



Arizona School of Dentistry & Oral Health  
Catalog  
2011-2012

Dear Students,

I am delighted to welcome each and every one of you as students in the Arizona School of Dentistry & Oral Health. I expect your experience here will deepen your commitment to service and help you become a leader in the next generation of oral health professionals.

Your learning experience at ASDOH will be both challenging and rewarding. Our dedicated and experienced faculty will help guide you as you venture into your new profession.

I anticipate that as you look back on your academic and clinical career at ASDOH you will feel a sense of great accomplishment, confidence, and pride.

You are the next generation of our dental and oral health profession. I once again welcome you to ASDOH and into the profession of dentistry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Dillenberg', with a long, sweeping flourish extending to the right.

Jack Dillenberg, DDS, MPH  
Dean, Arizona School of Dentistry & Oral Health

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## **About the University & College**

### **A.T. Still University: Overview**

A.T. Still University began with the founding of the Kirksville College of Osteopathic Medicine (KCOM), located in Kirksville, Missouri, in 1892 by Andrew Taylor Still, M.D., D.O. The University has a rich history of providing leadership for comprehensive healthcare education and research and is consistently ranked in *U.S. News and World Report's* "Best Graduate Schools" guide.

A.T. Still University of Health Sciences is incorporated under the laws of the state of Missouri as a not-for-profit corporation. The governing body is the Board of Trustees, which established policies for its operation. Responsibility for administration of day-to-day operations of ATSU is delegated to the President and through other officers of the University. The President of the University is W. Jack Magruder, Ed.D.

In addition to KCOM, ATSU has added three new schools in the last decade:

- The Arizona School of Health Sciences, founded in 1995, was the first school to occupy ATSU's second campus in Mesa, Arizona.
- The School of Health Management, an exclusively online school, was founded in 1999 on the Kirksville Campus.
- The Arizona School of Dentistry & Oral Health was added to the Mesa Campus in 2003.
- The School of Osteopathic Medicine-Arizona was added to the Mesa Campus in 2007.

ATSU is composed of three campuses: Kirksville, Missouri, Mesa, Arizona and our virtual campus:

Arizona School of Dentistry & Oral Health  
5850 E. Still Circle  
Mesa, Arizona 85206  
[www.asdoh.atsu.edu](http://www.asdoh.atsu.edu)  
Phone: 480.219.6080  
Fax: 480.219.6180

A.T. Still University of Health Sciences  
800 W. Jefferson Street  
Kirksville, MO 63501-1497  
[www.atsu.edu](http://www.atsu.edu)  
Phone: 660.626.2237 or 800.626.5266  
Fax: 660.626.2968

### **A.T. Still University: Mission**

A.T. Still University of Health Sciences serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage and its focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.

### **A.T. Still University: Accreditation**

ATSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400; Chicago, IL 60602. Phone: 800.621.7440

## **Arizona School of Dentistry & Oral Health: Overview**

Arizona's first dental school, lead by Inaugural Dean Jack Dillenberg, D.D.S., M.P.H, offers an educational model that relies on an exceptional cadre of motivated, experienced, learning guides (mentors) for our students in both the preclinical and clinical phases of the degree program. In addition to the issues of oral health and the skills of dentistry, students learn from and are encouraged to become caring, community-minded health care providers. We expect that our graduates will be leaders in their community and managers of public, not-for-profit and private sector oral health organizations.

The dental program features:

- Innovative Curriculum – Integrating science, human systems and clinical care.
- Simulation Technology – Accelerating Skill Development for Clinical Excellence.
- State-of-the-Art Facility – Utilizing a new facility and digital resources for the faculty and students of tomorrow.
- Needs Focused – Educating competent, compassionate dentists for underserved communities.
- Service Education – Coordinating student partnerships with communities of need.
- Leadership Training – Educating dentists to be community health leaders.

ASDOH students spend the first and second year studying the basic sciences and clinical introductions in the classroom setting and complete dental simulation exercises in the campus simulation clinic. Third-year students work side by side with licensed dentists in our campus clinic. Fourth-year rotations at community-based clinics may include experiences at a Community Health Center, Indian Health Service clinic, and Veteran's Administration clinic. Additionally, students who do not already have either a Certificate or Master's degree in Public Health earn a Certificate in Public Health while enrolled at ASDOH.

## **Arizona School of Dentistry & Oral Health: Purpose**

To educate caring, technologically adept dentists to become community and educational leaders, serving those in need by:

- Being leaders in the lifelong education of community-responsive general dentists.
- Preparing graduates with a strong foundation of critical inquiry, evidence-based practice, research, cultural competency, and orientation to prevention, and interdisciplinary healthcare experiences.
- Promoting the delivery of optimal patient care and the transfer of newly acquired knowledge, skills and technology to the profession and to the community.

**Degree Offered:** Doctor of Dental Medicine (D.M.D)

## **Arizona School of Dentistry & Oral Health: Accreditation**

ASDOH is accredited by the Commission on Dental Accreditation (CODA). The Commission is a specialized accrediting body recognized by the United States Department of Education. 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.

## **Notice of Nondiscrimination**

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact:

**Arizona Campus:**

Tonya Watson  
Ass't Director Human Resources

Students, members of the public, or beneficiaries may contact:

**Arizona Campus:**

Beth Poppre  
Ass't Vice President of Student and Alumni Services

5850 East Still Circle  
Mesa, AZ 85206-3618  
(480) 219-6007

**Missouri Campus**

Donna Brown  
Director of Human Resources  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2790

5850 E. Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6026

**Missouri Campus:**

Ron Gaber  
Vice President of Student and Alumni Services  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2236

## ASDOH Faculty & Staff Directory

(follow chain of command noted when more than one person listed)

### Absences

D1 – Kim Gillett  
D2 – Jenny Murff  
D3 – CCU Director \*  
D4 – CCU Director \*  
D4 Rotation – Dr. Cottam or  
Marcia Arbizu

### Academic Issues & Policy

Dr. Woldt

### Admissions

Joyce Haynie  
Tina Samms

### Alumni Services

Beth Poppo

### Clinic Instruction

CCU Director  
Dr. VanGheluwe  
Gail Hendricks (Orientation)

### Clinic Operations & Issues

Dr. Kaufman

### Course Modules

Dr. Morrie Reisbick (D1)  
Dr. Klud Razoky (D2)  
Dr. Judy VanGheluwe (D3 & D4)

### Curriculum & Instruction Issues

Dr. Morrison

### Documented Disability

Art Matthews

### Financial Aid

Deborah Ross-Carter (Mesa)  
Steve Jordan (Kirksville)

### Personal Issues

Art Matthews  
Beth Poppo  
Dr. Woldt

### Registration, Transcript Information, & Official Letters

Amy McCarty (Kirksville)

### Research

Dr. Altman

### Scholarships

Dr. Morrison (IHS, etc)  
Joyce Haynie

### Simulation (Sim) Clinic Issues

Dr. Razoky

### Public Health Certificate

Dr. Altman

### Work Study Opportunities &

### Veteran's Affairs

Dolores Tafoya

\* Please notify Dr. VanGheluwe for didactic coursework

## ASDOH Student Contact Information

<p>Altman, Don Associate Dean, School of Health Management Director of Research <a href="mailto:daltman@atsu.edu">daltman@atsu.edu</a> 480-219-6008</p>	<p>Morrison, Scott Associate Dean for Education (ASDOH) <a href="mailto:smorrison@atsu.edu">smorrison@atsu.edu</a> 480-248-8157</p>
<p>Arbizu, Marcia Associate Director, Community Partnerships (ASDOH) <a href="mailto:marbizu@atsu.edu">marbizu@atsu.edu</a> 480-219-6099</p>	<p>Murff, Jenny Education Specialist (ASDOH) <a href="mailto:jmurff@atsu.edu">jmurff@atsu.edu</a> 480-248-8128</p>
<p>Cottam, Wayne Associate Dean for Community Partnerships (ASDOH) <a href="mailto:wcottam@atsu.edu">wcottam@atsu.edu</a> 480-248-8154</p>	<p>Poppre, Beth Assistant Vice President of Student Services (AZ Campus) <a href="mailto:bpoppre@atsu.edu">bpoppre@atsu.edu</a> 480-219-6028</p>
<p>Freeman, Jacqueline Student Resources Coordinator <a href="mailto:jfreeman-ennaffah@atsu.edu">jfreeman-ennaffah@atsu.edu</a> 480-219-6175</p>	<p>Razoky, Klud Director of Simulation (Sim) Clinic (ASDOH) <a href="mailto:krazoky@atsu.edu">krazoky@atsu.edu</a> 480-219-6184</p>
<p>Gillett, Kim Associate Director of Education (ASDOH) <a href="mailto:kgillett@atsu.edu">kgillett@atsu.edu</a> 480-219-6086</p>	<p>Reidhead, Colleen Business Director (ASDOH) <a href="mailto:creidhead@atsu.edu">creidhead@atsu.edu</a> 480-219-6183</p>
<p>Haynie, Joyce Administrative Coordinator <a href="mailto:jhaynie@atsu.edu">jhaynie@atsu.edu</a> 480-219-6025</p>	<p>Reisbick, Morrie Director of Integrated Human Sciences (ASDOH) <a href="mailto:mreisbick@atsu.edu">mreisbick@atsu.edu</a> 480-248-8153</p>
<p>Hendricks, Gail Clinic Orientation Module Instructor <a href="mailto:ghendricks@atsu.edu">ghendricks@atsu.edu</a></p>	<p>Ross-Carter, Deborah Assistant Director, Financial Aid <a href="mailto:dross-carter@atsu.edu">dross-carter@atsu.edu</a> 480-219-6117</p>
<p>Jorden, Steve Director of Student Financial Assistance (ATSU-Kirksville*) <a href="mailto:sjordent@atsu.edu">sjordent@atsu.edu</a> 660-626-2529</p>	<p>Samms, Tina Assistant Director of Admissions-Arizona Campus <a href="mailto:tsamms@atsu.edu">tsamms@atsu.edu</a> 480-219-6043</p>
<p>Kaufman, Herb Director of Clinic Operations (ASDOH) <a href="mailto:HKaufman@atsu.edu">HKaufman@atsu.edu</a> 480-248-8148</p>	<p>Tucker, Tim Director of Learning Resources ADA Accommodations (ATSU-Kirksville*) <a href="mailto:ttucker@atsu.edu">ttucker@atsu.edu</a> 660-626-2151</p>
<p>Matthews, Art Assistant Director of Student Resources <a href="mailto:amathews@atsu.edu">amathews@atsu.edu</a> 480-219-6170</p>	<p>Woldt, Janet Associate Dean for Academic Assessment (ASDOH) <a href="mailto:jwoldt@atsu.edu">jwoldt@atsu.edu</a> 480-219-6182</p>
<p>McCarty, Amy Assistant Registrar (ATSU-Kirksville*) <a href="mailto:amccarty@atsu.edu">amccarty@atsu.edu</a> 660-626-2927</p>	

\*Toll Free Number for Kirksville: 1-866-626-2878, then just enter the last 4 digits of the person's extension. \*Note: Kirksville, MO is two hours ahead of AZ April-October and one hour ahead October-April

## Admission Requirements and Procedures

### Admissions

ASDOH is dedicated to recruiting and selecting students interested in enhancing their professional practice skills, knowledge, and academic status by obtaining a graduate degree. Selection is based on several criteria, including grades, recommendations, experiences, dental admissions test (DAT) scores, and personal interviews.

### How to Apply for Admission

ASDOH participates in the Associate American Dental Schools Application Service (AADSAS). Applications may be completed at <http://aadsas.adea.org>. Questions regarding completing the applications should be directed to customer services representatives at 800.353.2237 or via email at [csraadsas@adea.org](mailto:csraadsas@adea.org). The application deadline is February 1<sup>st</sup>.

### Requirements for Admission – Doctor of Dental Medicine (D.M.D.)

- A formal minimum of three years (90 semester hours or 135 quarter hours); a baccalaureate degree from an accredited institution is preferred.
- Computer literacy in the operation and management of a laptop computer.
- All applicants are required to complete the American Dental Admissions Test (DAT).
- Preference is given to those applicants who provide DAT scores by November of each application year. No scores older than three years will be accepted.
- Applicants must have a minimum cumulative and science grade point average of 2.50 on a four-point scale. The overall and science GPA, the school(s) attended, and the rigor of the academic course load are all assessed on an individual basis.

### Prerequisite Courses

All prerequisite courses must be completed prior to matriculation:

- **General Biology** – one year of lecture and lab, minimum of 8 semester hours (or the equivalent) (zoology or microbiology are acceptable alternatives).
- **General Chemistry** – One year of lecture and lab, minimum of 8 semester hours (or the equivalent).
- **Organic Chemistry** – One year of lecture and lab, minimum of 8 semester hours (or the equivalent).
- **Physics (algebra-based)** – One year of lecture and lab, minimum of 8 semester hours (or the equivalent).
- **English Composition/Technical Writing** – Minimum of 3 semester hours (or the equivalent).
- **Biochemistry** – Three semester hours or equivalent (no lab required).
- **Physiology** - Three semester hours or equivalent (no lab required).

### Course credit, transfer, advance standing

ASDOH does not give previous course credit. ASDOH will consider transfer students and advanced standing on a case-by-case basis.

### Minimal technical standards for admission and matriculation

ASDOH is committed to the admission and matriculation of qualified students. The school complies with laws that prohibit discrimination against anyone on the basis of race, color, national origin, religion, gender, age, disability, or sexual orientation. The school will not discriminate against mentally or physically challenged individuals who are otherwise qualified, provided the applicants meet certain minimal technical standards. These standards were adopted to ensure the safety of patients and are set forth as the expectations of health sciences students to perform common clinical functions. Technological compensation can be made in some areas, but a candidate must be able to perform in a reasonably independent manner.

#### Technical Standards:

The holder of a Doctor of Dental Medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for a degree in dentistry must be able to consistently, quickly, and accurately integrate, analyze, and synthesize data.

A candidate for a doctoral degree at ASDOH must possess eight varieties of abilities and skills:

1. **Observation:** Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences. They must be able to observe patient accurately at a distance and up close.
2. **Communication:** Candidates and students should be able to speak, hear, and observe patients in order to elicit information; examine and treat patients; describe changes in mood, activity, and posture; and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

3. **Motor:** Candidates and students should have sufficient motor functions to execute movements required to provide clinical care. Such actions require coordination of both gross and fine motor movements, equilibrium, and functional use of the senses of touch and vision.
4. **Sensory:** Candidates and students need enhanced sensory skills such as tactile discrimination and proprioception.
5. **Strength and mobility:** The provision of clinical treatment requires sufficient strength and mobility to maintain appropriate posture either sitting or standing.
6. **Visual integration:** Adequate visual capabilities are necessary for proper evaluation and treatment integration, including the assessment of hard and soft tissues, symmetry and range of motion.
7. **Intellectual, conceptual, integrative, and quantitative:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of health professionals, requires all of these intellectual abilities. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
8. **Behavioral and social:** Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, ethical and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, empathy, and motivation are all personal qualities that will be assessed during the admission and educational processes.

Qualified candidates with limitations or challenges will be thoroughly evaluated. ASDOH will attempt to develop creative ways of opening the program to competitive, qualified, challenged individuals. The school will maintain the integrity of its programs and preserve those elements deemed essential to the education of a dental professional.

#### Selection of Applicants

The Admissions Committee seeks those individuals capable of meeting the academic standards of ASDOH and its program. Completed applications in compliance with minimum admission requirements are reviewed on the quality of academic performance, clinical exposure, extracurricular activities, work and life experiences, interest in dentistry and oral health, and recommendations. Personal interviews may be offered to those applicants who rank among the highest in evaluation of all admission criteria.

The Admissions Committee reserves the right to accept, reject, or defer any application. Applicants are notified following the Committee's decision on their status. Successful applicants are granted a specified time period to notify the Admissions Processing Center of their intention to enroll. A non-refundable acceptance fee must accompany the letter of intent. Complete official transcripts from each postsecondary school and a degree granting transcript must be on file with the Office of the Registrar prior to matriculation. After acceptance, matriculation is subject to the satisfactory completion and verification of all academic and admission requirements.

#### International Applicants

International students applying for admission to the Arizona School of Dentistry & Oral Health must meet all general requirements for admission as stated in admissions publications.

- Proficiency in the English language, both written and spoken is required. TOEFL scores may be required. For registration information for TOEFL contact TOEFL via their website at <http://ets.org>
- All academic course requirements and minimum GPA requirements must be met. All pre-requisite course work must have been completed from a regionally accredited U.S. institution. All course work taken at the foreign institution must be evaluated for American institution equivalence by one of the following services:

World Education Services Inc. P.O. Box 745 Old Chelsea Station New York, NY 10113-0745 212.966.6311 <a href="http://www.wes.org">www.wes.org</a>	Foreign Consultants, Inc. Credential Evaluation Services 3000 Dundee Road, Suite 209 Northbrook, IL 60062 773.761.0000 <a href="http://www.foreignconsultants.com">www.foreignconsultants.com</a>	Educational Credential Evaluators Inc. P.O. Box 514070 Milwaukee, WI 53203-3470 414.289.3400 <a href="http://www.ece.org">www.ece.org</a> GCE, Inc. PO Box 9203 College Station TX 77842 1.800.707.0979 <a href="http://www.gcevaluators.com">www.gcevaluators.com</a>
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- Credit for advanced standing will not be given for any work completed in foreign graduate or medical schools. All students must apply for first-year status.
- International students must have permanent residency status (green card) to be eligible to receive any type of federal financial assistance.

- International students not having permanent residency status must provide written proof of ability to finance their Dental education prior to matriculation.
- Applicants must submit Dental Admission Test (DAT) scores that are not older than three years.
- International students seeking to enter a program of study at ASDOH must obtain an appropriate visa issued by the U.S. Government. ASDOH is approved to issue a U.S. Department of Homeland Security Form I-20. Upon receiving the completed Form I-20 from ASDOH, you will be able to apply for an F-1 (student) visa.

Tuition & Fees
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**Tuition**

Tuition is subject to change. Tuition is due on the first day of classes of each semester. Current tuition and fees can be found online at: [http://www.atsu.edu/financial\\_aid/index.htm](http://www.atsu.edu/financial_aid/index.htm)

Year	Tuition 2010-11	Educational Supply Fee	Equipment/Lab Fees	Computer
Year 4	\$47,175	\$1,050	\$3,293	n/a
Year 3	\$47,175	\$1,050	\$6,940	n/a
Year 2	\$50,825	\$1,050	\$8,863	n/a
Year 1	\$50,825	\$1,050	\$11,354	\$1,629

**Educational Supply Fee**

A non-refundable fee of \$1,050 is required for all students and is assessed each academic year.

**Equipment and Lab Fees:**

These non-refundable fees vary between years and are based on the equipment and labs required for each year of the program.

**Application Fee:**

A non-refundable application fee is due at the time the secondary application is submitted. The application fee does not apply toward tuition.

**Acceptance Fee:**

Upon acceptance, there is a \$1,000 acceptance fee and a \$1,000 registration fee. Payment due dates will be determined according to when the acceptance is offered. These fees are applied towards the first semester's tuition.

**Student Financial Assistance**

Graduate education is a significant investment to improve your professional career. Students are encouraged to seek counsel in selecting and developing a sound financial plan to avoid excessive debt. Specific details of financial planning should be discussed with the Director or Assistant Director of Student Financial Assistance.

**Refund Policy**

A student who officially withdraws from any program while at A.T. Still University (ATSU) prior to the end of a payment period must complete an Exit Process form. A student's eligibility for a refund will be determined by one of the two following formulas.

**INSTITUTIONAL REFUND FORMULA (For students who did not receive federal financial assistance)**

If a student withdraws during a payment period, ATSU will determine how much tuition, fees, and equipment charges (if any) were unearned by the institution. It will be figured by calculating how many remaining calendar days (or contact hours) there are in the payment period divided by the total number of calendar days (or contact hours) in that same payment period. The institution will pay back to the student (or lender) the unearned amount. After 60% of the payment period, the institution will have earned the total amount paid for that payment period.

For example, if a student withdrew after 51 calendar days, but paid for 153 calendar days, ATSU would have earned 33.3% of educational costs paid. Therefore, 66.7% of the educational costs paid are unearned. ATSU would refund to the student (or lender) 66.7% of the tuition, fees, and equipment charges paid.

- ◆ Educational costs paid for 153 calendar days = \$30,602.00
- ◆ Calendar days attended by the student = 51
- ◆ Calendar days remaining in the payment period = 102 (153 - 51)
- ◆  $102 \div 153 = 66.7\%$  (Percentage of educational costs unearned by ATSU)
- ◆  $66.7\% \text{ of } \$30,602.00 = \$20,411.53$  (Educational costs unearned by ATSU)
- ◆ Amount ATSU refunds to the student (or lender) = \$20,411.53

#### RETURN OF TITLE IV FUNDS FORMULA (For students who received federal financial assistance)

If a Title IV recipient withdraws during a payment period, the institution must calculate the amount of Title IV funds that was unearned by the student. Unearned Title IV funds will be based on how many calendar days (or contact hours) are remaining in the payment period divided by the total number of calendar days (or contact hours) in the payment period. Unearned Title IV funds must be returned to Title IV programs, up to 60% of the payment period for which the student was charged tuition/fees and equipment charges. After 60% of the payment period, the student will have earned all Title IV funds for that payment period and no financial returns or refunds will be made.

For example, if a student paid tuition, fees, and equipment charges (if applicable) with Title IV funds for 174 calendar days, but withdrew after 87 calendar days, the percentage of Title IV funds earned would be 50.0%. Unearned Title IV funds would be 50.0%. Therefore, ATSU would have to return 50.0% of all Title IV funds to the lender.

- ◆ Tuition, fees, and equipment charges paid with Title IV funds for 174 calendar days = \$30,602.00
- ◆ Calendar days attended by the student = 87
- ◆ Calendar days remaining in the payment period = 87 (174 - 87)
- ◆  $87 \div 174 = 50.0\%$  (Percentage of Title IV funds unearned)
- ◆  $50.0\%$  of \$30,602.00 = \$15,301.00 (Unearned Title IV funds)
- ◆ Amount ATSU repays to the lender = \$15,301.00

The funds must be paid back to the federal loan programs in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal GradPLUS Loan

#### Technology Requirements Prior to Matriculation

All residential students are required to have a laptop computer, which meets ASDOH's specifications. Specifications are determined each year based on technological advances.

#### Criminal Background Check Prior to Matriculation

University policy requires applicants to submit to a criminal background check prior to matriculation. Students are required to contact the University approved vendor to perform the criminal background check. ATSU reserves the right to deny admission to applicants with adverse information on their background check report. Failure to comply with this policy will result in denial to matriculate.

#### Preventive Health Requirements Prior to Matriculation

**Immunizations:** ASDOH requires all students to provide proof of their immunizations in order to matriculate. This is necessary for the students' protection, as well as the protection of any individuals with whom they come in contact. It is the responsibility of the student to maintain up-to-date immunization protection. Failure to maintain year-to-date immunizations may prevent a student from entering the clinical phase of their education.

- **Diphtheria/Tetanus:** Students are required to receive either the primary series of Diphtheria/Tetanus or booster dose within ten (10) years prior to the beginning of the academic year.
- **Polio:** Students are required to provide documentation that they have received the primary series of polio vaccine. If documentation cannot be produced, the student must receive the primary series of inactivated polio vaccine.
- **Measles, Mumps, and Rubella:** Students born after 1956 are required to provide documentation of the MMR vaccine prior to matriculation. If the vaccination was given prior to 1975, evidence of a re-booster is recommended.
- **Hepatitis B:** Students are required to complete a series of 3 Hepatitis B vaccinations prior to matriculation.
- **Tuberculosis Skin Test:** Students must have had a tuberculosis skin test within the year prior to matriculation. If the test is positive, the student must have a chest X-ray within the year. Students must update TB each year.

**Exemptions:** Under certain religious or health circumstances, a request for exemption from preventive health requirements may be granted. ASDOH cannot guarantee placement in clinical rotations, however, when this exemption is granted. Consequently, students receiving an exemption from preventive health requirements may take longer to complete the curriculum and graduate, or the student may not be able to complete the curriculum and graduate.

#### CPR Training

ASDOH requires that all residential students obtain and maintain, at a minimum, Cardiopulmonary Resuscitation (CPR) certification. American Heart Association or American Red Cross certifications are accepted. Proof of certification as defined by ASDOH must be on file by Orientation. Certification must be maintained throughout the duration of enrollment. Non-compliance at any time during a student's enrollment may result in disciplinary action. A random sample of student records will be audited periodically to confirm continuous coverage. These Cardiopulmonary Resuscitation certification requirements can be substituted with a Basic Life Support certification.

## HIPAA Training

ASDOH requires that all residential students complete Health Information Portability & Accountability Act (HIPAA) training. Training is offered online by ATSU and must be completed by clinic orientation.

## Health Insurance

The University requires all students in the residential programs to maintain personal hospitalization/health insurance coverage. Students will complete the Insurance Acknowledgment form prior to matriculation. Coverage must be maintained throughout the duration of enrollment. Students should ensure that their insurance plan contains needle stick coverage if applicable to their academic program. Verification of coverage will be conducted each year. Questions regarding health insurance coverage may be addressed to the Office of the Registrar. Failure to demonstrate and maintain required insurance coverage may result in suspension or dismissal from the University.

Questions concerning health insurance coverage may be addressed to the Registrar's Office at 800.626.5266, ext. 2356.

### Minimum Coverage Requirements:

- Deductible maximum: \$2,500 per year
- Coinsurance: 60% in network, 40% out of network
- Lifetime maximum: at least \$250,000
- Students must make sure their policy includes needle stick coverage

### Insurance Coverage While on Clinical Rotations:

If your program of study requires you to travel out of state for clinical rotations, you must have an insurance policy that will transfer from state to state. All sites require a copy of your health insurance information before you can start rotations.

## Accepted Student Transcript(s) Requirement

Official transcripts from all colleges and universities attended must be submitted to the ATSU Admissions Office by the date of matriculation. The final transcript confirming an undergraduate or graduate degree, if required for the academic program, must be submitted by the date of matriculation, unless the applicant is accepted under the non-degree application requirements. Individuals who have a reason acceptable to the University for submitting transcripts after the due date (i.e., late accepts, or delays by sending institutions) must submit their official transcripts to the ATSU Registrar's Office by the first day of the second week of classes. Official recording of all required transcripts will occur by the end of the first academic term.

## Accommodations

Students may find that disabilities diminish academic performance. The University can make accommodations for students with documented disabilities who are otherwise qualified. Students with disabilities are encouraged to contact the Student Resources office. Requests for accommodations must be made in writing to the Director of Student Resources. The contact information for the Director of Student Resources is as follows:

Director of Student Resources  
800 W. Jefferson St.  
Kirksville, MO 63501  
(660) 626-2424  
[studentresources@atsu.edu](mailto:studentresources@atsu.edu)

The Director of Student Resources will confer with the student and may request documentation and may refer the students for individual assessment by qualified experts. The ATSU Technical Standards and Accommodations Committee shall review any requests for accommodations. The Committee determines whether there are disabilities as protected by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act and then decides if reasonable accommodations can be made without fundamentally altering the essential nature of the school's program or instruction being pursued.

The Committee makes recommendations for or against accommodations to the Director of Student Resources who then notifies the student and the appropriate faculty and staff members who have an educational need to know. Within ten (10) days of receiving the Committee's determination from the Director of Student Resources a student can appeal the decision in writing to the Dean of the appropriate school.

# Academic Standards, Guidelines and Requirements

## ASDOH Academic Calendar

Academic Year:	2011 – 2012
<b>Academic Calendar: D1 Students</b>	
Event	Class of 2015
White Coat/ First Day Term I	7/18/11
Thanksgiving Break	11/21-25/11
End Term I	12/16/11
Winter Break	12/19/11-1/2/12
First Day Term II	1/3/12
Spring Break	3/12-3/16/12
Last Day of Class	6/8/12
Continuing Studies	6/11/12 - 7/27/12
End Term II	6/29/12
Summer Break	7/2-6/12
<b>Academic Calendar: D2 Students</b>	
Event	Class of 2014
First Day Term I	7/11/11
Continuing Studies**	7/11/11 – 7/29/11
First Day of Class	8/1/11
Thanksgiving Break	11/21-25/11
End Term I	12/16/11
Winter Break	12/19/11-1/2/12
First Day Term II	1/3/12
Spring Break	3/12-3/16/12
End of Classes	6/22/12
Continuing Studies	6/25 – 6/29/12
End Term II	6/29/12
Summer Break	7/2-6/12
<b>Academic Calendar: D3 Students</b>	
Event	Class of 2013
First Day Term I	7/11/11
Continuing Studies	--
First Day of Class	7/11/11
Thanksgiving Break	11/23-25/11
End Term I	12/16/11
Winter Break	12/19/11-1/2/12
First Day Term II	1/3/12
Spring Break	3/19 – 23/11
Continuing Studies	5/21 – 6/15/12
End Term II	6/29/12
Summer Break	7/2-6/12
<b>Academic Calendar: D4 Students</b>	
Event	Class of 2012
First Day Term I	7/11/11
Thanksgiving Break	11/23-25/11
End Term I	12/16/11
Winter Break	12/19/11-1/2/12
First Day Term II	1/3/12
Spring Break	3/5 – 3/12/12
Graduation	<b>EST 6/9/12</b>
End Term II	6/29/12

**Additional Recognized Holidays (No Classes):**

	<b>2011 - 2012</b>
Labor Day	9/5/11
Martin Luther King, Jr. Day	1/16/12
Memorial Day	5/28/12
Independence Day	July 4 <sup>th</sup>

**Course/Module Audit Policy**

ASDOH Course:

Eligibility to audit a module is at the sole discretion of the ASDOH administration. Requests to audit an ASDOH module should go to the Associate Dean for Education and must be approved in writing by the Associate Dean after consultation with the appropriate faculty member(s). To be considered for auditing a module, the individual must be enrolled in a graduate or post-graduate program and pay the appropriate fee of approximately \$250 for modules not requiring a significant laboratory or other fee. Individuals approved to audit a module will be notified in writing along with the specific module dates and the associated fee.

Non-ASDOH Course:

Requests to audit another ATSU Course outside of the dental school should go to the chair of the program under which the course is offered. Requests to audit a course must be approved in writing by an ASDOH Associate Dean.

Students who audit a course are expected to attend classes on a regular basis. The instructor will determine satisfactory completion of a course for audit. An audited course may not be changed to a course for credit or vice versa. Only one course per academic term may be audited by any one student. Successful completion of an audited course will be recorded on the student's transcript as an AU (audit) or other appropriate indicator. No letter grade or credit will be awarded for an audited course. Satisfactory completion of a course for audit will be determined by the instructor.

No tuition is charged for audited courses by currently enrolled ASDOH students.

**Student Professionalism & Attendance Policy**

The many facets of professionalism include respecting others (e.g., colleagues, classmates, faculty, administration and patients); maintaining high ethical standards and unwavering integrity; accepting instruction from other professionals like faculty, staff and administration. Professionalism is seen in a person's work habits, their time management skills, what they wear and their adherence to rules and procedures.

The profession of dentistry demands the utmost in professionalism, as dentists are required to serve others by respectfully treating patients and providing them with the best care; working humanely, attentively and efficiently with staff; managing resources wisely; and, representing the profession to the public. To that end, student attendance in didactic, preclinical and clinical coursework is paramount. The actions of a dentist always impact others (patients, staff, fellow professionals, the community, etc.). Attending all classes and clinic sessions, including punctual if not early arrival to all course and clinical work, sets the standard for students' professional lives. Further, in the ASDOH modular curriculum, it is imperative that students attend class because of the compressed timeframe in which module content is presented and assessed. And, in the clinic setting, student attendance is essential as patients rely on their healthcare provider's prompt care.

In relation to the matter of professionalism, attendance of all classes, labs and clinic session is *expected*. (Except by invitation of instructors, only students, faculty, or staff may attend classes and laboratories). Specifically, students are expected to:

- Arrive early to class
- Stay for the entire class
- Respect the instructor's time
- Communicate directly with the appropriate reporting person for absences
- Secure the dates and times of modules that they must retake from the Associate Dean for Curriculum Management & Integration

All attendance related issues are subject to the review of the Academic Progress Committee whose decisions will be forwarded to the Vice Dean.

Students are responsible to notify the appropriate faculty or staff member prior to being absent. In emergency situations, absences should be reported to the appropriate faculty or staff member as soon as possible or as soon as the student returns to school.

## D1 & D2 Students

**Report attendance issues to:** Jenny Murff ([jmurff@atsu.edu](mailto:jmurff@atsu.edu)) or 480-248-8188 or Kim Gillett ([kgillett@atsu.edu](mailto:kgillett@atsu.edu)) or 480.219.6086.

Obviously, it is important to your education, and to your future as a dentist, to attend all modules delivered in your curricula. Attendance is a part of professionalism, which transcends from dental school to your professional lives.

Each student is ultimately responsible for his/her own academic success. Students are encouraged to attend class and all academic programs. Should they miss class or assignments, they are responsible for the consequences and/or arranging any make up. A student may request an excused absence from class/clinical rotations for personal, emergency, compassionate, professional, or health-related reasons. Students should make a request in writing to the academic supervisor of the event from which the student is requesting leave. Whenever possible, requests should be made at least one week prior to the proposed absence. Once approved, faculty and students are expected to make reasonable accommodations regarding make-up work, etc. for each excused absence.

Disputes between a student and academic supervisor concerning an excused absence should be submitted to the next ranking academician.

Excused absences will not be retroactively approved; except in verifiable emergency situations. Such requests for approval should be submitted in writing within 24 hours of the absence.

Absences are generally for a short duration of one or two days. Absences greater than five academic days may require a student to request a leave of absence or a personal withdrawal.”

### Student responsibilities:

- Complete an **Absence Request** form and return to the Jenny Murff or Kim Gillett 7 days prior to absences not of an emergency nature or immediately upon returning from an emergency absence.
- Wait for approval of the absence request before scheduling activities or travel plans.
- For emergencies, contact Jenny Murff ([jmurff@atsu.edu](mailto:jmurff@atsu.edu)) or 480-248-8188 or Kim Gillett ([kgillett@atsu.edu](mailto:kgillett@atsu.edu)) or 480.219.6086. If no one answers, LEAVE A MESSAGE.

**Outcomes:** Students will receive a separate Professionalism Grade worth 0.5 credit hours at the end of the Fall and Spring semesters in D1 and D2, and at the end of the year in D3 and D4. This grade is based on student compliance with ASDOH and ATSU policy regarding student attendance, student compliance with the dress code and student behavior (see related policies). Each occurrence of noncompliance is recorded and noted, using the following scale:

- A = 0-1 occurrence \*
- B = 2 occurrences
- C = 3 or more occurrences and a meeting with the Peer Review Council
- D = 4 occurrences
- F = 5 occurrences

NOTE: Occurrences are cumulative from semester to semester and year to year. For example, if a student has 1 occurrence in the fall of first year (D1S1) and a second occurrence in the spring (D1S2), s/he will receive an A for the fall and a B for the spring Professionalism Grades. If the same student accrues a third occurrence in the fall of the second year (D2S1) and a fourth occurrence in the spring, s/he will receive a C for the fall (as well as meeting with the Peer Review Council) and a D for the spring (as well as another meeting with the Peer Review Council). Five or more violations may be grounds for dismissal from the program.

\*Non-compliance includes unexcused absences, violations of the dress code and academic honesty policy, and unprofessional student behavior, and is monitored by the Office of the Associate Dean for Academic Assessment. If the occurrence is of a serious nature, the Academic Progress Committee will convene immediately to render a decision, which may include:

- 1) Dismissing the student from the program;
- 2) Granting the student a grade of F for the module;
- 3) Putting the student on academic probation; and/or,

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"><li>▪ Approved absence for:<ul style="list-style-type: none"><li>➤ Personal reasons</li><li>➤ Professional reasons</li><li>➤ Serious health-related reasons</li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ When a student of sound mind and body does not <i>personally</i> contact the appropriate contact person</li><li>▪ Students found to be tardy to class or who leave class early without prior approval</li></ul>

### **Excused Absences:**

- ❖ Only students in good academic standing may be allowed an excused absence for *professional* activities.
- ❖ All excused absences must receive prior approval.
- ❖ Excused absence from an assessment activity (exam, quiz, lab exam, competency exam) also requires prior approval.
- ❖ Students with an excused absence from class or clinic must work with the instructor to makeup missed work.
- ❖ Students with an excused absence from an assessment activity must complete the missed assessment either prior to the absence or not later than their first day back from their excused absence, i.e., as soon as they return to school.

### **Tardiness:**

- ❖ If a student arrives late for an assessment activity they may not begin the assessment and must complete and submit an **Absence Request** to Ms. Gillett. If deemed as:
  - Excused absence: the student may schedule a time to take the assessment.
  - Unexcused absence: the student may not take the assessment and will earn a zero.

### **Unexcused Absences:**

- ❖ Unexcused absences on days that an assessment is administered will result in the student earning a zero for the assessment.
- ❖ It is the prerogative of the Associate Dean for Academic Assessment and the Academic Progress Committee to deem an absence excused or unexcused.

## **D3 & D4 Students On-Site Clinic & Modules**

**Attendance monitoring:** CCU Directors (Comprehensive Care Unit) and Director of Clinical Education (or his/her designee)

**Report attendance issues to:** CCU Director

### **Student responsibilities:**

- For clinic, complete an **Absence Request** form and return it to the CCU Director for review (also reviewed by the Director of Clinical Education).
- For didactic sessions, return completed forms to Dr. VanGheluwe 7 days prior to absences not of an emergency nature or immediately upon returning from an emergency absence.
- Wait for approval of the absence request before scheduling appointments or travel plans.
- For emergencies, contact Dr. VanGheluwe, 480.248.8183. If no one answers, LEAVE A MESSAGE.

**Outcomes:** Students will receive a separate Professionalism Grade worth 0.5 credit hours at the end of the Fall and Spring semesters in D1 and D2, and at the end of the year in D3 and D4. This grade is based on student compliance with ASDOH and ATSU policy regarding student attendance, student compliance with the dress code and student behavior (see related policies). Each occurrence of noncompliance is recorded and noted, using the following scale:

A = 0-1 occurrence \*

B = 2 occurrences

C = 3 or more occurrences and a meeting with the Peer Review Council

D = 4 occurrences

F = 5 occurrences

NOTE: Occurrences are cumulative from semester to semester and year to year. For example, if a student has 1 occurrence in the fall of first year (D1S1) and a second occurrence in the spring (D1S2), s/he will receive an A for the fall and a B for the spring Professionalism Grades. If the same student accrues a third occurrence in the fall of the second year (D2S1) and a fourth occurrence in the spring, s/he will receive a C for the fall (as well as meeting with the Peer Review Council) and a D for the spring (as well as another meeting with the Peer Review Council). Five or more violations may be grounds for dismissal from the program.

\*Non-compliance includes unexcused absences, violations of the dress code and academic honesty policy, and unprofessional student behavior, and is monitored by the Office of the Associate Dean for Academic Assessment. If the occurrence is of a serious nature, the Academic Progress Committee will convene immediately to

render a decision, which may include:

- 4) Dismissing the student from the program;
- 5) Granting the student a grade of F for the module;
- 6) Putting the student on academic probation; and/or,
- 7) Requiring the student to take the module the next time it is offered.

Students may be taken off academic probation when they have successfully completed the module to be retaken with a grade of C or better, as determined by the Academic Progress Committee. Students are financially responsible for the cost of retaking a module when they have received a failing grade in that module. Students failing a module are at risk for delaying their graduation or being dismissed from the program.

### **CLINIC ATTENDANCE**

1. Regular attendance is required. Attendance is monitored by the CCU Director and the Director of Clinical Education. Attendance at less than 90% is unacceptable and may cause the student to receive a failing grade in Clinic I/ Clinic II. This includes the Treatment Planning Seminars held on Thursday mornings as well as all hours assigned/open for patient experiences.
2. Clinic Personal Time  
Students may request up to sixteen hours of personal time per semester. Students will not be penalized for using personal time arranged with their CCU director ahead of time. The purpose of personal time is to enable students to take care of necessary personal issues (e.g., medical appointments, etc.). It is not intended to extend your vacation time. Clinic personal time is not related to class time (lectures, lab, seminars, etc.) so when approved, the time off will only be for time regularly assigned for clinical care. Note that unused clinic personal time does not transfer from one semester to the next. Personal days may be borrowed from the next semester in the same year.
3. Neither absence nor notification of absence relieves the student from meeting all Clinic I and Clinic II module requirements.
4. Chronic absences from clinic, even above the 90% requirement, may constitute unprofessional behavior and may result in a referral to the Academic Progress Committee and/or a Peer Review Council.

#### *ASDOH Clinic:*

The Clinical Schedule will be posted and updated via the ASDOH Portal. Students are responsible for checking the schedule through the Portal. Additionally, patients will be scheduled through the clinic software program. Students are responsible for working with the front office personnel to assure that patients are scheduled. Student rotation schedules will be distributed electronically. Due to the various sources of information for scheduling, each student is encouraged to track his/her own academic schedule during the D3 and D4 years.

#### *ICSP:*

While on external clinical rotations, students must adhere to the clinic hours scheduled by the external site. Any issues regarding modification of this schedule should first be communicated with the external site faculty. If the issues can not be resolved locally, students should contact the ICSP Director, Dr. Wayne Cottam.

<b>% of Time Student is in Attendance During Clinical Sessions</b>	<b>Score</b>
≥90%	P
<90%	F*

***\*You may fail one or more modules associate with the Clinical Syllabus should you fail to be present in clinic at least 90% of the time.***

**Excused Absences:**

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"><li>▪ Approved absence for:<ul style="list-style-type: none"><li>➢ Personal reasons</li><li>➢ Professional reasons</li><li>➢ Serious health-related reasons</li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ When a student of sound mind and body does not <i>personally</i> contact the appropriate contact person</li><li>▪ Unapproved absences based on unreasonable or frivolous requests</li><li>▪ Students found to be tardy to class or who leave class early without prior approval</li></ul>

- ❖ Only students in good academic standing may be allowed an excused absence for *professional* activities.
- ❖ All excused absences must receive prior approval.
- ❖ Excused absence from an assessment activity (exam, quiz, lab exam, competency exam) also requires prior approval.
- ❖ Students with an excused absence from class or clinic must work with the instructor to makeup missed work.
- ❖ Students with an excused absence from an assessment activity must complete the missed assessment either prior to the absence or not later than their first day back from their excused absence, i.e., as soon as they return to school.

**Tardiness:**

- ❖ If a student arrives late for an assessment activity they may not begin the assessment and must complete and submit an **Absence Request** to Kim Gillett or Jenny Murff. If deemed as an:
  - Excused absence: the student may schedule a time to take the assessment.
  - Unexcused absence: the student may not take the assessment and will earn a zero.

**Unexcused Absences:**

- ❖ Unexcused absences on days that an assessment is administered will result in the student earning a zero for the assessment.
- ❖ It is the prerogative of the Associate Dean for Academic Assessment and the Academic Progress Committee to deem an absence excused or unexcused.

**D3 & D4 Students at External Rotation Sites**

**Attendance monitoring by:** The Office of the Associate Dean for Research & Community Partnerships

**Report attendance issues to:** The rotation/site staff **AND** Dr. Cottam or Ms. Marcia Arbizu

**Student responsibilities:**

- Contact rotation/site staff **AND** Dr. Cottam or Ms. Arbizu ([wcottam@atsu.edu](mailto:wcottam@atsu.edu) or [marbizu@atsu.edu](mailto:marbizu@atsu.edu))
- Refer to Clinical Rotations and Externship absence guidelines

**Outcomes:** Students will receive a separate Professionalism Grade worth 0.5 credit hours at the end of the Fall and Spring semesters in D1 and D2, and at the end of the year in D3 and D4. This grade is based on student compliance with ASDOH and ATSU policy regarding student attendance, student compliance with the dress code and student behavior (see previous pages and related policies).

### **Academic Progress Committee**

The ASDOH Academic Progress Committee (APC) is responsible for monitoring student academic progress. The intent is for the APC to be proactive as well as reactive in responding to concerns regarding student academic progress and to offer resources and assistance to students as well as imposing academic discipline.

The APC is comprised of the following members:

1. Associate Dean for Academic Assessment
2. All Course Directors
3. At least one other faculty member or such number to be named by the Dean as to maintain an odd number of voting members on the committee.

The APC is chaired by the Associate Dean for Academic Assessment. Decisions will be made by a simple majority vote and submitted to the Dean for approval.

The APC meets to review student progress as necessary but at least at the following times:

- Regularly, two times each term.
- Any time a student receives a failing grade in a module.
- Any time that a faculty member suggests that a student's academic performance is inadequate and intervention by the APC would be in the best interest of the student and his/her progress.

The following academic requirements apply:

- Students enrolled in the dental program must maintain an overall GPA of 2.0 in all ASDOH coursework as demonstrated at the end of each semester.
- A grade of "D" – 1.0 is the lowest passing grade.
- Students must pass all modules within a course.
- Students failing any module, or failing to maintain the required GPA each semester will be referred to the ASDOH Academic Progress Committee.

The APC functions as the ASDOH's student promotion board. Therefore, the APC is responsible for promoting students from one academic year to the next as well as certifying students for external rotations and for graduation.

Following is a list of academic criteria necessary for student progression and promotion from one year to the next of the 4-year dental school program, culminating in graduation from the program. This policy applies to all ASDOH students. Exceptions are made for transfer students only, based on admission status and individualized education plans developed.

#### First Year Promotion

Prior to being promoted from the first year to the second year of the ASDOH predoctoral dental education program, the student must successfully pass ("D" or above) the D1 modules, maintain a cumulative GPA of at least 2.0, pass the D1 OSCE examination, and *take* the Part I National Board of Dental Examiners examination of the Joint Commission on National Dental Examinations (NBDE) within the time period determined by the Associate Dean for Academic Assessment.

#### Second Year Promotion

Prior to being promoted from the second year to the third year of the ASDOH predoctoral dental education program, the student must successfully pass ("D" or above) the D2 modules and maintain a cumulative GPA of at least 2.0, as well as 2.0 in the preclinical modules, pass the D2 OSCE examination, and, *pass* the Part I examination of the NBDE prior to passing all pre-clinical competencies.

#### Third Year Promotion

Prior to being promoted from the third year to the fourth year of the ASDOH predoctoral dental education program, the student must successfully pass (“D” or above) the D3 modules, pass the D3 OSCE examination, and maintain a cumulative GPA of at least 2.0.

#### Peer Review Council

ASDOH utilizes a Peer Review Council (PRC), comprised of the presidents of all four classes (or other student designees as appointed by the Academic Progress Committee [APC] chair). An ASDOH faculty member or members (advisor) is present at PRC meetings as well to advise the group. Students referred to the PRC include those students who have accrued 3 or more professionalism compliance occurrences, as well as those students who the APC feels will benefit from meeting with the PRC. The PRC is also used for the purposes of conducting investigations into violations of academic and behavioral standards as defined by the University Handbook. Students are initially referred to the Peer Review Council for a preliminary hearing, which is conducted according to the following guidelines:

1. The chairperson of the PRC (appointed by the APC chair or his/her designee) will be informed of the student’s non-compliance occurrence by the Associate Dean for Academic Assessment or his/her designee.
2. The student shall be permitted to continue to attend classes or clinical rotations without prejudice until a verdict has been accepted by both parties or the appeal process has been completed. The Vice Dean may temporarily suspend the student if it is in the best interest of ASDOH.
3. The PRC may interview the student with the issue at hand.
4. Only members of the PRC, faculty advisor(s) and the student are allowed to attend the hearing.
5. If requested to attend the preliminary hearing but the student fails to appear at the preliminary hearing without providing an acceptable reason to the PRC, the council will act on the evidence presented.
6. All PRC members and involved parties are bound by rules of confidentiality concerning the violation and subsequent hearing. Those who violate the rules of confidentiality are subject to disciplinary action.
7. The PRC will deliberate privately after testimony and questioning of the student is completed. At the conclusion of the deliberations, the committee chairperson will request a vote. A simple majority vote is required for all actions or recommendations.
8. The decision of the PRC will be presented to the student by either the PRC chair or the APC chair or his/her designee.

#### Peer Review Council Recommendations

The PRC may recommend one of the following resolutions to the Academic Progress Committee (APC).

1. **No Action** - The evidence presented demonstrates that the issue does not warrant further action.
2. **Referral to the APC** - The PRC may recommend to the APC action(s) for administrative resolution.

#### Recommendations to the Academic Progress Committee

PRC recommendations to the APC shall be forwarded in a confidential written communication signed by the chairperson of the committee. Such communication shall contain the following:

1. Name of the student.
2. Nature of the occurrence.
3. Date, time, and module name of occurrence, if applicable.
4. Evidence pertaining to the occurrence.
5. PRC recommendations.

#### Appeal of Academic Progress Committee’s Decision

Once the student is informed in writing of the APC’s decision, the student may appeal the APC’s decision to the Dean only if new and significant information has been discovered. A written appeal to the Dean must occur within seven (7) academic days of the APC’s decision and must specifically state the new and significant information forming the basis for reconsideration of the APC’s decision. The written appeal must contain a signature of the student (faxes are acceptable). The Dean will review the appeal and issue a decision, which shall be final and without further appeal, within seven (7) academic days of receipt of the student’s appeal.

## Graduation Requirements

ASDOH has specific graduation requirements that include course requirements and clinical competency. **To earn a doctoral dental degree, all students must:**

1. Successfully complete all prescribed didactic, pre-clinical and clinical courses and modules (“D” or above);
2. Have an overall GPA of 2.0;
3. Pass National Board Examinations Part I and II within the time period designated by the Associate Dean for Academic Assessment;
4. Demonstrate attainment of all ASDOH competencies.
5. Have completed before entry or earn a Masters Degree or Certificate in Public Health or Dental Public Health.
6. Discharge all financial obligations to A.T. Still University and the Arizona School of Dentistry & Oral Health.
7. File all necessary graduation forms.

### Degree Completion:

Students are expected to complete their degree within the program’s standard plan of study as indicated in this catalog. In circumstances where additional time is needed, and with approval of the Dean, students will have a maximum degree completion timeline of seven (7) years for a doctoral program from the time of initial enrollment. Failure to complete a degree program within the specified period may result in loss of some or all of the student’s previously earned course credits.

## Curriculum

The ASDOH Curriculum Committee is comprised of a variety of faculty members representing the eight required courses: Introduction to Oral & Health Sciences, Integrated Human Systems, Pan System Sciences, Dental Tissues, Dental Disciplines, Integrated Dental Practice, Clinical Experiences, and Grand Rounds plus an elective module. The Curriculum Committee is responsible for coordination, integration and evaluation of all courses and modules across the four-year curriculum. The Committee is responsible for directing course content and delivery methods.

The curriculum is designed in a linear form; that is, students must successfully complete the schedule of modules offered in sequence. Following is a summary of the modules and courses required at ASDOH. Note that the sequence and modules may change from year to year as the science of dentistry changes.

### **First Year:**

Module	Module #	Course	Term
Introduction to Dentistry	504	Introduction to Oral and Health Sciences	D1S1
Craniofacial Embryology	510	Pan System Sciences	D1S1
Genetics	511	Pan System Sciences	D1S1
Medical Microbiology	512	Pan System Sciences	D1S1
Craniofacial Histology	514	Pan System Sciences	D1S1
Musculoskeletal	521	Integrated Human Systems	D1S1
Neuroscience	523	Integrated Human Systems	D1S1
Endocrinology	525	Integrated Human Systems	D1S1
Cardiopulmonary	527	Integrated Human Systems	D1S2
Immunology	528	Integrated Human Systems	D1S1
Metabolism	529	Pan System Sciences	D1S1
Digestive System	531	Integrated Human Systems	D1S1
Renal	532	Integrated Human Systems	D1S1
Head and Neck Anatomy	541	Integrated Human Systems	D1S1
Professionalism I	565	Integrated Dental Practice	D1S1

Clinical Pathology	516	Pan System Sciences	D1S2
Hematology	526	Integrated Human Systems	D1S2
Female Reproduction	533	Integrated Human Systems	D1S2
Occlusion and Articulation	551	Dental Tissues	D1S2
Fundamentals of Dental Materials	552	Dental Disciplines	D1S2
Dental Anatomy	555	Dental Tissues	D1S2
Oral Microbiology	560	Dental Tissues	D1S2
Operative Dentistry I	561	Dental Tissues	D1S2
Oral Soft Tissues	562	Dental Tissues	D1S2
Professionalism II	566	Integrated Dental Practice	D1S2
Infection Control in Dentistry	568	Pan System Sciences	D1S2
Clinic Orientation I	570	Integrated Dental Practice	D1S2
Oral Health Assessment I	580	Integrated Dental Practice	D1S1
Operative Dentistry I LAB	594	Dental Disciplines	D1S2
Introduction to Dentistry	504	Introduction to Oral and Health Sciences	D1S1
Craniofacial Embryology	510	Pan System Sciences	D1S1
Genetics	511	Pan System Sciences	D1S1
Medical Microbiology	512	Pan System Sciences	D1S1

**Second Year:**

<b>Module</b>	<b>Module #</b>	<b>Course</b>	<b>Term</b>
Clinical Medicine - Pharmacology I	513	Pan System Sciences	D2S1
Complete Removable Prosthodontics	601	Dental Disciplines	D2S1
Removable Partial Prosthodontics	602	Dental Disciplines	D2S1
Endodontics	603	Dental Disciplines	D2S1, D2S2
Fixed Prosthodontics	604	Dental Disciplines	D2S1
Implantology	605	Dental Disciplines	D2S2
TMD	607	Dental Disciplines	D2S2
Oral Maxillofacial Surgery	608	Dental Disciplines	D2S2
Periodontics	609	Dental Disciplines	D2S1
Pediatric Dentistry	611	Integrated Dental Practice	D2S2
Special Care Dentistry	612	Integrated Dental Practice	D2S2
Dentistry in the Community I	613	Integrated Dental Practice	D2S1, D2S2
Medically Complex Patient	614	Integrated Dental Practice	D2S2
Oral Pathology	630	Dental Tissues	D2S2
Patient Assessment & Treatment Planning (PATP)	631	Integrated Dental Practice	D2S2
Dental Anesthesia	634	Dental Disciplines	D2S2
Complete Removable Prosthodontics LAB	638	Dental Disciplines	D2S1
Removable Partial Prosthodontics LAB	639	Dental Disciplines	D2S1
Fixed Prosthodontics LAB	641	Dental Disciplines	D2S1
Implantology LAB	642	Dental Disciplines	D2S1
Pharmacology II	644	Integrated Dental Practice	D2S2
Operative Dentistry II	650	Dental Disciplines	D2S1
OMF Radiology I	655	Integrated Dental Practice	D2S1
Professionalism III	665	Integrated Dental Practice	D2S1

Professionalism IV	666	Integrated Dental Practice	D2S2
Ethics II	667	Integrated Dental Practice	D2S2
Clinic Orientation II	670	Clinical Experiences	D2S1 & D2S2
Behavioral Science I	682	Integrated Dental Practice	D2S2
Introduction to Lasers	684	Dental Disciplines	D2S1
Evidence Based Dentistry	702	Integrated Dental Practice	D2S2
Clinical Medicine - Pharmacology I	513	Pan System Sciences	D2S1
Complete Removable Prosthodontics	601	Dental Disciplines	D2S1

**Third Year:**

Module	Module number	Course	Year/ Semester
Orthodontics	606	Dental Disciplines	D3S1
Clinical Dentistry	701	Integrated Dental Practice	D3S1, D3S2
Dentistry in the Community II	713	Integrated Dental Practice	D3S1, D3S2
Clinic I	770	Clinical Experiences	D3S1, D3S2
Professionalism V	765	Integrated Dental Practice	D3S1
Professionalism VI	767	Integrated Dental Practice	D3S2
Clinic - Operative Dentistry	780	Clinical Experiences	D3S1, D3S2
Clinic - Endodontics	781	Clinical Experiences	D3S1, D3S2
Clinic - Oral Surgery	782	Clinical Experiences	D3S1, D3S2
Clinic - Periodontics	783	Clinical Experiences	D3S1, D3S2
Clinic - Fixed Prosthodontics	785	Clinical Experiences	D3S1, D3S2
Clinic - Removable Prosthodontics	786	Clinical Experiences	D3S1, D3S2
Clinic - Orthodontics	787	Clinical Experiences	D3S1, D3S2
Clinic - Pediatric Dentistry	788	Clinical Experiences	D3S1, D3S2
Careers in Dental Education	E7000	Electives	D3S1, D3S2

**Fourth Year:**

Module	Module number	Course	Year/ Semester
Dentistry in the Community III	813	Integrated Dental Practice	D4S1, D4S2
Regulations in Dentistry	814	Integrated Dental Practice	D4S2
Professionalism VII	865	Integrated Dental Practice	D4S1
Professionalism VIII	867	Integrated Dental Practice	D4S2
Clinic II	870	Clinical Experiences	D4S1, D4S2
Clinic - Operative Dentistry	880	Clinical Experiences	D4S1, D4S2
Clinic - Endodontics	881	Clinical Experiences	D4S1, D4S2
Clinic - Oral Surgery	882	Clinical Experiences	D4S1, D4S2
Clinic - Periodontics	883	Clinical Experiences	D4S1, D4S2
Clinic - Fixed Prosthodontics	885	Clinical Experiences	D4S1, D4S2
Clinic - Removable Prosthodontics	886	Clinical Experiences	D4S1, D4S2
Clinic - Orthodontics	887	Clinical Experiences	D4S1, D4S2
Clinic - Pediatric Dentistry	888	Clinical Experiences	D4S1, D4S2
Portfolio Capstone ( <i>starting Class of 2012</i> )	TBA	Integrated Dental Practice	D4S1

### Sharing and Dissemination of Module/Course Content

The materials received as a student at ASDOH are proprietary and are for his/her specific learning only. Students may share the module syllabus with anyone. All other module resources and materials may be shared with classmates and other ASDOH students. The module resources and materials may not be shared with anyone else in any format (electronic, verbal, print, etc.). Module materials include manuals, digital files of any type including PowerPoints, video files and any other material disseminated by the faculty member or designee. Failure to comply with this requirement may result in a charge of professional misconduct and/or legal action against the student.

Should the student find a need/desire to use the module content with others, the student must submit a request to do so in writing to the Dean of the Arizona School of Dentistry & Oral Health and to the professor(s) involved. The student shall not share content until written permission is granted. If the request is denied, the student may not share the materials with anyone.

### Grading Standards

Students earn grades for each module. Students do not earn grades for courses. Each module is linked to the eighteen ASDOH Competencies that must be attained prior to graduation.

The two options for module grading are letter grades or pass/fail grades. Following is a summary of the percentage ranges for each grade.

#### Grading System:

Students will receive a letter grade based on the following:

Range	Final Grade
90-100%	A
85-89%	B+
80-84%	B
75-79%	C+
70-74%	C
All successfully <u>remediated</u> modules	D
69% or below	I*
69% or below	F**

\*Incomplete: (Remediation Required or Extenuating Circumstances)

Students earning 69% or below will be required to remediate course content and will receive an “I” for the course. When students successfully complete the remediation process with a 70% or higher, the grade of “I” will be changed to a “D”.

\*\*If the student does not successfully complete remediation in accordance with school policies, the grade of “I” will be changed to an “F”.

#### Grading System for Pass/Fail Modules:

Students will receive a letter grade based on the following:

Score	Final Grade
Pass	P – an average of 70% or better on module assignments/quizzes
Fail	F – an average of 69% or lower on module assignments/quizzes
Incomplete	I*

\*Incomplete: (Remediation Required or Extenuating Circumstances)

If the student does not successfully complete the remediation in accordance with school policies and/or the Course Director/Module instructor(s) criteria, the grade will be changed from “I” to “F”.

Students earning an “F” for a module will be required to repeat the module prior to graduation. The “F” as well as the retake grade will remain on their transcript.

### **Grading Criteria**

Faculty are encouraged to use grading criteria, when possible, that is based on multiple methods such as examinations, quizzes, papers, projects, presentations, case studies and/or a final examination. Each module should have both formative and summative evaluation methods.

- A single examination should not constitute more than 40% of the grading criteria.
- Except for examinations and quizzes, each assessment method must have a grading criteria matrix (e.g., a grading rubric) established at the time the students are notified of the assignment.
- Scores from each of the assessments shall be recorded as raw scores (e.g., not adjusted or graded on a bell curve).
- Course module grades shall be recorded as raw scores with corresponding letter scores. Final grades for the module shall not be adjusted to a curve. Final grades may be rounded.

### **Remediation Grading Scale**

All students earning a 69% or below (unless requesting a grade of incomplete) will automatically be required to participate in course remediation. To successfully complete the remediation process, students must receive an equivalent of a 70% or higher on remediation projects. Students who successfully complete remediation will receive a grade of “D” for the course module. Students who do not successfully complete the remediation process will receive a grade of “F” for the course module and must repeat the course module. Students who fail when repeating a course module will be recommended for dismissal. Students will be allowed to repeat up to two course modules while in dental school. Students requiring remediation in a third course module will be recommended for dismissal.

Remediation may include additional assignments, examinations, quizzes, case studies, projects, presentations and/or papers and is at the discretion of the instructor. Remediation activities/assessments should provide an opportunity for students to demonstrate comprehension of the module content. They should be directed toward the content areas in which the student was deficient.

### **Grades of Incomplete**

Students whose work at the end of a course module is incomplete due to illness or other extenuating circumstances beyond their control may be given, at the course director’s discretion, a grade of Incomplete (I). It is the responsibility of the student to contact the course director to receive a grade of “I” otherwise students will be required to participate in remediation and follow the Remediation Grading Scale outlined in this policy. The course director will complete an “Incomplete Agreement Form” outlining requirements for course completion and completion date. The completion date must be by the end of the following semester. The course director must complete this form prior to the end of the semester before a grade of Incomplete (I) can be issued. After the course director and student have signed the agreement, the appropriate dean must approve it. Upon approval, the dean will send the original form to the Registrar’s Office. The course director may then record the Incomplete (I) as the interim grade for the course.

When the student has completed the course work, the course director will file a Change of Grade Request Form with the dean who will forward it to the Office of Registrar. If the work is not finished within the period of time specified in the agreement, the grade will become an “F” unless otherwise noted in section “a” of the “Incomplete Agreement Form.”

<b>Clinical Rotation Standards</b>
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Students must successfully complete all necessary prerequisite modules and assessments prior to being approved for commencing external clinical rotations. Such standards will be communicated to students from the Curriculum Committee.

### Computer Requirements

All residential students are required to have a laptop computer, which meets ASDOH's specifications. Specifications are determined each year based on technological advances. Students in their second, third or fourth year of dental school are required to have a laptop computer that is of the same specifications of their original specifications or, if their original laptop is lost or damaged, a laptop that meets the specifications for the current first year dental class can be substituted. Students are required to have a laptop during all four years of dental school.

As email is the legal and primary form of communication within ASDOH, students are expected to read their email on a consistent basis. It is recommended that students read their email at least daily while on campus and multiple times a week while on external clinical rotations and during breaks.

### Research Clerkships

In recognition of research as the foundation of practice advancement and health improvement, ASDOH has developed a research agenda that is tied with our mission and is innovative in format. The three main areas of research through ASDOH are:

1. Educational Research
2. Product and Techniques Research
3. Public Health Research

The ASDOH Research Committee is responsible for oversight of all research conducted at ASDOH as well as in external sites. Application for research projects should be made to the ASDOH Research Committee.

The purpose of the ATSU-supported Research Clerkships is to enable students interested in research to be mentored by experienced researchers. As funds are made available for research clerkships, D2 and D3 students will be solicited to submit proposals. Students may elect to work with universities and other organizations affiliated with ASDOH to assist in well-defined research projects or students may propose to work with other organizations or universities not yet affiliated with ASDOH.

Students interested in a research clerkship are encouraged to meet with the Chair of the Research Committee or designee to discuss proposals. Research Clerkships are normally coordinated by students and external site mentors for the summer between the D2 and D3 year or between D3 and D4 years.

### Student Publications

Student publications can be of valuable assistance in establishing and maintaining an atmosphere of free and responsible discussion and an intellectual environment on campus. These communications provide an opportunity for student concerns to come to the attention of students, faculty, and administration, and also offer an opportunity to formulate student opinion on various issues. Student publications may be circulated on the campus subject to the approval of the Provost. The contents of such publications are the responsibility of the editor or editors and must adhere to the canons of responsible journalism and are subject to the laws of libel, slander, and decency.

### Registration

The ASDOH curriculum is fixed and modules proceed in a prescribed sequence. Enrollment is considered continuous and full-time for the entire program sequence; therefore, a student may not enroll in module later than one day into the module without approval of the Dean.

Students will be registered for modules by the Associate Dean of Education. Students do not need to enroll individually for required modules. However, students who would like to register for an elective module must make notification to the Associate Dean for Education prior to the start of the module.

## Professional Rights, Responsibilities and Conduct

Students matriculating at ASDOH are expected to conduct themselves in a manner befitting a health professional. Codes of conduct for academic and general behavior have been developed that delineate the academic and behavioral expectations. Students have an obligation to maintain the highest standards of personal integrity while assisting their peers in meeting common goals of education.

### Student Dress Code

The image presented through interactions with your patients will be a major influence in the acceptance of treatment by the patient. A professional practitioner's appearance is often equated by the patient with the practitioner's level of skill. Therefore, students are expected to dress in a manner befitting the profession of dentistry and thus are expected to maintain high standards of personal hygiene and professional appearance at all times. Further, from a microbiological safety standpoint, the Simulation Clinic and Onsite Clinic dress code is written to minimize the potential of harboring pathogens.

#### 1. Classroom Attire:

	Acceptable	Not Acceptable (examples of unprofessional & inappropriate dress)
<b>Shirts</b>	<ul style="list-style-type: none"> <li>▪ Dress shirts, sweaters or blouses, neatly pressed</li> <li>▪ Shirts with collars or dress shirts without collars, tucked in neatly, if applicable, and neatly pressed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Halter tops, spaghetti straps, tube tops, revealing or binding tops</li> <li>▪ Undergarments worn as visible parts of dress</li> <li>▪ Sweatshirts</li> <li>▪ T-shirts with logos</li> <li>▪ Tattered, torn, or un-repaired clothing</li> <li>▪ Bare midriff</li> <li>▪ Exposed tattoos</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>▪ Dress pants, neatly pressed (e.g., Dockers, dress slacks, cropped or Capri pants, jeans other than the color blue)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Undergarments worn as visible parts of dress</li> <li>▪ Blue colored denim jeans</li> <li>▪ Shorts</li> <li>▪ Tattered, torn, or un-repaired clothing</li> <li>▪ Bare midriff</li> <li>▪ Exposed tattoos</li> </ul>
<b>Skirts &amp; Dresses</b>	<ul style="list-style-type: none"> <li>▪ Professional length, neatly pressed</li> <li>▪ No more than 4 in. above the knee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mini skirts</li> <li>▪ Skorts</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>▪ Must be in good repair, clean and, if applicable, polished</li> <li>▪ Dress sandals permitted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flip flops</li> <li>▪ Gym shoes (i.e., tennis shoes, sneakers)</li> <li>▪ Ratty looking or dirty shoes and shoe laces</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>▪ Should not interfere with classroom activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excessive jewelry</li> <li>▪ Visible body, facial or oral piercing (earrings exempted)</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>▪ Neat and clean</li> <li>▪ Facial hair must be neatly trimmed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hats or headwear of any kind, unless it serves a religious purpose</li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>▪ Neat and clean</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excessively long</li> </ul>
<b>ID Badge</b>	<ul style="list-style-type: none"> <li>▪ ATSU student identification badge must be worn and visible while on campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ No ID</li> </ul>
<b>In General</b>	<ul style="list-style-type: none"> <li>▪ Socially acceptable personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>▪ Heavy perfume, aftershave, or cologne</li> <li>▪ Offensive body odor</li> </ul>
<b>Scrubs</b>	<ul style="list-style-type: none"> <li>▪ Neatly pressed scrub top and bottom in approved colors</li> <li>▪ Matching top and bottom</li> <li>▪ Gym shoes are permitted with scrubs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unapproved scrub colors</li> <li>▪ Mismatched tops and bottoms</li> <li>▪ Scrubs with logos other than ATSU/ASDOH</li> </ul>

## 2. Simulation & On-site Clinical Attire:

	Acceptable	Not Acceptable (examples of unprofessional & inappropriate dress)
<b>Shirts</b>	<ul style="list-style-type: none"> <li>▪ Dress shirts, sweaters or blouses, neatly pressed</li> <li>▪ Shirts with collars or dress shirts without collars, tucked in neatly, if applicable, and neatly pressed</li> <li>▪ Lab coats can be worn over shirts/pants (and under PPE for clinic) if clean and neatly pressed</li> <li>▪ Sim clinic attire: Scrubs w/ no PPE, or lab coats worn over business casual attire w/ no PPE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Halter tops, spaghetti straps, tube tops, revealing or binding tops</li> <li>▪ Undergarments worn as visible parts of dress</li> <li>▪ Sweatshirts</li> <li>▪ T-shirts with logos</li> <li>▪ Tattered, torn, or un-repaired clothing</li> <li>▪ Bare midriff</li> <li>▪ Exposed tattoos</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>▪ Dress pants that fully cover the leg, neatly pressed (e.g., Dockers, dress slacks, jeans other than the color blue)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Undergarments worn as visible parts of dress</li> <li>▪ Blue colored denim jeans</li> <li>▪ Shorts</li> <li>▪ Tattered, torn, or un-repaired clothing</li> <li>▪ Bare midriff</li> <li>▪ Exposed tattoos</li> </ul>
<b>Scrubs</b>	<ul style="list-style-type: none"> <li>▪ Neatly pressed scrub top and bottom in approved colors</li> <li>▪ Matching top and bottom</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unapproved scrub colors</li> <li>▪ Mismatched tops and bottoms</li> <li>▪ Scrubs with logos other than ATSU/ASDOH</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>▪ Must be in good repair, clean and, if applicable, polished</li> <li>▪ Close toed shoes</li> <li>▪ Socks that cover exposed skin when seated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flip flops</li> <li>▪ Ratty looking or dirty shoes and shoe laces</li> <li>▪ Sandals</li> <li>▪ No socks</li> <li>▪ Half-socks or anklets</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>▪ Should not interfere with laboratory or clinical activities</li> <li>▪ Simple earrings, wedding bands and watches are appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excessive jewelry</li> <li>▪ Visible body, facial or oral piercing (earrings exempted)</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>▪ Neat and clean</li> <li>▪ Of such length or style so as not to interfere with laboratory or clinical activities</li> <li>▪ Hair longer than chin length must be pulled back away from face (to keep out of patient's face)</li> <li>▪ Facial hair must be neatly trimmed so as not to interfere with the use of PPE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bangs that obstruct vision</li> <li>▪ Hats or headwear of any kind, unless it serves a religious purpose</li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>▪ Neat and clean</li> <li>▪ Of such length or style so as not to interfere with laboratory or clinical activities, or cause patient discomfort</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acrylic or fake nails</li> <li>▪ Painted nails</li> <li>▪ Excessively long nails</li> </ul>
<b>Skirts &amp; Dresses</b>	<ul style="list-style-type: none"> <li>▪ Professional length with socks or hose, neatly pressed</li> <li>▪ No more than 4 in. above the knee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mini skirts</li> <li>▪ Skorts</li> <li>▪ Exposed skin</li> </ul>
<b>ID Badge</b>	<ul style="list-style-type: none"> <li>▪ ATSU student identification badge must be worn and visible while on campus</li> </ul>	<ul style="list-style-type: none"> <li>▪ No ID</li> </ul>

<b>In General</b>	<ul style="list-style-type: none"> <li>▪ Socially acceptable personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>▪ Perfume, aftershave, or cologne should be avoided so as not to affect others in close proximity including patients</li> <li>▪ Use of tobacco products should be avoided when treating patients as the odor may affect others including patients</li> <li>▪ Offensive body odor</li> </ul>
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**3. External Off-site Rotations:**

Students on external clinical rotations are required to **comply with the dress code of the facility. ATSU identification badges must be worn** while on clinical rotations.

**Identification Badges**

Student identification badges must be worn and visible while on campus and while at clinical rotation and externship sites. Replacement badges are \$10 and can be ordered from Student Services.

**Debts Owed to ATSU/ASDOH**

Fees and expenses charged by an attorney or collection agency to secure payment of any debt owed to ASDOH by a student or former student will be the responsibility of such student or former student.

**ASDOH Student Organizations**

**Student Government**

**ASDOH Student Government Association**

Each ASDOH class will elect a President, Vice President, a Treasurer and other student officers to best serve the needs of each particular class.

**ATSU –Student Government Association (SGA)**

The ATSU-SGA is vested with the responsibility of advocating for student rights, needs, interests, and welfare. They are the active voice of the student body. Elections are held in the fall of each year. SGA provides a great opportunity for honing leadership skills.

Through SGA, student representatives serve on select committees of ATSU-Mesa and have the opportunity to provide input into the development and implementation of regulations affecting academic and student affairs. The SGA is composed of duly elected student representatives from the programs that make up the student body. The SGA operates under the authority granted by the faculty and administration of ATSU and functions as an autonomous legislative body under its constitution and the counsel of the Asst. Vice President for Student Services. A copy of the constitution is available in the Student Services Office for additional information on the operation and procedures of SGA.

**Dental Societies**

**American Student Dental Association**

The American Student Dental Association is a national student-run organization which protects and advances the rights, interests and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

**Society of American Indian Dentists**

The purpose of the Society of American Indian Dentists is to promote dental health in the American Indian community; encourage American Indian youth to pursue a career in the profession of dentistry; serve as a resource for assistance to American Indian students interested in the profession of dentistry; provide role-model leadership; promote American Indian heritage and traditional values; and promote and support the unique concerns of American Indian dental students.

**Christian Medical Dental Association**

The Christian Medical & Dental Association provides resources, networking opportunities, education, and a public voice for Christian healthcare students enrolled in professional programs. Student healthcare professionals are encouraged to integrate their faith with their medical/dental outreach.

#### National Student Dental Association

The National Student Dental Association is a national student-run organization with members who are from African-American, Hispanic, and Native backgrounds with the ultimate goal of improving the health manpower distribution among the minority population in the United States.

#### Hispanic Student Dental Association

The Hispanic Student Dental Association is a national student-run providing a voice or the Hispanic oral health professional in the United States to promote the oral health of the Hispanic community through improved prevention, treatment and education, fostering research and knowledge concerning Hispanic oral health problems, disseminating information to both Hispanic dental professional and the community at large, providing a worldwide source of continuing education for oral health professionals serving the Hispanic community, and stimulating interest and encourage entry of Hispanics into oral health.

#### Financial Aid

Graduate education is a significant investment to improve your professional career. Students are encouraged to seek counsel in selecting and developing a sound financial plan to avoid excessive debt. Specific details of financial planning should be discussed with the Director or Assistant Director of Student Financial Assistance. ASDOH encourages students to be creative in their search for financial assistance. Students should attempt to locate information on the Internet (*www.fastweb.com*) or (*scholaraid.com*). Students may wish to explore the possibility of a contract with a health care institution or corporation in exchange for service, consider service with the National Health Service Corps, or investigate special programs available through some states and other agencies. In addition, students are encouraged to seek scholarships that may be based upon need or other factors. Reference books regarding scholarships are available at many libraries and bookstores. To learn more about financial assistance, students should call the Student Financial Assistance Office at (800) 626-5266, Ext. 2529.

Questions regarding financial aid may be directed to:

Student Financial Assistance  
A.T. Still University of Health Sciences  
800 West Jefferson St., Kirksville, MO 63501  
(800) 626-5266 Ext. 2529

Steven Jorden  
Director, Student Financial Assistance  
800-626-5266 ext 2529  
sjorden@atsu.edu

Joni Newland  
Assistant Director, Student Financial Assistance  
800-626-5266 ext 2529  
[jnewland@atsu.edu](mailto:jnewland@atsu.edu)

#### Library/Learning Resource Center

The Learning Resource Center (LRC) supports the teaching and eventual practice of ASHS students by providing them with the skills to access and use clinical reference information. It is set up to teach students to take advantage of the emerging electronic based information resources that have developed since the emergence of the Internet and the World Wide Web a decade ago. The LRC's collections are a blending of print and electronic resources to bring access to information into the curriculum and clinical rotations of the students.

Access to and use of the LRC's electronic resources is being facilitated through its Web site (on the ASHS Intranet) and its online portal (<http://azhin.org/ashs>) which are available for faculty and students both on and off campus. The Web site provides access to the LRC's print holding, information on services provided and

copies of LRC service request forms. The Portal provides access to and facilitates use of over 600 electronic, full text journals, over 60 full text medical textbooks and array of web based health information based vendors. The emphasis is on not only providing students access the best possible clinical reference information but also providing them the skills to efficiently access and use information in support of their clinical practice after graduation as part of our commitment to prepare the clinicians who provide the highest level of quality care possible throughout their career.

## Prohibition of Discrimination, Harassment, and Retaliation

### **Anti-Harassment**

Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's work or student performance; or 3) otherwise adversely affects an individual's employment or education opportunities.

Examples of prohibited conduct include but are not limited to; jokes, epithets, slurs, insults, negative stereotyping, written or graphic material, (including emails), or any threatening or intimidating act, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law.

Prohibited behavior also includes any unwelcome behavior of a sexual nature such as sexual advances and propositions, requests for sexual favors, sexual jokes, comments, suggestions, or innuendo, foul or obscene gestures or language, display of foul or obscene or offensive printed or visual material, physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit condition of employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment-related or academic-related decisions such as a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development or academic development; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, abusive or offensive working or education environment.

This policy applies universally to all University personnel and students in their dealings with each other and to third parties in their dealings with University personnel and students. Any University personnel or student who violates this policy will be subject to corrective action up to and including dismissal or termination. A salaried exempt employee may be suspended in full-day increments without pay for violations of this policy. Any University personnel or students may be disciplined, up to and including dismissal or termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law.

## **Discrimination, Harassment, and Retaliation Grievance Procedures**

Any individual who feels he/she has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment or as a student with the University, or who has questions, concerns or complaints of harassment, should immediately report the circumstance(s) or incident(s) to his or her supervisor, the Vice President for Student and Alumni Services or the Human Resources Director (see designated coordinators, above). Upon receipt of a written or verbal complaint of discrimination, harassment, or retaliation, the University will conduct an impartial investigation and evaluate all relevant information and documentation relating to the complaint. If a verbal complaint is made, such complaint must be reduced to writing and signed by the complainant after the complainant has an opportunity to discuss the allegations and/or circumstances with the investigator. Such investigation shall be concluded within ten (10) business days of the receipt of the complaint by the appropriate personnel. As part of the investigation the complainant shall have the opportunity to present witnesses and provide evidence that has not yet been considered by the investigator. Written notice to the complainant describing the findings of the investigation will occur within five (5) business days of the completion of the investigation. If unsatisfied with the findings of the investigation, student complainants shall have the right to appeal the decision to the Dean of the appropriate School within five (5) business days of receiving the findings. Any other complainants shall have the right to appeal the decision to the President of the University within five (5) business days of receiving the findings. Upon receipt of a written appeal, the President or the Dean of the appropriate school shall have fifteen (15) business days to rule on the appeal.

### **Anti-Retaliation**

The University will not retaliate against, nor permit retaliation against, any individual who opposes discrimination or harassment, makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation, proceeding or hearing.

### **NOTICE OF NONDISCRIMINATION**

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact:

#### **Missouri Campus**

Donna Brown  
Director of Human Resources

800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2790, [dbrown@atsu.edu](mailto:dbrown@atsu.edu)

Students, members of the public, or  
beneficiaries may contact:

#### **Missouri Campus:**

Ron Gaber  
Vice President of Student and Alumni  
Services  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2236, [rgaber@atsu.edu](mailto:rgaber@atsu.edu)

**Arizona Campus:**

Tonya Watson  
Ass't Director Human Resources  
Alumni Services  
5850 East Still Circle  
Mesa, AZ 85206-3618  
(480) 219-6007, [twatson@atsu.edu](mailto:twatson@atsu.edu)  
[bpoppre@atsu.edu](mailto:bpoppre@atsu.edu)

**Arizona Campus:**

Beth Poppre  
Ass't Vice President of Student and  
5850 E. Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6026,

**STUDENT GRIEVANCE PROCEDURE**

The institution recognizes the right of students to express grievances and to seek solutions to problems arising from complaints, disagreements with faculty/administrators or different interpretations of institution policy. Some concerns may involve course grades, promotion, financial concerns, etc.

The procedure for expressing a grievance that does not fall under the Academic Code of Conduct, Behavioral Code of Conduct, or the Discrimination, Harassment, and Retaliation Grievance Procedures is as follows:

Any concern that is academic in nature should be first discussed with the immediate instructor. If resolution cannot be reached, the student may appeal in writing to the next ranking administrator.

Similarly, if there is a concern in areas other than academic, the student should first direct his/her complaint in writing to the director of the specific area of concern, then to the appropriate Dean or Vice President.

For matters concerning discrimination, harassment, or retaliation, on the Kirksville or Mesa Campuses please refer to the section of this handbook entitled "Discrimination, Harassment, and Retaliation Grievance Procedures" for the grievance procedures.

If the grievance is not satisfied at the level, a written grievance may be made to the Dean of the College/School, Vice President for Student and Alumni Services, or President/Provost of the institution depending on which person has responsibility for the area with which the complaint is associated. The President/Provost or Dean may choose to handle the complaint or refer the matter.

At the Mesa Campus, if the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student may contact the State Board for further details. The State Board address is 1400 W. Washington, Room 260, Phoenix, AZ 85007. The State Board phone number is (602).542.5709 and the web address is <http://azppse.state.az.us>.