected of the members of the university community.

PROFESSIONAL BEHAVIOR

The College of Dentistry expects all advanced education students to be professional in their dealings with patients, colleagues, faculty and staff and to exhibit caring and compassionate attitudes. This and other qualities will be evaluated during patient contacts and in other relevant settings. Professional behavior is defined as appropriate behavior to the circumstance. Behavior of a student reflects on a student's qualification and potential to become a competent dentist. Attitudes and behaviors inconsistent with compassionate care, refusal by or inability of the student to participate constructively in learning or patient care, derogatory attitudes or inappropriate behavior directed at patient groups, peers, faculty or staff, or other unprofessional conduct, can be grounds for dismissal.

EMAIL POLICY

Email is the primary mode of communication between faculty, administration, staff, students and residents. You are required to check email daily on all scheduled school days.

About Outlook

A Health Science Center-based Outlook account is required as each resident's primary email address. Official College of Dentistry business email will be communicated to residents using the college's Outlook email account.

Below is a summary of GatorLink email. While GatorLink is required by the University of Florida, **Outlook is the official College of Dentistry email.** You are encouraged to forward your Gatorlink account to your Outlook account to ensure receipt of official University correspondence. The students should login to their Gatorlink at gatorlink.ufl.edu, click the Modify button, then the Forward Email button and set their forwarding address to gatorlinkname@dental.ufl.edu. This will cause mail sent to their Gatorlink account to forward to their Outlook account.

About GatorLink

GatorLink is an individual's computer identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a GatorLink ID. Official university business email is communicated using the university Gatorlink email account.

The University of Florida has a policy that permits forwarding Gatorlink addresses to third party accounts. However it is strongly suggested that students only forward Gatorlink accounts to the DENTAL.UFL.EDU domain and NOT to other third party accounts due to HIPAA concerns as stated below. All students are encouraged to begin using their Gatorlink email accounts as soon as possible to insure they receive all official correspondence of the University of Florida. A GatorLink account provides a short **username@ufl.edu** email address. Official university communications are sent to students at this email address. GatorLink also offers access to a variety of campus computing services at no cost, in addition to fee-based services. Many campus services require a GatorLink sign on, including ONE.UF, WebCT, computer lab and network connections, print services, online training and the download of university-licensed software.

To use GatorLink, you must agree to abide by the policies stated in the [Policies for Use of GatorLink](#) and in the [UF Acceptable Use Policy](#).

HIPAA Email Policy

In order to enhance delivery of healthcare services, while strengthening HIPAA compliance and reducing the risk of privacy violations, the following policy is mandated:

- PHI may be communicated by email between clinicians and patients only if the patient has signed an authorization.
 - See Privacy website for HIPAA-specific Email Authorization form: <http://privacy.health.ufl.edu/policies/hipaamanual/forms.shtml>. Address all of the issues included on the Alert for Email Correspondence tip-sheet with patients and/or personal representatives who want to communicate by email, before the patient signs an authorization.
 - Clinically relevant email messages must be added to the patient's record in AxiUm as an attachment. To the same record add a contact note stating there was an email interaction with the patient and that the message has been added as an attachment.
- PHI may be communicated by email between and among clinicians and support staff under the following conditions:
 - Email containing PHI may only be sent from one dental.ufl.edu address to another dental.ufl.edu address. **The sender of any email containing PHI is responsible for ensuring that the recipient's address is within the ufl.edu email system.**
 - PHI may be communicated by email only for the purposes of: requesting consultations, making referrals, prescription refills, and billing inquiries.
- The Minimum Necessary Rule applies to all email correspondence that contains PHI. Extraneous comments, opinions, assumptions, and speculations should be excluded from all email correspondence.
- No distribution list may be used for email that contains PHI.
- Email containing PHI may not be manually forwarded or auto-forwarded to any non-ufl.edu account including, but not limited to, personal and commercial email accounts such as AOL, Yahoo, MSN, etc.
- When replying to email containing PHI from senders outside the ufl.edu system, the response may not contain the original message or any other PHI.
- Access to ufl.edu email accounts through the internet must be by secure (SSL) connections.
- Limit computer storage for emails containing PHI to three days or less. Move confidential or sensitive information to the server that incorporates additional access protections, or print and appropriately store hard copies of the information.
- Include the following confidentiality statement in all emails that are sent from the University of Florida:

NOTE: This communication may contain information that is legally protected from unauthorized disclosure. If you are not the intended recipient, please note that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, you should notify the sender immediately by telephone or by return email and delete this message from your computer.

To access the email authorization form and information sheet, visit the privacy website at <http://privacy.health.ufl.edu/policies/hipaamanual/forms.shtml>.

SOCIAL MEDIA POLICY

Social networks provide fun and exciting ways to connect with others who share common interests. These guidelines are meant to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. These guidelines also provide suggestions for situations involving social media that could be damaging to

either participants or the university.

The University of Florida Social Media Use Guidelines apply to all employees and students of the university. The guidelines also apply to other people (such as volunteers and appointees) who use university computing resources. The guidelines apply to all forms of social media, such as Facebook, Twitter, blogs, YouTube, Flickr, text messages, and other, less-popular platforms, as well as those not in existence at the time of the adoption of these guidelines.

The guidelines apply to employees outside of work hours and while using personal accounts when use of social media affects an individual's responsibility as a member of the university community as further explained in the last section of these guidelines.

This document provides several policies and regulations that may apply to the use of social media. Violations of these policies may result in criminal or civil penalties, and/or consequences affecting an individual's employment or student status, including but not limited to disciplinary action, and may result in personal liability.

Users of university computing resources should be aware that such use is not private and may be monitored in accordance with the University of Florida Acceptable Use of Computing Resources Policy referenced at http://hr.ufl.edu/emp_relations/policy/social_media.asp.

Activities Violating the Law

Use of social media in ways that violate the law, including but not limited to federal, state, local and, when applicable, foreign laws, regulations, rules, policies, and University of Florida or Florida Board of Governors regulations and policies, may result in criminal or civil penalties as well as disciplinary actions. Students must also abide by the Student Code of Conduct. Please refer to: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>. These guidelines highlight certain aspects of these laws, regulations, and policies, but are not intended to and do not represent a comprehensive review of them. In addition, what is posted on a social networking site may be used as evidence of activity that violates the law (as described above).

FINANCIAL CONSIDERATIONS/SUPPORT

Stipends:

The College of Dentistry determines stipends for residents in each program at each level on an annual basis. All stipends are subject to change at any time during the course of enrollment. The College of Dentistry pays the employer contribution of FICA.

THE COLLEGE WILL ASSIST ITS NEEDY STUDENTS AS MUCH AS POSSIBLE TO OBTAIN THE NECESSARY FINANCIAL SUPPORT. IT MUST BE CLEARLY UNDERSTOOD THAT THE COLLEGE WILL NOT ASSUME RESPONSIBILITY FOR THE STUDENT'S FINANCIAL SUPPORT. IT IS THE STUDENT'S RESPONSIBILITY TO FINANCE HIS OR HER EDUCATION.

Students in graduate tuition-paying programs, during their last 2 months of enrollment are not registered for classes in the graduate school thereby saving them from paying tuition for the summer. As such, students are ineligible for federal financial aid, and must make appropriate financial arrangements to finish their program.

FINANCIAL AID

*1**Students enrolled in full tuition programs:*

Federally Insured Loan: Students enrolled in full tuition programs or registered for a minimum of six credit hours per semester may be eligible to apply. Loan applicants must also be U.S. citizens or permanent residents (possess a green card). Students attending on an F-1 visa do not qualify. Complete a free Application for Federal Student Aid (FAFSA) and return it to the federal processor as soon as possible AFTER January 1st. A FAFSAA must be completed each year for consideration for federal funds. You may prefer to apply online by using FAFSA on the Web @ <http://www.fafsa.ed.gov/>. We strongly encourage this method of applying since it is faster and generally more accurate because the online version has built-in edits.

Veteran's Benefits: The advanced education graduate and residency programs have been approved for veterans' benefits.

FDA Loans: The Florida Dental Association sponsors a loan program for qualified Florida residents. The maximum loan limit for postgraduate specialty training is \$5,000 per year. Loans may not exceed \$15,000 per applicant, or \$5,000 per year. For information contact: Chairman, Task Group on Student Loans, Florida Dental Association, 1111 E. Tennessee Street, Suite 102, Tallahassee, FL 32308-6914, telephone (800) 877-9922.

Student Loan Deferments: Advanced education students (graduate students, residents, and fellows) are eligible to defer student loans during their postdoctoral dental training period. Tammy Lee in the SADS office serves as a liaison between you and your respective financial institutions for processing of these loan deferments. Please see her in D10-33 or call her at 273-5688 for assistance or to ask questions.

LIVING ACCOMODATIONS

University housing facilities are available only to students who are in a tuition program or who hold a housestaff appointment (residents). The availability of university housing is limited, and advanced education students should contact the University Housing office before making plans to utilize university quarters. Furnished and unfurnished accommodations are available in the Gainesville area. The University Housing office maintains current listings of such facilities. For further information, visit their website at: <http://www.housing.ufl.edu/>, or contact the Director of Housing, University of Florida, Museum Road at 13th Street, PO Box 112100, Gainesville, FL 32611-2100, telephone # (352) 392-2161.

The Office of Housestaff Affairs compiles a yearly housing list for assisting new incoming housestaff with finding places to live. Information on rentals, condos, rooms for rent, and people looking for roommates is included. It has also helped graduating housestaff sell or rent their homes quickly. If you are graduating, leaving Gainesville, or moving to another home, you might want to consider listing your residence in the pamphlet. Contact the Office of Housestaff Affairs, PO Box 100371, Gainesville FL, 32610-0371, telephone # (352) 395-0787.

HEALTH SERVICES

Health, Life, and Disability Insurance: Health insurance is provided to the resident and his/her family (as needed); life and disability insurance is also provided to the resident. Those residents who elect dependent coverage must do so within 60 days of beginning their program. If a resident experiences a qualified status change (QSC) such as marriage, divorce, birth/adoption of a child, change in coverage due to spouse's employment, etc. he/she may elect to modify or cancel dependent coverage within 60 days of the QSC event. The resident must provide appropriate

¹ ***Italicized text indicates stipulations/services available for students in tuition-paying programs only.*

documentation of the QSC event in order to make the change. The only other time of year modifications to health insurance coverage can occur is during an annual open enrollment with coverage and/or changes effect January 1st of the following year. *For students in tuition paying programs, a Student Health Fee is included as part of the registration costs. This fee covers routine outpatient visits at the Student Health Service but is not comprehensive health insurance. For further information, write to University of Florida Student Health Insurance, PO Box 117500, Gainesville, FL 32611-0500 or call (352) 392-1165, extension 4377.*

Workers' Compensation - If a resident suffers a work-related injury, the resident is generally covered under the workers' compensation program of the University provided the resident complies with the requirements of the worker's compensation program. All housestaff who are injured on the job should immediately go to the Shands Emergency Department. Blood and body fluid exposures are treated exclusively through the Shands Department of Employee Health. Incident reports should be filled out within 24 hours and can be obtained through each department training office. In addition, to assure prompt payment of the workers' compensation claims, each resident should sign a "Statement of Authorization" form to release their medical record to the UF Workers' Compensation Office. These forms will be given at the time and place of treatment.

The University of Florida is required to report all industrial accidents to the Division of Workers' Compensation as soon as possible. The University of Florida Workers' Compensation Office may be contacted at 352-392-4940 and should be contacted immediately upon a supervisor receiving notice of the accident or injury.

COUNSELING AND SUPPORT SERVICES

Resident Assistance Program (RAP)

The University of Florida College of Dentistry Resident Assistance Program is designed to help residents and their families with troubling concerns. It provides a system of fast, short-term, confidential professional counseling and referral services to eligible residents, their legal spouses and other eligible dependents. The College of Dentistry pays for the basic services of the RAP; up to the first three visits to a provider are free. If more services are needed, the counselor will coordinate continued care within the healthcare benefits plan. This is available for off-site residency programs as well. To arrange an appointment, please call (352) 265-5493 or (866) 643-9375, 24-hours-a-day, seven-days a-week. Simply state that you need an RAP appointment.

WHERE TO GET HELP

<p>Abuse registry Abused children, elderly, disabled.... 1-800-96-ABUSE Alachua County Crisis Center264-6789 Alcoholics Anonymous (AA) Local, immediate support: telephone, in person, group sessions372-8091 Alcohol Abuse Assessment & Treatment Telephone hotline1-800-784 6776 CDS Family & Behavioral Health Services.....244-0628 (Formerly Corner Drug Store) Local, immediate support: telephone, in person, group sessions.....244-0628 Meridian Behavioral Health.....374-5600 Addictions, crisis, family health, marriage counseling Narcotics Anonymous Help Line 1-800-711-6375 Outpatient Psychiatry (UF Employees Assistance Program Free consultation/evaluation with psychiatrist on-call, referral265-7041 Professional's Resource Network (PRN Florida)1-800-888-8PRN Alcohol/substance abuse assistance for physicians</p>	<p>Peaceful Paths Hotline, emergency shelter & counseling for domestic violence, rape and crime victims 377-8255 Sid Martin Bridge House..... 374-5615 Alcohol intervention, detoxification, counseling UF Employees Assistance Program (EAP) Information 392-5787 Through the University of Florida EAP, housestaff will be seen by a faculty psychiatrist. Housestaff can receive up to 6 sessions free of charge. After that, if more counseling is suggested, a referral will be made and the employee's health insurance will go into effect to pay eligible benefits. Shands at Vista Resident Assistance Program Free confidential evaluation, Intervention 265-5493 toll free(866) 643-9375 For any other resources not listed here contact: The United Way Information and Referral Service 332-4636</p>
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OFF-SITE RESIDENCY PROGRAMS: All individuals in off-site residency programs are covered for treatment in their area through the EAP as well as the insurance carrier provided they follow the requirements of the program.

For students in tuition paying programs, a Student Health Fee is included as part of the registration costs. This fee covers routine outpatient visits at the Student Health Service but is not comprehensive health insurance.

Specialized Professional Counseling Available

The University of Florida Counseling Center, 392-1575, 3190 Radio Road, provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. The Center offers brief counseling and therapy to help students confront personal, academic, and career concerns. The primary goal of counseling is to help students develop the personal awareness and skills necessary to overcome problems and to grow and develop in ways that will allow them to take advantage of the educational opportunities at the university. Referrals to other professionals will be made if the student cannot be helped with brief counseling and/or group counseling, or if appointment times are not available.

If more intensive or long-term assistance is required, the University Office for Student Services, P202 Peabody Hall, 392-3261, provides assistance including liaison with campus ministry, minority student services, veteran student services, students over traditional age, women's programs, child care services, disabled student services, substance abuse prevention program, etc. A complete listing of Student Services phone numbers is provided in the UF Student Guide.

Campus Alcohol and Drug Resource Center: The Campus Alcohol and Drug Resource Center (CADRC) is located within the Health Education Department (3190 Radio Road) of the Student Health Care Center, <http://www.counseling.ufl.edu/cwoc/>. Its mission is to provide University of Florida students with up-to-date information on alcohol, tobacco, and other drugs, screening assessments for those who wish to learn more about their own use, referrals for those in need of assistance, and prevention services designed to positively impact the culture of alcohol and other drug use on campus.

The Student Health Care Center (SHCC) is an outpatient clinic that provides primary medical care and a variety of other special services. SHCC offers UF students an allergy clinic, cast service, the Center for Sexual Assault/Abuse Recovery and Education (CARE; see below for more information), the cold self-care station, clinical laboratory, dermatology clinic, health education, mental health service, nutrition counseling, patient observation unit, radiology and EKG, sports/medicine/orthopedics, urinary tract infection clinic and wart treatment. The SHCC also offers student health insurance sponsored by student government and a pharmacy, which distributes prescriptions at a reduced cost to students. Appointments are available for your convenience and are encouraged to save waiting time. Walk-in service is also available for urgent care. The SHCC is located on campus in the Infirmary building (next to the Florida Gym). Clinic hours are 8:00am to 8:00pm Monday through Friday and noon to 4:00pm on Saturday, Sunday and holidays; hours may vary during breaks and holidays. For information call 392-1161, extension 4309, <http://shcc.ufl.edu/>.

Health Science Center Students:

For convenience of students at the Health Science Center, SHCC, in cooperation with the Department of Community and Health and Family Medicine, offers limited student health services at Shands Hospital, second floor of the Dental Tower in room D2-52. Office appointments are available Monday through Friday with limited same day appointments. The clinic offers primary and acute illness care, women's health care, immunization and allergy injections, and laboratory and pharmacy services. You can contact SHCC at Shands by calling 352-294-5700 or 392-1161, extension 1-4300, <http://shcc.ufl.edu/services/hours-locations/shcc-shands/>.

There are no charges for medical consultation; primary care professional fees are covered by your Student Health fee, which is part of your UF tuition. Unfortunately, this fee does not cover ancillary services, such as laboratory, x-ray, pharmacy, medical supplies, etc. These tests are available at the SHCC on campus at extremely reasonable rates. It is important to note that if you have Student Government Insurance and you

have these services performed at Shands Hospital, you will be charged and your insurance will not cover the charges. However, if you need services that are not available at SHCC (such as a MRI scan, specialists, etc.), Plan B of the SG Insurance may cover referrals from SHCC or FIM provider. FIM is unable to offer routine women's yearly health exams, nor routine complete physicals for men. These services are available at the SHCC Infirmary building.

Health Education Department - Student Health Care Center: Infirmary, 352-392-1161, <http://gatorwell.ufsa.ufl.edu/>. The Health Education Department offers programming, written materials, videos, and referrals on nutrition, eating disorders, and body acceptance. Health educators and dieticians present programs to student groups and organize events encouraging healthy eating and active living. They are available for consultation and can assist you in designing programs and events tailored for your group.

You can meet privately with the health educator to learn about eating disorders, nutrition, weight change and stress management issues. They can tell you about resources and services available, and educate you on how you can help a friend who may be having problems with body dissatisfaction, disordered eating or over exercise.

The Health Education office is supported by your Student Health Fee; there is no charge for any of the services or printed materials.

*Sexual Trauma/Interpersonal Violence Education: Nearly one in four college women experience a sexual assault or attempted sexual assault during their four years in college. One in five college students – both men and women – will be involved in a violent dating relationship during that same time. **STRIVE** seeks to change this through education and outreach to the university community. **STRIVE** peer educators are available to work with student organizations, classes, athletic teams, and any other group that wants to learn more about these issues. We hold open, nonjudgmental forums where we explore questions such as “Why does this happen?” and “What can we do?” Office Hours: Monday-Friday; 8-5 Appointments and Walk-ins, 3190 Radio Road, PO Box 112662, Gainesville, FL 32611-2662, ph: 352-273-4450.*

LEAVE POLICY

A. General Policy

Members of the housestaff of the College of Dentistry shall be entitled to leave with pay for the purpose of annual and sick leave depending upon the length of appointment during the training period July 1 through June 30, as described in this section. Leave will be granted and charged in one-day increments for each workday of leave requested and approved.

1. If specialty board regulations for annual and sick leave accrual and usage differ from those outlined in this policy, written notification of the board policy must be completed by the department chair and submitted to the dean for approval.
2. The total maximum time a housestaff member can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty board involved. All absences must be approved by the program director.
3. The confirmation of the board policy will be maintained in the respective department and the Office of the Dean.

B. Types of Leave

1. Sick Leave

- a) All housestaff shall accrue sick leave at the rate of ten (10) working days per year of full employment if consistent with board requirements. If excessive time is taken, the housestaff must extend his/her training to fulfill board requirements.
- b) When sick leave is taken, such leave shall be reported when used. Leave forms, which are

available in the departmental office, shall be forwarded to the program director.

- c) Resident taking Leave of Absence Without Pay can only use hours accumulated prior to the leave request; hours not on the books should not be advanced since he/she will not earn leave while on LWOP.

2. Family Sick Leave

- a) Resident may use Family Sick Leave if annual or sick leave is available, otherwise the time off is Family Sick Leave without pay.
- b) Housestaff shall be entitled to utilize sick leave for death or, in special cases, severe illness in the immediate family (spouse, parents, children, of both housestaff and spouse). The number of days allowed will be determined by the director of the housestaff program.

3. Annual Leave

- a) Annual leave will be requested and approved by the program director prior to the date taken.
- b) Annual leave should not be fragmented into less than one-week periods except under unusual circumstances and must be taken at the time approved by the program director.
- c) Annual leave may be advanced to housestaff proportionate to expected service. This advanced leave cannot exceed the amount of the leave accrual rate for a one-year period. The amount of advanced leave will not exceed that which can be earned during the remainder of the housestaff leave year.
- d) Annual leave which has been granted but not earned by the housestaff member at the time of separation from the academic department will require the appropriate reduction for the value thereof in the final stipend payment.
- e) Annual leave accruals are based on an annual rate of ten (10) workdays for all postgraduate levels, provided this does not exceed that allowed by the appropriate board. Housestaff may be permitted to carry over unused leave to a new year, as consistent with departmental policy, however, carryover must be approved by the program director and an excess of twenty-five (25) workdays cannot be accumulated.

3. Military Leave

Absences for temporary military duty (e.g., Two-week annual training) may be taken from annual leave or if insufficient annual leave is accumulated, the housestaff member must be placed on leave without pay for such absences. If activated from reserve to active duty status, the housestaff member will receive thirty (30) days full pay before going on leave without pay. Additional extension requires special approval from the Dean of the College of Dentistry.

4. Holidays

Housestaff shall be entitled to observe all official holidays designated for state employees except when they are on call for clinical responsibilities. Housestaff on Veteran's Administration Medical Center (VAMC) rotations shall be entitled to observe all official holidays designated by the federal government for Veterans Administration employees except when they are on call for clinical responsibilities.

5. Requests For Leave Of Absence

- A. Educational Assignment Housestaff shall be eligible for absence pertaining to educational and training provided it is allowed by the appropriate board and agreed to, in writing, by the program director.
- B. Licensure Examination Leave for housestaff taking American specialty board and state licensure

examinations will be authorized at the discretion of the program director. The amount of absence authorized will not exceed the time actually required for taking the examination and for travel to and from the place of examinations. Only one licensure and one specialty exam shall be authorized per housestaff member. Any additional absence will be charged to annual leave or leave without pay if annual leave is not available.

6. Maternity/Paternity Leave

- A. Requests for maternity and paternity leaves must be submitted to the program director for approval. The duration of maternity leave before and/or after delivery will be determined by the housestaff member and her physician in consultation with the program director. Approved absences for greater than six months will be unusual and will require special approval. The circumstances of the request and the impact on other members of the housestaff program will be considered. Pay status during such leave will be determined by the length of unused vacation and sick leave accumulated.
- B. Accrued annual and sick leave may be used prior to the housestaff being placed on leave without pay. Any illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovering there from (including uncomplicated pregnancy) shall be treated as a temporary disability and the housestaff shall be allowed to use accrued sick leave credits when certified by his/her physician.
- C. When accrued annual and sick leave time has been exhausted, leave will be unpaid.
- D. . E. The total time allowed away from a program in any given year or for the duration of the housestaff program will be determined by the requirements of the specialty board involved. Any absences must be made up in accordance with specialty board policy.
- F. The housestaff will be paid for makeup or extended time.
- G. Schedule accommodations may be made for a housestaff who is pregnant if these changes are approved by the program director.
- I. Paternity leave may be granted with the advance approval of the program director. If annual and sick leave available, this leave must be paid; if no leave is available, the time off is LWOP(Leave Without Pay).

7. Leave Requests -- Approval And Record Keeping

Housestaff have the responsibility of keeping their department informed of all leaves. Each department is responsible for computing actual leave accruals. Records should be up to date at all times.

8. Unused Leave

All leave is considered non-payable leave, and there is no entitlement for lump sum payment for unused leave upon separation.

PROCEDURE FOR REQUESTING LEAVES OF ABSENCE

The following policy should be followed by the Departments when a housestaff member requests a MATERNITY LEAVE, or any other type of LEAVE OF ABSENCE WITHOUT PAY (LWOP):

- 1) The housestaff member must submit in writing, the request for leave of absence. The letter should be addressed to the program director of the department and must contain the following information:
 - a) Period of leave to be taken.
 - b) The number of annual leave hours being requested by the housestaff member should be addressed in the letter. NOTE: annual leave may be advanced to housestaff proportionate to expected service but cannot exceed that which can be earned during the

remainder of the housestaff leave year. Any illness caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovering therefrom shall be treated as temporary disability and the employee shall be allowed to use accrued sick leave credits.

- c) A date of expected return must be stated in the letter. This date can always be adjusted either with the housestaff member returning earlier or extending further LWOP. If an extension is needed, the housestaff must write a new letter indicating the new date of return.
- 2) After the letter has been officially accepted by the department, the chair shall submit a letter to the Associate Dean and Director, School of Advanced Dental Sciences, referencing the attached letter of request from the housestaff member, and the chair's letter should contain the following:
 - a) The purpose of the leave of absence.
 - b) The period of the leave of absence.
 - c) What portion of the leave he/she has approved as annual and/or sick leave and when he/she expects the person to return.
 - d) A statement ensuring the dean that the housestaff member has been told that the residency program will be extended by the number of days, months, etc., taken as leave. NOTE: Since annual leave is normally taken annually, only the sick leave portion and those days that are actually leave without pay should be counted toward extending the program.

Other rules that apply to Housestaff requesting leaves of absences from the program:

- 3) No salary shall be paid to the housestaff member for those days or weeks that are not covered by annual/sick leave.
- 4) Insurance benefits will be covered by the department for up to two months. Initially and prior to two months ending, the program director/chair may request under separate cover coverage of fringes up to a six-month period; letter should be addressed to the associate dean of graduate education.

PROFESSIONAL LIABILITY PROTECTION AND DENTAL LICENSURE

All advanced education students and residents have professional liability coverage under the umbrella of the Health Science Center's Self Insurance Trust Fund. Students enrolled in advanced education programs are not required to obtain individual liability protection or current dental licensure in the State of Florida. As an employee of the University of Florida, residents are personally immune from civil liabilities that may arise from any acts or omissions committed in the course of employment. Pursuant to Section 768.28 Florida Statutes, the Florida Board of Education (FBOE), the state agency which operates UF, is vicariously responsible for any civil claims or actions arising from the acts of its employees and agents. The FBOE is protected for such liabilities through the J. Hillis Miller Health Center Self-Insurance Trust Fund (SIP), a self-insurance program that is managed by the University of Florida.

Students holding dental licensure are encouraged to apply for and/or transfer their controlled substance registration certificate (DEA number). *Any resident holding dental licensure upon matriculation in the program is required to maintain current licensure status throughout his/her program or be subject to dismissal.* Any resident who takes the Florida State Board during their enrollment in the program and fails the Board three times is subject to dismissal.

In order to obtain the necessary clinical learning experiences for the academic program offered by the university, students may be required to obtain the clinical experience at a facility that requires students to sign a Statement of Responsibility or similar document. In such an event, the student

would be required to waive any right to recover for injuries or illnesses that they may suffer due to the simple negligence of the facility as a condition of their completion of the university's academic program.

DISABILITY - The University of Florida is committed to comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 (ADA). We therefore want to insure that qualified residents and applicants with disabilities are granted reasonable accommodations. Residents or applicants needing further information regarding requests for accommodation should contact the Americans with Disabilities Act Compliance Office at (352) 392-1591, or use the Florida Relay Service at 1-800-955-8771 (TDD). Any information supplied is strictly voluntary. All information and documentation related to requests for accommodation will be regarded as confidential pursuant to Title I of the ADA.

Any questions regarding this information may be discussed at the time of the interview.

In accordance with the Americans with Disabilities Act (ADA), the College of Dentistry has implemented the following process to accommodate students with disabilities:

1. A student with a disability registers with the Disability Resource Center by calling 352-392-8565 to schedule an intake appointment ([DRC](#)). Student must provide documentation regarding their disability.
2. With the student, personnel from the Disability Resource Center identify appropriate reasonable accommodations that are directly related to their disability issue.
3. The Disability Resource Center generates a memorandum identifying the reasonable accommodations

EXTRACURRICULAR PROFESSIONAL ACTIVITIES

To guarantee that students who are on a stipend receive a full educational experience, the College of Dentistry has established the following policy regarding outside employment of advanced education students:

1. It is recommended that advanced education students not accept outside employment during their tenure. Any outside employment must be approved by their program director. Violations can lead to immediate dismissal, probation, or other disciplinary action.
2. Advanced education students may be permitted to participate in extracurricular professional activities, such as continuing education programs, with the approval of the program director. All approved opportunities for extracurricular professional activity will be available to all qualified students without restrictions.
3. In order to guarantee residents a full educational experience, the following policy regarding outside employment shall apply: All residents must adhere to State University System Guidelines regarding outside activities/outside employment, conflict of interest, and additional compensation. Such outside activity includes private practice, private consultation, or other employment outside State government which is not part of assigned university duties and for which the university provides no compensation. Each program must have rules regarding outside and extracurricular activity which meets their specialty board requirements and University of Florida College of Dentistry policy. Each program's rules regarding programmatic and non-programmatic professional activity must be reviewed by the Advanced Education Committee (AEC). A summary annual report of non-programmatic and programmatic professional activities of residents must be provided by the PD to the AEC.
4. Any professional activities outside the established educational program must not interfere with the residents' educational process or quality care of patients. Programs, departments

and services will be responsible for enforcement of this policy. Violation may lead to immediate dismissal. Residents may not be required by their programs to engage in outside activities. There are two usual categories of outside activity:

- a. **Programmatic Activity:** These activities are initiated by departments to provide clinical experiences which often are not afforded within the standard curriculum and which usually occur at non-campus health care affiliates. Supplemental salary income is provided by the university to residents who participate in programmatic activities. A contractual agreement between the College of Dentistry and sponsoring health care facility for programmatic outside activity must exist, with a copy sent to the AEC. Compensation for this activity must be directed to the appropriate department for payment to participating residents. Such opportunities will be available to qualified residents without restrictions. All residents participating in programmatic outside activity must sign a Programmatic Professional Activity form (also called Certification for Special Duty), FA PR XDHC/10-94, incorporated herein by reference and which can be obtained from the appropriate dean's office for the College of Dentistry. This must be signed by the chair or PD and dean or appropriate dean's designee.
- b. **Non Programmatic Activity:** These activities are initiated by the resident and do not involve any agreement between the College of Dentistry and the outside employer. The College of Dentistry and the university take no responsibility for any action or problem arising from professional activities initiated by the resident and do not involve any agreement between the College of Dentistry and the outside employer. Programs have total authority to decide whether nonprogrammatic activities are allowed in keeping with their specialty board guidelines and curriculum. Nonprogrammatic activity of residents by the Gainesville Veterans Affairs Medical Center is included in this policy. The resident is not provided with self insurance coverage nor is there University Worker's Compensation coverage while engaged in nonprogrammatic activity. All residents participating in Nonprogrammatic Outside Activity must complete a Nonprogrammatic Professional Activity Form, incorporated herein by reference and which can be obtained from the College of Dentistry's Office of Advanced & Graduate Education, that stipulates the resident understands that the activity is not a College of Dentistry employment duty; that the resident is fully responsible for malpractice coverage, workers compensation and other insurance; that the resident has made it clear to their outside employer or other recipient of services that they are not engaging in such outside activity as an employee, agent, or spokesperson of the University of Florida, or the State University System; that the resident understands and agrees that the University of Florida has no obligation, responsibility or liability for any injury or harm incurred during the performance of or a result of the outside activity. This form must have approval and signature by the chair, PD and the Associate Dean for Advanced & Graduate Education or his/her designee.

NONPROGRAMMATIC PROFESSIONAL ACTIVITY FORM*

Name of housestaff member: _____

Department and subspecialty program: _____

Location of employment: _____

Date(s) of Employment: _____

Description of professional activity: _____

Medical liability insurance coverage: _____

Occurrence coverage preferred to claims coverage: _____

Provider: _____

Liability Limits _____

I understand that I may not engage in any non-programmatic activity outside of this approval process. Any such activity will be grounds for my immediate termination from the program in _____ . I further attest that I understand that this activity, if approved, is apart from my assignment as a graduate dental student of the University of Florida. I understand that the University of Florida is not responsible for and does not provide medical professional liability coverage, disability insurance or workers' compensation coverage for non-programmatic professional activity. I will finish my outside employment at least 12 hours prior to residency duties unless given explicit permission by my program director.

I expressly and unequivocally understand and agree that this nonprogrammatic activity is in no way related to my employment with the University of Florida and that the University of Florida has no obligation, responsibility, or liability whatsoever for any injury or harm which I may incur or which may befall me during my performance of or a result of this outside activity. Accordingly, I hereby release, forever discharge, and waive any and all claims I may have now or in the future arising out of or connected with my outside employment activities against the University of Florida, the State of Florida, the Department of Education for the State of Florida, or the Board of Trustees for the State of Florida, and any all officers, agents, employees, underwriters and insurers, all individually and in their respective official capacities.

Signature _____

CERTIFICATION BY PROGRAM DIRECTOR I have reviewed this request and certify that this activity, when combined with the numbers of _____ hours or work per week required of this individual by our program, will not exceed the guidelines established by the Commission on Dental Accreditation for our program.

Approved: _____ Date _____

Disapproved: _____ Date _____

If approved by the department, also obtain approval by the Associate Dean for Advanced & Graduate Education.

Approved: _____ Date _____

Disapproved: _____ Date _____

*This form is for Housestaff only and serves in lieu of University of Florida Outside Activities Report, Form OAA-GA-L-26
Revised 6/13/03

ADVANCED AND GRADUATE EDUCATION CORE CURRICULUM

The following courses are a part of the educational studies at the University of Florida College of Dentistry.

Core Curriculum

- DEN 8682 - Dental Research Design & Analysis (N/A) - Foundations of research design and measurement; designing a study and communication of results; descriptive statistics and statistical inference; group comparisons and ANOVA; epidemiological measures and parametric tests; linear relationships - correlation and regression analysis.
- DEN 8684 - Library Science (N/A) - Overview of resources accessible from the Health Science Center Library webpage, including remote access, databases, electronic journals, Stat!-Ref, MdConsult, Internet Resource Catalog, WebLuis, PubMed. Search strategies and database comparisons.
- DEN 8690 - Cardiac Life Support (N/A) - Didactic and practical lessons designed to recognize and respond to heart attack, stroke, and choking.
- DEN 8691C - Advanced Cardiac Life Support (N/A) - Airway management, Acute MI, Dysrhythmia review, stroke, Pharmacology I and II. Didactic and practical lab incorporation.
- Multidisciplinary/ID Seminar – (N/A) - Content of each session will consist of either multidisciplinary cases and/or specific content that the assigned discipline considers important for other disciplines to know.

Core Curriculum/Graduate

- DEN 6674 - Oral Pathology (1) - Survey of clinical characteristics, microscopic features, and treatment and prognosis of diseases affecting the head and neck, oral mucosa, and jaws.
- DEN 6675 - Orofacial Pain (1) - Prereq: consent of instructor. Structure, function, and pathofunction of cranio-cervical region and stomatognathic system emphasizing differential diagnosis and case-specific management.
- DEN 6678 – Adv Oral Med/Drug Interactions (1) - Designed for dental specialty and general practice residents to provide background in pharmacokinetics and thorough understanding of common medications with dental implications taken by patients seeking advanced dental care. Emphasis on understanding medications available to practicing dentists.
- DEN 6679 – Adv Oral Radiology & Interpretation (1) - This series of lectures is designed to provide postdoctoral students with advanced information on oral and maxillofacial radiology. The subjects include material designed to prepare the advanced practitioner in radiologic management of patients with complex diagnostic problems.
- DEN 6680 – Principles of Craniofacial Biology and Emerging Therapies (2) - This course is a review of basic biological, biochemical, cellular and molecular concepts important to the appreciation and understanding of the unique functions of the hard and soft oral tissues. It also provides a framework to introduce students to emerging therapies in the treatment of oral diseases and the biological concepts behind these therapies.
- DEN 6681 – Craniofacial Pathology (2) - This course emphasizes biochemical, molecular and cellular aspects of pathological conditions that either are localized to craniofacial components within or effecting the oral cavity, are systemic but effect oral functions, or emanate from the oral cavity to influence system health.
- DEN 6934 – Special Topics in Dentistry (1-3) - The purpose of this course is to present to the graduate students a series of topics that are relevant to the majority of specialties, provide relevant information for practicing dentistry at the highest level of knowledge, and to prepare them for the future changes in dentistry.
- DEN 6936 - Practice Management (1) - Fundamental principles and practices. Emphasis on establishing the dentist in practice without making major business mistakes. Consideration to selecting an associate, developing an association contract, and understanding the associate relationship.
- DEN 6942 – Grand Rounds (1-3) - The purpose of this course is to give the graduate student the broadest possible input on treatment of patients with perspectives from endodontics, orthodontics, periodontology, pediatric dentistry, prosthodontics and oral surgery. Interdisciplinary treatment plans will be developed for patients that are brought to the grand rounds by participating attending and

resident practitioners. The intent is to develop a comprehensive treatment plan for cases forwarded to the group.

GMS 6609 - Applied Head and Neck Anatomy/Embryology (2) - Regional and specialized anatomy of the human body taught by laboratory dissection, conferences, and demonstrations.

GMS 6841 - Design & Anal Translational Res (2) - Translational research in biomedical sciences requires appropriate design and statistical analysis. This course introduces the basic techniques needed. We expect the student to use what they learned both in their own research and in evaluating the work of the others.

GMS 7003 - Responsible Conduct of Biomedical Research (1) - On-line course designed to introduce key issues in the responsible conduct of research, following the research process from inception to planning, conducting, reporting, and reviewing biomedical research.

Graduate Curriculum

General

DEN 6905 - Individual Study (1-3; max 6) - Rotating topics specific to the specialization

DEN 6910 - Supervised Research (1-5; max 5)

DEN 6935 - Special Topics in Dentistry (1-3; max 6) - Rotating topics specific to the specialization

DEN 6940 - Supervised Teaching (1-5; max 5)

DEN 6941 - Clinical Teaching in Dentistry (1)

DEN 6971 - Research for Masters Thesis (1-6)

DEN 6973 - Project in Lieu of Thesis (1-9)

Endodontics

DEN 6642 - Introduction to Advanced Endodontics (1) - Analysis of principles, philosophies, and treatment procedures relative to morphology, physiology, and pathology of human dental pulp and periradicular tissues.

DEN 6643 - Treatment Planning/Cases Presentation (1) - Seminars to analyze patient treatment plans with regard to differential diagnosis and treatment of oral pains of pulpal and/or periradicular origin, vital pulp therapy, nonsurgical and surgical root canal therapy, intentional replantation and replantation of avulsed teeth, endodontic implants, and bleaching of discolored teeth.

DEN 6644 - Nonsurgical Endodontic Care 1 (1) - Supervised clinical experience in comprehensive management of patients' needs in areas of differential diagnosis of pulp and periradicular disease, vital pulp therapy, nonsurgical root canal therapy, bleaching of discolored teeth, and procedures related to coronal restorations by means of post and/or cores involving root canal space.

DEN 6645 - Nonsurgical Endodontic Care II (1) - Continuation of DEN 6644

DEN 6646 - Surgical Endodontics I (1) - Supervised clinical experience in comprehensive management of patients' needs in areas of differential diagnosis of pulp and periradicular disease requiring surgical intervention, selective removal of pathological tissue resulting from pulpal pathosis, intentional replantation and replantation of avulsed teeth, surgical removal of tooth structure such as in apicoectomy, hemisection, and root amputation and endodontic implants.

DEN 6647 - Surgical Endodontics II (1) - Supervised clinical experience in comprehensive management of patients' needs in areas of differential diagnosis of pulp and periradicular disease requiring surgical intervention, selective removal of pathological tissue resulting from pulpal pathosis, intentional replantation and replantation of avulsed teeth, surgical removal of tooth structure such as in apicoectomy, hemisection, and root amputation and endodontic implants.

Orthodontics

DEN 6602 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 1: Class 1 Treatment. (1) - Survey of all methods and techniques utilized to treat various malocclusions and their basic biologic principles.

DEN 6603 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 2: Class II Treatment. (1) - Continuation of DEN 6602.

- DEN 6604 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 3: Class II Treatment and Overbite Treatments. (1) - Continuation of DEN 6603.
- DEN 6605 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 4: Class II Treatment and Overbite Treatments. (1) - Continuation of DEN 6604.
- DEN 6606 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 5: Class III Treatment and Crossbite Treatments and Soft Tissue Considerations. (1) - Continuation of DEN 6605.
- DEN 6607 - Orthodontic Treatment-Appliance Management and Effect of Treatment Part 6: Impactions, Transplantations and Stability (1) - Continuation of DEN 6606.
- DEN 6608 - Analysis, Diagnosis and Treatment Planning: Part 1 (1) - Information to aid in examining a patient gathering data, analyzing and manipulating the data, diagnosing and subsequent treatment plan development.
- DEN 6609 - Analysis, Diagnosis and Treatment Planning: Part 2 (1) - Information to aid in examining a patient, gathering data, analyzing and manipulating the data, diagnosing and subsequent treatment plan development.
- DEN 6610 - Biology of Tooth Movement: Part 1 (1) - Review of literature related to the biology of orthodontic tooth movement.
- DEN 6611 - Biology of Tooth Movement: Part 2 (1) - Review of literature related to the biology of orthodontic tooth movement.
- DEN 6612 - Orthodontic Biomechanics: Part 1 (1) - Biomechanical principles, biomechanics in certain treatment approaches, methods of research in biomechanics.
- DEN 6613 - Orthodontic Biomechanics: Part 2 (1) - Biomechanical principles, biomechanics in certain treatment approaches, methods of research in biomechanics.
- DEN 6614 - Ortho-Perio Relationships Part 1 (1) - Understanding the effects orthodontics has on the periodontal tissue, the treatment of the periodontally compromised patient, and the literature on various periodontal procedures.
- DEN 6615 - Ortho-Perio Relationships Part 2 (1) - Understanding the effects orthodontics has on the periodontal tissue, the treatment of the periodontally compromised patient, and the literature on various periodontal procedures.
- DEN 6616 - Orthognathic Surgery Part 1 (1) - Principles involved in the correction of skeletal problems by orthodontics and oral and maxillofacial surgery.
- DEN 6617 - Orthognathic Surgery Part 2 (1) - Principles involved in the correction of skeletal problems by orthodontics and oral and maxillofacial surgery.
- DEN 6618 - Postnatal Growth and Development (1) - The aim of this course is to review topics in postnatal growth and development that are pertinent to orthodontics. Emphasis is placed on considering basic concepts of facial growth.
- DEN 6670 - Craniofacial Anomalies (1) - The purpose of this course is to provide a basic and general understanding of the etiology, development, treatments, and treatment outcomes of craniofacial anomalies.
- DEN 6671 - Prenatal Growth and Development (1) - This course will cover selective topics in cellular and molecular aspects of craniofacial development.
- DEN 6672 - Materials in Orthodontics (1) - The basics and applicability of the materials normally used in orthodontics practice will be learned in order to enable the practitioner to evaluate new materials that are commonly being introduced in today's market.
- DEN 6673 - Critical Review of Pain Literature (1, max 2) - This course is designed to teach students to critically review Orofacial pain literature with special emphasis placed on clinical relevance. S/U

Periodontics

- DEN 6652 - Review of Periodontics Literature I (1) - Periodontal data collection, etiology of periodontal diseases, acute periodontal lesions, and classification of periodontal diseases.
- DEN 6653 - Review of Periodontics Literature II (1) - Prereq: DEN 6652. Diagnosis, prognosis and treatment planning including tooth mobility and tooth movement, prognosis, plaque control and nonsurgical periodontal therapy.

DEN 6654 - Review of Periodontics Literature III (1) - Prereq: DEN 6653. Principles of periodontal surgery and wound healing.

DEN 6655 - Review of Periodontics Literature IV (1) - Prereq: DEN 6654. Mucogingival surgery, antibiotic therapy, ultrasonics, irrigation and maintenance of the periodontal patient. Discussion of restorative considerations and orthodontics.

DEN 6656 - Introduction to Advanced Periodontology (1) - Intense general review of periodontal structure, function and disease pathogenesis. Tissues of periodontium, cementum, bone, periodontal ligament and epithelial attachment. Review of etiology of disease process pertaining to microbial flora and host response.

DEN 6657 - Periodontal Histology and Histopathology (1) - Survey of histology and histopathology of periodontium, utilizing light and electron microscopy.

DEN 6658 - Treatment Planning in Periodontal Therapy (1) - Interdisciplinary seminar. Students present findings of examination of patients with advanced dental diseases and discuss diagnosis and treatment planning for these patients.

Prosthodontics

DEN 6622 - Principles of Occlusion (2) - Chronological history of gnathology and developing treatment philosophies. In-depth biomechanical and neuro-physiological study of human dental occlusion. Role sound occlusion plays in oral health and current methods of treatment.

DEN 6623 - Maxillofacial Prosthetics (1) - Art and science of anatomic, functional, and cosmetic reconstruction by means of nonliving substitutes for structures missing as a result of surgical intervention, trauma, or congenital malformation.

DEN 6624 - Dental Implant Restoration (1) - Prereq: DMD or DDS degree. Diagnostic and laboratory principles involved with restoration of dental implants.

DEN 6625 - Fixed Prosthodontic Ceramics (1) - Prereq: DMD or DDS degree. Laboratory and diagnostic principles associated with preparation and fabrication of metal and ceramic fixed partial prostheses.

DEN 6626 - Advanced Removable Partial Dentures (1) - Prereq: DMD or DDS degree. Principles and applications. Survey of supporting tissues, classification systems, biomechanics, treatment planning, materials, and historical overview of removable partial prosthodontics.

DEN 6627 - Treatment Planning Seminar (1) - Prereq: DMD or DDS degree. Format to evaluate treatment planning skills, to present comprehensive cases in organized and logical manner and to use literature and experience to defend treatment plans.

University of Florida College of Dentistry Advanced Education Core Curriculum Flowchart

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Mon		DEN 6680			GMS 6609		DEN 6678					
Tue	Lib Sci	ACLS					DEN 6681					
Wed	DEN 6934	DEN 6679			GMS 6609		DEN 6675					
Th		ACLS DEN 6680 DEN 6674			GMS 6609		DEN 6681 DEN 6936					
Fri	DEN 6942	DEN 8682					GMS 6841					

- Library Science (8:30-10:30 am) (July 4 days)
- DEN 6674 - Advanced Oral Pathology (7:25-8:15 am)
- DEN 6675 - Craniofacial Pain (7:25-9:00 am)
- DEN 6678 - Adv Oral Med/Drug Interact (7:25-8:25 am)
- DEN 6680 - Cranio Bio Emer Therapies (12:50-1:40 pm)
- DEN 6681 - Cranio Pathology (12:50-1:40 pm)
- DEN 6679 - Adv Oral Max Radiology (8:00-9:00 am)
- DEN 6934 - Special Topics (7:30-8:30 pm)
- DEN 6936 - Practice Management (8:00 am-12:00 pm)
- DEN 6942 - Grand Rounds (7:30-8:30 am)
- DEN 8682 - Dental Research Design & Analysis (12:50-1:50 pm)
- DEN 8691C - Advanced Cardiac Life Support (ACLS) (1:00-5:00 pm) (Aug. 4 days)
- GMS 6609 - Adv Gross Anatomy (1:00-5:00 pm variable)
- GMS 7003 - Responsible Conduct Biomedical Research (3:30-5:30)
- GMS 6841 - Design & Anal Translational Res Biomed Sci (2:45-4:55)

ACADEMIC REGULATIONS

Grades for all advanced education courses are assigned as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E and S or U. All advanced education students must receive a written evaluation of their overall progress each semester. This evaluation is based upon clinical performance and academic achievements compiled from the grades received in departmental and core curriculum course work. The University Registrar's Office maintains students' academic records, but it is the responsibility of the individual advanced education programs within the College of Dentistry to maintain files of individual student progress and written evaluation forms.

All students in the advanced education programs are expected to maintain a grade average of at least a B. If a student receives below a B average, the student will be given the opportunity to remediate. If the student cannot obtain a B average after remediation, the student will be terminated from the program. The program directors of each advanced education program will determine if a student in that program is not maintaining satisfactory progress, if the student should be placed on probation, and what the probation will involve. If the student does not satisfactorily complete the probation, the program director may dismiss the student.

CLASS ATTENDANCE

Student attendance during school hours (7:25-4:55) is required on all days officially scheduled on the annual school calendar. Leaves of absence, except for emergencies, will be granted only to students in good academic standing.

While it is recognized that students occasionally will need some time to attend to personal needs, this must not be abused. The student assumes full responsibility for his or her actions should his or her academic progress or graduation be jeopardized through failure to complete courses, clinical requirements, and other course/program obligations in a timely and satisfactory manner.

A student who is absent because of an illness is required to call the program director to advise them of the situation. Each department is responsible for computing actual leave accruals. Records should be up to date at all times.

Absences for documented emergencies, such as death or serious illness in the family, will be immediately approved. Absences for personal convenience will be granted only when the course director and the program director determine that such absence will not be detrimental to the student's progress in the course, or that such absence will not impact on teaching of the course.

It is the responsibility of the student to notify the course director of any excused absence from a scheduled class session. In the case of illness or an emergency, this notification shall be made no later than two working days following the date of the absence and prior to the next scheduled class session. In the case of planned absence, this notification shall be made no later than five working days prior to the date of the absence scheduled class session to be missed. Failure to notify the course director within this time frame may result in grade penalties at the discretion of the course director. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class sessions.

CLINICAL REGULATIONS & SUSPENSION POLICY

The University of Florida College of Dentistry maintains the right to suspend an advanced education or graduate student from clinical activities for behavior or performance believed to be unethical, inappropriate or below accepted standards of care. This serious action will be enacted only after a thorough review and consideration of all facts.

Suspensions may range from one week to a semester, pending the nature of the concern. Reasons for student or resident suspension include, but are not limited to the following behavior:

- failure to provide patient care in a timely manner
- failure to provide appropriate care at the accepted standard of care
- failure to maintain accurate, legible and complete chart records
- failure to provide comprehensive care (vs. fragmented care) in a compassionate manner
- failure to make provisions for patient care during student or resident absences
- failure to comply with UFCD Infection Control policies
- failure to comply with UFCD policies stated in the Clinic Procedure Manual, Code of Conduct or other UF/UFCD manuals of conduct and protocol

Procedure for Suspension. The Chief of Staff of a participating and/or affiliated hospital where the resident is assigned, the Dean, the Associate Dean, the President of the Hospital, the Chair, or program director (PD) may at any time suspend a resident from patient care responsibilities. The resident will be notified of the reasons for the suspension and will be given an opportunity to provide information in response within five (5) working days of the date the notice was issued. The resident may be suspended from further patient care and may be assigned to such other duties as determined and approved by the chair. The resident shall be reinstated (with or without the imposition of academic probation or other conditions) or termination proceedings shall be commenced within thirty (30) days of the date of suspension. Such suspension and assignment of the resident to other duties may continue until final conclusion of the process. The resident shall be afforded all due process and appeal procedures as set forth above.

The graduate and/or residency program directors, under their administrative authority, may exclude any graduate and/or resident student from the respective department or resident clinical activities for reasons as determined by the program directors. Within one business day, the program director shall provide the Associate Dean for Clinical Affairs and the Associate Dean & Director, School of Advanced Dental Sciences with written notification of the suspension to include the name of the student or resident, reason for the suspension, and the effective dates.

Procedure for Nonrenewal

(a) In the event that the PD decides not to renew a resident's appointment, the resident shall be provided written notice. Programs should provide a resident with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the agreement of appointment.

(b) If requested in writing by the resident, within five (5) working days of the date the notice was issued, the chair will meet with the resident; this meeting should occur within ten (10) working days of the written request. The resident may present relevant information regarding the proposed nonrenewal decision. An advisor may accompany the resident during this meeting held pursuant to these procedures, but the advisor may not speak on behalf of the resident.

(c) If the chair determines that nonrenewal is appropriate, he or she will use their best efforts to present the decision in writing to the resident within ten (10) working days of the meeting. If a determination of nonrenewal is made, the resident will be provided with appropriate notice, an opportunity to be heard, and all due process and appeal procedures as set forth below.

Procedure for Dismissal

- (a) In the event the PD of a training program concludes that a resident should be dismissed prior to completion of the program, the PD shall inform the chair in writing of this decision and the reason or reasons for the decision.
- (b) The resident will be notified and provided a copy of the letter of proposed dismissal, and, upon request, will be provided with previous evaluations, complaints, counseling letters and other documents that relate to the decision to dismiss the resident. If requested in writing by the resident, within five (5) working days of the date the notice was issued, the chair will meet with the resident; this meeting should occur within ten (10) working days of the written request. The resident may present relevant information regarding the proposed decision. The resident may be accompanied by an advisor during any meeting held pursuant to these procedures but the advisor may not speak on behalf of the resident.
- (c) If the program director following consultation with the chair, recommends termination, he or she will use their best efforts to present the decision in writing to the resident within ten (10) working days of the meeting. The resident shall be informed of the right to appeal and meet with the Associate Dean for Advanced and Graduate Education.

Procedure for Appeal

- (a) If the resident appeals a decision the appeal must be made in writing to the Associate Dean for Advanced and Graduate Education within ten (10) working days from receipt of the chair's decision. Failure to institute such an appeal within ten (10) working days will render the decision final.
- (b) The associate dean will be provided the recommendation, previous evaluations, counseling letters and other documents that support the recommendation. The resident will be notified of the date of the meeting with the associate dean. The meeting should occur within fifteen (15) working days of the associate dean's receipt of the appeal. If the associate dean schedules an appeal hearing with a panel, you will be notified in writing of the time, date, and location of the meeting. Faculty, family members, friends or other supportive persons may attend the meeting at your request, but in doing so you waive your right to confidentiality of the student record. If you wish to have legal representation present, you must notify the associate dean in writing at least three business days prior to the scheduled meeting. If you fail to appear for the meeting, the associate dean and the review panel will meet, and the associate dean will make a decision based on the available information and you will be notified of that decision. The associate dean may conduct an investigation and uphold, modify or reverse the recommendation for suspension, nonrenewal or dismissal. The associate dean will notify the resident in writing of the conclusion of the appeal. If the decision is to uphold a suspension, the decision of the associate dean is final. If the decision is to uphold the nonrenewal or dismissal, the resident may file within ten (10) working days a written appeal to the dean of the College of Dentistry. Failure to file such an appeal within ten (10) working days will render the decision of the associate dean final.
- (c) The dean will inform the associate dean of the appeal. The associate dean will provide the dean a copy of the recommendation with accompanying documents and any other material submitted by the resident or considered in the appeal decision. The dean should render a decision within fifteen (15) working days, but failure to do so is not grounds for reversal of the decision. The dean shall notify in writing the chair, the associate dean, the PD and the resident of the decision. The decision of the dean shall be final.

- (d) You may seek judicial review of this final university decision pursuant to Florida Rule of Appellate Procedure 9.190, applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review within thirty (30) days of the final university decision.
- (e) The Office of the (Ombuds) was established to assist students in resolving problems and conflicts of an academic nature. This office provides an unbiased, informal avenue of redress for students' grievances which arise in the course of interacting with the institution. The Ombuds is available to offer assistance after a student has exhausted all college appeals. The Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved.

Grievance policy

A grievance is defined as dissatisfaction when a resident believes that any decision, act or condition affecting his or her program of study is arbitrary, illegal, unjust or creates unnecessary hardship. Such grievance may concern, but is not limited to, the following: academic progress, mistreatment by any university employee or student, wrongful assessment of fees, records and registration errors, discipline (other than nonrenewal or dismissal) and discrimination because of race, national origin, sex, marital status, religion, age, veteran's status, or disability, subject to the exception that complaints of sexual harassment will be reviewed by the appropriate supervisory authority.

- (a) Prior to invoking the grievance procedures described herein, the resident is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the resident becomes aware of the act or a condition that is the basis for the grievance. In addition, or alternatively, the resident may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either situation, the person(s) alleged to have caused the grievance might respond orally or in writing to the resident.
- (b) If a resident decides against discussing the grievance with the person(s) alleged to have caused such, or if the resident is not satisfied with the response, he or she may present the grievance to the program director or departmental chair. If, after discussion, the grievances cannot be resolved, the resident may contact the associate dean. The associate dean will meet with the resident and will review the grievance. The decision of the associate dean will be communicated in writing to the resident and constitute the final action.

GRADUATE DEGREE-SEEKING STUDENTS

It is the responsibility of the graduate student to become informed and to observe all regulations, critical dates, and procedures required by the program the student is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major department. Ignorance of a rule does not constitute a basis for waiving that rule. Any exceptions to the policies stated in the Graduate Catalog must be approved by the Dean of the Graduate School.

After admission to the Graduate School, but before the first registration, the student should consult the college and/or the graduate coordinator in the major department concerning courses and degree requirements, deficiencies if any, and special regulations of the department. The dean of the college in which the degree program is located or a representative must approve all registrations. Once a supervisory committee has been appointed, registration approval should be the responsibility of the chair.

Graduate students are subject to the same rules of behavior that govern undergraduates. The student conduct code is described hereafter.

STUDENT CONDUCT & HONOR CODE

Students enjoy the rights and privileges that accrue to membership in a university community and are subject to the responsibilities that accompany that membership. In order to have a system of effective campus governance, it is incumbent upon all members of the campus community to notify appropriate officials of any violations of regulations and to assist in their enforcement. All conduct regulations of the university are printed and made available to all students as part of the Florida Administrative Code (Chapter 6C1-4.015) and are applicable upon publication in the *Independent Florida Alligator*, the *University Catalog*, or any reasonable means of notification.

The purpose of the Student Conduct & Honor Code is to set forth the specific authority and responsibility of the university in maintaining social discipline, to establish guidelines which facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for violations of university regulations. This judicial process will follow established procedures for insuring fundamental fairness and an educational experience that facilitates the development of the individual and of the organization.

Rules of Procedure: The primary judicial bodies authorized by the president and charged with the administration and enforcement of this code, shall formulate and furnish to students charged with an offense, rules of procedure which shall insure basic procedural fairness. Students charged with less serious violations can choose an informal proceeding or a formal hearing. Students who choose an informal proceeding shall be accorded the right to:

- A. Have an advisor present;
- B. Be provided, prior to the proceeding, the nature and source of the evidence which will be used by the university; and
- C. Be free from compulsory self-incrimination.

Students who are charged with more serious violations will choose between a formal hearing with a conduct committee or a university hearing officer. Students who choose a formal hearing will be accorded the right to:

- A. Have an advisor present;
- B. Question adverse witnesses;
- C. Present evidence and witnesses relevant to his/her defense;
- D. Be provided, prior to the hearing, the nature and source of the evidence which will be used by the university; and
- E. Be free from compulsory self-incrimination.

In cases involving potential sanctions other than suspension, expulsion or removal from housing, if the student was sent notice of the hearing to his/her address in the registrar's records or the notice was hand delivered and the student fails to appear at the hearing, the student has waived the right to attend the hearing, which may then proceed in the student's absence. For serious offenses which may involve removal from housing, suspension or expulsion, the hearing will be held only to preserve the evidence. The record of student judicial hearings are in the student's disciplinary record and are closed, unless the accused student requests an open hearing a minimum of five working days before the hearing. All student witnesses must agree in writing to this request.

Violations of the Code of Conduct: Violations of the Code of Conduct may result in expulsion or any lesser sanction. Refer to the following website for a list of these violations:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>.

ACADEMIC HONESTY

The Academic Honesty Guidelines at the University of Florida are designed to develop and engender a community of honor, trust and respect. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust, and respect. Students within the system receive the benefits of the academic pursuit of knowledge, free from the obstacles of lying, cheating, and stealing. In return, the Academic Honesty Guidelines demand that students act with integrity in all of their endeavors. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to also act with integrity. Every student who approaches their studies with honesty and forthrightness suffers when another student attains an unfair advantage by cheating.

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. Additionally, it is the student's duty to report observed academic honesty violations.

Academic Honesty Guidelines

Students are prohibited from engaging in the following conduct:

Conduct Constituting Academic Dishonesty. A student shall not engage in conduct which constitutes academic dishonesty. A student commits academic dishonesty by engaging in conduct prohibited by this subsection. By engaging in such conduct, a student violates the Honor Code and becomes subject to the [Student Conduct & Honor Code](#).

Plagiarism. A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- a) Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.
- b) Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.

Unauthorized Use of Materials or Resources ("Cheating"). A student shall not use unauthorized materials or resources in an academic activity. Unauthorized materials or resources shall include:

- a) Any paper or project authored by the student and presented by the student for the satisfaction of any academic requirement if the student previously submitted substantially the same paper or project to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
- b) Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
- c) Any materials or resources which the faculty member has notified the student or the class are prohibited.
- d) Use of a cheat sheet when not authorized to do so or use of any other resources or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, PDA, other electronic device, or any other means.

Prohibited Collaboration or Consultation. A student shall not collaborate or consult with another person on any academic activity unless the student has the express authorization from the faculty member.

a) Prohibited collaboration or consultation shall include but is not limited to:

1. Collaborating when not authorized to do so on an examination, take-home test, writing project,

assignment, or course work.

2. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.
3. Looking at another student's examination or quiz during the time an examination or quiz is given. Communication by any means during that time, including but not limited to communication through text messaging, telephone, email, other writing or verbally, is prohibited unless expressly authorized.

b) It is the responsibility of the student to seek clarification on whether or not use of materials or collaboration or consultation with another person is authorized prior to engaging in any act of such use, collaboration or consultation. If a faculty member has authorized a student to use materials or to collaborate or consult with another person in limited circumstances, the student shall not exceed that authority. If the student wishes to use any materials or collaborate or consult with another person in circumstances to which the authority does not plainly extend, the student shall first ascertain with the faculty member whether the use of materials, collaboration, or consultation is authorized.

False or Misleading Statement Relating to a Student Honor Code Violation. In reporting an alleged Student Honor Code violation, a student shall not intentionally or in bad faith make a false or misleading statement. During the course of a Student Honor Code proceeding, or on final appeal following such a proceeding, a student shall not at any time make a false or misleading statement to any person charged with investigating or deciding the responsibility of the accused, reviewing a finding of responsibility, or determining or reviewing the appropriateness of the sanction or sanctions to be recommended or imposed.

False or Misleading Statement for the Purpose of Procuring an Academic Advantage. A student shall not intentionally or in bad faith make a false or misleading statement for the purpose of procuring from the person to whom the statement is made an academic advantage for any student.

Use of Fabricated or Falsified Information. A student shall not use or present invented or fabricated information, falsified research, or other finding if the student knows or in the exercise of ordinary care should be aware that the information, research, or other finding has been fabricated or falsified.

Interference with or Sabotage of Academic Activity. A student shall not do any act or take any material for the purpose of interfering with or sabotaging an academic activity. Sabotage includes, but is not limited to:

- a) Removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity.
- b) Tampering with another student's work.
- c) Stealing from another student materials or resources for the purpose of interfering with the other student's successful completion or performance of the academic activity or of enhancing the offending student's own completion or performance.

Unauthorized Taking or Receipt of Materials or Resources to Gain an Academic Advantage. A student shall not without express authorization take or receive materials or resources from a faculty member for the purpose of gaining academic advantage.

Unauthorized Recordings. A student shall not without express authorization from the faculty member and, if required by law, from other participants, make or receive any recording, including but not limited to audio and video recordings, of any class, co-curricular meeting, organizational meeting, or meeting with a faculty member.

Bribery. A student shall not offer, give, receive, or solicit a bribe of money, materials, goods, services or anything of value for the purpose of procuring or providing an academic advantage.

Submission of Paper or Academic Work Purchased or Obtained from an Outside Source. A student shall not submit as his or her own work a paper or other academic work in any form that was purchased or otherwise obtained from an outside source. An outside source includes but is not limited

to a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work.

Conspiracy to Commit Academic Dishonesty. A student shall not conspire with any other person to commit an act that violates the Student Honor Code.

HEALTH CENTER STUDENT CONDUCT STANDARDS COMMITTEE

The purpose of the Health Science Center Student Conduct Committee is to resolve alleged violations of the Student Honor Code and violations of the Health Insurance Portability and Accountability Act (HIPAA) or any other applicable law concerning patient privacy within the Health Science Center colleges. The Vice President for Student Affairs shall appoint four faculty members and two student members from each of the six Health Science Center colleges as members of the committee. Faculty appointed to this committee shall serve for two years. Students appointed to this committee shall serve for one year.

A hearing panel will be composed of the following: two faculty members and one student member from the college of the charged student, and one faculty member and one student from another Health Science Center college. A quorum for the hearing panel is reached when there are three panel members present for a hearing: two members from the college of the accused student and one member from another Health Science Center college. The Director of Student Conduct and Conflict Resolution or designee will serve as an administrative liaison to the panel. The administrative liaison will convene members of the committee to serve as a hearing panel, provide information to the panel, and advise the panel throughout the hearing process.

If the student is determined responsible for the violation or violations, the panel shall recommend one or more sanctions as provided in Regulation 6C1-4.047, to the Dean of Students or designee. The dean or designee may adopt, reject or modify the panel's findings and recommendations. See Regulation 6C1-4.048 regarding appeals.

Second Offense(s): It is recommended that all second offenses be sent to the Director of Student Judicial Affairs. The faculty member should send all documentation and evidence on the case to the Office for Student Judicial Affairs, P202 Peabody Hall.

SEXUAL HARASSMENT POLICY

According to the Sex Discrimination Guidelines promulgated by the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. The guidelines define sexual harassment at 29 C. F. R., Section 1604.11 as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
2. The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment or academic environment.

The basic premise of the sexual harassment policy is that a sexual element must not be introduced into what should be a sex-neutral situation causing the boundaries which normally exist between the professional role and the personal relationship to become blurred.

Sexual harassment constitutes a form of sex discrimination and is a form of employee misconduct that undermines the integrity of the university. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures.

Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature that interferes with the work or education of its victims and their co-workers or fellow students.

Sexual harassment is a violation of both state and federal laws and of the rules and regulations of the university. Employees and students are responsible for their actions of sexual harassment. These actions may subject them to appropriate university disciplinary action up to and including dismissal or expulsion.

Further, any employee or student in a supervisory capacity who has knowledge of possible sexual harassment who does not report the matter pursuant to the university's policy will be subject to disciplinary action up to and including dismissal or expulsion.

A supervisor may obtain knowledge of sexual harassment by direct observation, statements made by others (staff members), or by receipt of a complaint of sexual harassment (whether it be written or oral).

It is the intent of this policy to protect all members of the university community while trying to address and resolve the problem and eliminate any inappropriate behavior.

Reporting:

Anyone who believes that he or she has been subjected to a violation of this policy or related retaliation is strongly encouraged to promptly report such behavior to Employee Relations or any university official, administrator, supervisor, manager, or faculty member.

- Except for student-on student sexual harassment, students are strongly encouraged to report such incidents to Employee Relations. For student-on-student sexual harassment incidents, reports should be directed to the Dean of Students, Office of Student Judicial Affairs.
- Incidents should be reported as soon as possible after the time of their occurrence in order to take appropriate remedial action. No employee or student should assume an official of the University of Florida knows about a situation or incident.
- Any university official (administrator, supervisor or manager) who has knowledge of or receives a written or oral report or complaint of a violation of this policy must promptly report it to Employee Relations, and may be disciplined for failing to do so.
- Any faculty member, teaching assistant, staff member or student employee (when acting in a supervisory or other responsible capacity) with knowledge of sexual harassment of a student must promptly report the incident Employee Relations, and may be disciplined for failing to do so.
- Other persons who suspect a violation of this policy should report it to an appropriate person in their department / unit or to Employee Relations.

Contact Information:

Employee Relations

Phone: 352-392-1072

emprel@ufl.edu

Consensual Relationships

Participation of a supervisor, faculty member, advisor, or coach in a consensual romantic or sexual

relationship with a subordinate employee or student always creates a prohibited conflict of interest that must be reported to the appropriate hiring authority for proper disposition. A conflict of interest is created when an individual evaluates or supervises or has decision making power affecting another individual with whom he or she has an amorous or sexual relationship. Moreover, such relationships, even when consensual, may be exploitative and imperil the integrity of the work or education environment.

Training – The University of Florida provides online sexual harassment prevention training to promote and increase awareness and prevention of sexual harassment. New employees are required and expected to complete the tutorial within their first 30 days of employment. To do so, sign onto the myUFL system and navigate to My Self Service, Training and Development, mytraining, and search “Preventing Harassment.” This important online training includes information about the University’s Sexual Harassment Policy as well as our roles in and responsibilities for keeping our workplace free from sexual harassment.

COMMISSION ON DENTAL ACCREDITATION COMPLAINT POLICY

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653 or visit the ADA website at:
<http://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint/>

CERTIFICATE OF COMPLETION

A certificate of advanced education training will be issued to a resident on the recommendation of the college’s appropriate chair and program director only after satisfactory completion of service and educational requirements and fulfillment of all other obligations and debts. This includes completion of medical/dental records, appropriate consent for use of any patient records after graduation, a checklist completed for each program co-signed by program director and associate dean for advanced and graduate education and return by the resident of State of Florida property, as well as property of any affiliated institution.

Graduate degree-seeking students will only be awarded the certificate upon completion of the requirements for the Master of Science degree.

**Requirements and Guidelines for Research Proposal and Project or Thesis
Required for a M.S.**

In order to receive a Master of Science degree in the College of Dentistry, an approved research project or thesis must be submitted to the Graduate School. The primary hurdles leading to the development of the project or thesis are as follows:

1. Selection of research advisor and committee
2. Writing of research proposal
3. Present a seminar on literature review and research proposal
4. Write an abstract for AADR/IADR or equivalent meeting
5. Present a project or write thesis on research results (graduate school format)
6. Present a seminar on research results and project or thesis defense

The following guidelines are offered for individuals who plan to graduate in May of their third year. The listed deadlines are a *must* for these individuals. Official dates are listed each year by the graduate school and are the responsibility of the graduate student.

PROGRAM DIRECTORS ARE REQUIRED TO SUBMIT IN DECEMBER AND JUNE PROGRESS REPORTS ON EACH GRADUATE STUDENT TO THE OFFICE OF ADVANCED AND GRADUATE EDUCATION.

1. Guideline: Year 1, Sept.-Oct.

A general research area and research advisor should be identified. The Specialty Program Director or any other graduate faculty member can aid a graduate student in identifying an area and pointing the individual toward the right research advisor.

The research advisor can be any person with a full-time university appointment in the College of Dentistry. The research advisor must be a member of the graduate faculty and have at least a M.S. degree. The research advisor will aid the graduate student in the further development of the idea, train the graduate student or identify a source to train the graduate student in the necessary techniques, and aid in the interpretation of data as the research progresses. The advisor will chair and help in the selection of a research advisory committee.

2. Guideline: Year 1, Oct.-Nov.

After the basic research idea has been formulated, the research advisor in consultation with the graduate student will recruit an advisory committee. An 'Appointment of Supervisory Committee' form must be completed, signed by the Program Director and the Associate Dean & Director, School of Advanced Dental Sciences and submitted to the graduate school by the end of the Fall semester. The committee should consist of at least three individuals including the research advisor and at least one member should be a full-time faculty member of the student's department. The Associate Dean & Director, School of Advanced Dental Sciences may appoint a representative to assist in quality control. The committee serves to aid in further developing the research plan, training the graduate student in necessary techniques, and interpreting the data. It will meet as outlined below and at any other times that the graduate student or research advisor feel it is necessary. The committee must approve the research proposal and approve and sign the final project or thesis. *The Specialty Program Director should be notified by the graduate student in writing when a research advisor and committee has been selected along*

with a tentative research title.

The graduate student should meet with his/her committee at this time to discuss the proposed research, any pilot work which will be required, appropriate literature to be reviewed etc.

3. Deadline: Year 1, Jan. 31

A draft of the project or thesis proposal must be presented to the student's committee. The committee should meet within two weeks of receiving the proposal and advise the graduate student as to any changes. If the proposal is approved, the research should begin as soon as possible.

The revised proposal is submitted to the committee and a copy given to the Specialty Program Director which should be kept on file for documentation purposes. A meeting generally will not be required for this.

4. Guideline: Year 1, February

A seminar will be presented by the student on the general subject of the research primarily aimed at reviewing the literature and indicating the significance of the proposed research. The proposed research plan and methods should also be explained. The seminar will be scheduled and advertised in the College.

5. Guideline: Year 2, January

A committee meeting should be held to present and discuss research results and the need for further experiments. All committee meetings should be documented. Dates of meetings should be sent on semiannual progress reports.

6. Deadline: Year 3, Sept. 15

Write and submit to the Specialty Program Director an abstract in IADR/AADR format. These should be reviewed initially by the research advisor and should be in final form when submitted to the Director. Abstracts that are considered laudable by the faculty should be submitted to the IADR/AADR, ADA or group specialty meeting. Those graduate students whose abstracts are accepted will be sent by the department to the designated meeting to present their research.

7. Guideline: Year 3, Oct.

A committee meeting should be held to review results and for the graduate student to obtain the permission of the committee to begin writing his/her project or thesis.

8. Deadline: Year 3, Jan. 31

Submit to and meet within one week with your committee to discuss the draft of the document.

9. Deadline: Year 3, Feb/March

The graduate student will present a seminar on the project/thesis material. The project/thesis defense with the student's committee will immediately follow this presentation. This will be advertised in the college. A final exam form needs to be filled out at this time.

10. Deadline: Year 3, April 1

For thesis option, submit to the Graduate School the revised thesis and final exam form. This deadline may vary and is published annually by the graduate school. For project option, submit the final exam form to the Graduate School.

11. Deadline: Year 3, May 1

For thesis option, submit final thesis to the Graduate School. This deadline may vary and is published annually by the graduate school. Submit a copy to the Advance Education Office and responsible department.



WEBSITES FOR STUDENTS

UNIVERSITY OF FLORIDA COLLEGES

College of Agriculture, www.cals.ufl.edu/
 College of Business Administration, www.cba.ufl.edu
 College of Dentistry, www.dental.ufl.edu
 College of Education, www.coe.ufl.edu
 College of Engineering, www.eng.ufl.edu
 College of Journalism & Communication, www.jou.ufl.edu
 College of Law, www.law.ufl.edu
 College of Liberal Arts and Sciences, www.clas.ufl.edu
 College of Medicine, www.med.ufl.edu
 College of Nursing, <http://con.ufl.edu/>
 College of Pharmacy, www.cop.ufl.edu
 College of Veterinary Medicine, www.vetmed.ufl.edu

STUDENT AFFAIRS/SERVICES

Campus Bookstore, <http://www.bsd.ufl.edu/bookstore/>
 Career Resource Center, www.crc.ufl.edu
 Counseling & Wellness Center, <http://www.counseling.ufl.edu/cwvc/>
 Division of Student Affairs, www.ufsa.ufl.edu/
 Dean of Students Office, www.dso.ufl.edu/
 Division of Housing, www.housing.ufl.edu/
 J. Wayne Reitz Union, www.union.ufl.edu/
 Student Financial Affairs, <http://www.sfa.ufl.edu/>
 Student Health Care Center, www.hsc.ufl.edu/shcc/
 SHCC @ Shands, <http://shcc.ufl.edu/services/hours-locations/shcc-shands/>
 Students with Disabilities, <http://www.dso.ufl.edu/drc/>
 University Registrar Services, www.registrar.ufl.edu/

OTHER USEFUL UF WEBSITES

Academic Technology, <http://www.at.ufl.edu/>
 Admissions, Office of, www.ufl.edu/admissions/
 African Studies, www.clas.ufl.edu/africa
 Americans with Disabilities Act Office, <http://www.ehs.ufl.edu/programs/ada/>
 Athletic Association, www.uaa.ufl.edu
 Center for Latin American Studies, www.latam.ufl.edu
 Florida Museum of Natural History, www.flmnh.ufl.edu
 Graduate School, <http://gradschool.rgp.ufl.edu/>
 ONE.UF (Integrated Student Info. System), <https://student.ufl.edu/>
 Libraries, www.uflib.ufl.edu/
 Map of Campus Locations, <http://campusmap.ufl.edu/>
 (UPD) University Police Dept., <http://police.ufl.edu/>

PUBLICATIONS

Graduate Catalog, <http://graduateschool.ufl.edu/academics/graduate-catalog>

UFCD DEPARTMENTAL / UNIVERSITY LISTINGS

DEPARTMENT	BOX#	ROOM#	PHONE#
Community Dentistry & Behavioral Science	103628	1329 Bldg	352 273-5971
Endodontics	100436	D10-37	352 273-5440
Restorative Dental Sciences	100415	D9-6	352 273-5850
Oral Biology	100424	D5-18	352 273-8850
Oral & Max Surgery	100416	D7-6	352 273-6750
Oral & Max Diagnostic Sciences	100414	D8-6	352 273-6775
Orthodontics	100444	D7-19	352 273-5700
Pediatric Dentistry	100426	D11-6	352 273-7631
Periodontology	100434	D10-6	352 273-8360
OFFICES & SERVICES			
Office of Education	100405	D3-11	352 273-5950
Admissions			
D.M.D.	100445	D3-5	352 273-5955
Advanced Ed. Programs	100406	D10-33	352 273-5956
Multicultural Affairs	100407	D3-12	352 273-5954
Student Affairs	100407	D3-12	352 273-5954
School of Adv. Dental Sciences.	100406	D10-33	352 273-7800
Alumni Affairs/Development	100217	D4-10	352 273-5780
Biopsy Service	100414	D8-6	352 273-6775
Clinic Administration	100412	D3-9	352 273-6820
Continuing Dental Education	100417	D1-31	352 273-8480
Dean's Office	100405	D4-6	352 273-5800
Dental Clinic	100425	D1-6	352 273-5251
Dental Maintenance	100425	D3-37	352 273-8001
Faculty Practice	100427	D1-11	352 273-7950
Financial Aid	100402	D3-43C	352 273-5999
Implant Center	100416	D1-56	352 273-6715
IT Help Desk	100405		352 265-05261
Payroll	100405	D4-15	352 273-5784
Patient Screening	100425		273-9097
Communications	100405	D4-12	352 273-5782
Research	100405	D3-43	352 294-5444
OTHER			
Henry Schein Dental Store	100422	D2-31	352 378-5750
Housekeeping	117750	AG129	352 258-6225
HSC Bookstore		MG-015	352 392-3478
HSC Library	100206	Communicore	352 273-8400
Medical Education	100213	CG-037	352 273-8575
Teaching Lab Office	100273	CG-60	352 273-5064
Physical Plant	117750	AG129	352 273-9700
Student Health Care Center @ Shands	117500	D2-49	352 392-0627
CAMPUS			
Counseling Center	112662	3190 Radio Rd	352 392-1575
Dean of Students Office	114075	202 Peabody	352 392-1261
Internal Medicine	100383	Clinic on 3 rd Flr. @ Medical Plaza	352 265-8230
Shands Medical Plaza			
Graduate School	115500	106 Grinter	352 392-6622
Parking Decals	112400	254 Gale Lem-erand Dr.	352 392-7275
Registrar's Office (Transcripts)	114000	S-222 Criser	352 392-1374
Registrar's Office (Admissions)	114000	S-201 Criser	352 392-1365
Students with Disabilities Office	114085	Rm 0020	352-392-8565
Student Health Services	117500	Reid Hall Infirmary	352 392-1161

COLLEGE OF DENTISTRY ACCREDITATION STATUS

All residency and graduate certificate programs offered by the University of Florida College of Dentistry are accredited by the Commission on Dental Accreditation, and have been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Alternate Format of this Manual

Upon request, for individuals with documented visual and print-related disabilities, this manual is available in alternate format. The alternate formats include large print, Braille, audiocassette, laser disk and interpreters. For more information, contact the School of Advanced Dental Sciences, PO Box 100406, Gainesville FL 32610-0406, or call (352) 273-7800.