



Kornberg School of Dentistry

TEMPLE UNIVERSITY®

The School's credo:

We serve our community, care for the underserved, provide access to excellence in education, and treat all of our patients, students, staff, faculty, and their families with compassion and respect.

We will show adherence to the school credo by our communication, behaviors, attire, and unselfish pursuit of excellence.

Student Handbook 2011 – 2012

The rules, regulations, and information provided in this handbook are announcements only and in no way serve as a contract between the student and the School of Dentistry. The University reserves the right to modify any and all provisions of this handbook. Prospective and current students are responsible for consulting individual offices and/or departments concerning the latest information on programs, services, and other information contained in this handbook. In compiling this handbook, we have tried to be as accurate and complete as possible. In a University as large as this one, however, offices and services change from time to time. We offer our apologies for any changes that have been made since this handbook was printed.

Administrative Directory

The following is a list of departments and telephone numbers. All telephone numbers are prefixed by "215-707" unless otherwise indicated. Calls made from Temple telephones are prefixed by "2."

DEPARTMENT	EXT.
DEAN'S OFFICE	2799
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ADMISSIONS, DIVERSITY, AND STUDENT SERVICES	2801
BUSINESS OFFICE	2912
CLINICAL AFFAIRS	2913
COMPUTER LAB	3245
CONTINUING EDUCATION	7541
DENTAL PUBLIC HEALTH SCIENCES	7710
DEVELOPMENT AND ALUMNI AFFAIRS	9005
ENDODONTOLOGY	2810
FACILITIES	2845
GRADUATE EDUCATION	7667
HENRY SCHEIN STORE	3617
OMPMS	5352
OMTS	4237
ORAL SURGERY	2871
ORTHODONTICS	2866
PARKNIG SERVICES	2277
PEDIATRIC DENTISTRY	2863
PERIODONTOLOGY	2884
PRE CLINIC LAB	2858
RADIOLOGY	2865
RESTORATIVE	2890
ROSENTHAL CLINIC	2861
SECURITY	1537
SEXUAL HARASSMENT OMBUDSPERSON	2801
SOBEL LAB	2874
STUDENT FINANCIAL SERVICES	2667
STUDENT HEALTH SERVICES	4088
TUTTLEMAN COUNSELING SERVICES	204-7276

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This handbook has been developed to provide you with information in a format that is convenient and easy to use. We have included information that is important to you now or will be in the future. The information and regulations in this handbook are based on conditions at the time of publication and are subject to change.

Academic Policies and Procedures of the School of Dentistry are available from the Office of Academic Affairs. Any questions regarding academic policies and procedures should be addressed to the Office of Academic Affairs, Room 335.

STANDARDS FOR PROFESSIONALISM AND COLLEGIALLY FOR STUDENTS

Introduction

The following document describes the environment we aspire to as a community of scholars at the Kornberg School of Dentistry and will serve as a guide for all members of the school community to create an environment that promotes professional behavior during patient care and education. The School's credo is as follows:

We serve our community, care for the underserved, provide access to excellence in education, and treat all of our patients, students, staff, faculty, and their families with compassion and respect.

We will show adherence to the school credo by our communication, behaviors, attire, and unselfish pursuit of excellence.

Communication

As members of a community, communication at the Kornberg School of Dentistry should be based on mutual respect and consideration. We strive to create an environment that fosters mutual learning, dialogue, and respect; while avoiding verbal, written, or physical actions that could create a hostile environment. We adhere to the following guidelines:

- Show respect and understanding of each other in verbal and non-verbal communication
- Listen to patients and our colleagues at the dental school
- Respond using positive and non-dismissive gestures and words
- Strive to explain and share
- Reflect on each other's statements before rejecting them
- Avoid disparaging remarks and actions, endeavoring to be sensitive to the consequences of degrading words and actions
- Be respectful of privacy, and avoid promoting gossip and rumor
- Interact with each other in a helpful and supportive fashion without arrogance, and with respect and recognition of the roles played by each individual
- Respond promptly to patients, colleagues, and supervisors

Behavior

We understand that behavior that demeans, humiliates, disparages, or insults others is inappropriate and unprofessional. We will encourage patients' and colleagues' trust and confidence by behaving collegially and professionally, and promoting integrity and honesty in all of our daily activities at the school.

- Treat colleagues, patients, and guests in a courteous and dignified manner
- Help all members of our community
- Declare and avoid any situation which may create a conflict of interest and question our motives
- Refrain from engaging in conduct which exhibits prejudice or discrimination against a person based on race, color, national origin, ethnicity, gender, sexual orientation, or disability
- Maintain patient confidentiality
- Attend all lectures and laboratory sessions, arrive on time, and remain until the end of class
- Refrain from using the school's resources for personal gains and personal use
- Use our time at the school to work for the benefit of our community
- Seek assistance for any member of the dental school community who is recognized as having impaired ability to perform professional obligations
- Students should abide by the guidelines of the Temple University Code of Conduct, and the Kornberg School of Dentistry Honor Code

Attire

As members of the Kornberg School of Dentistry, we must present a professional appearance to patients, students, faculty, and visitors. Patients' trust and confidence depend in significant part on the clean and professional presentation of health care providers.

As a patient-care center, we shall maintain superior standards of personal hygiene, cleanliness, and neatness.

Students are required to wear matching light blue scrub sets in the school, worn with clean sneakers or shoes and socks.

All members of Kornberg School of Dentistry should have:

- Facial hair trimmed and clean.
- Fingernails short, clean, and neatly manicured.
- Clean well groomed hair, worn in such a manner that will not interfere with patient care or laboratory activities.
- Jewelry and perfume/cologne worn at a minimum.
- No hats indoors without medical authorization.
- Clean clinic gowns and laboratory coats.
- Owl Card identification badges worn at all times.
- Clean mobile cart or instrument cassettes.

Unselfish pursuit of excellence in professionalism and collegiality

All health care professionals should aspire to be honest, competent, and have integrity. To achieve excellence in learning, all faculty, staff, and students at Temple University Kornberg School of Dentistry must work together to contribute to the educational process. We recognize that this collaborative effort requires the recognition that professional demeanor and conduct are as valuable as technical and academic skills in contributing to the provision of excellent patient care and ongoing professional development. We should strive to be open about critical evaluation of others and ourselves. We should strive to work toward improving our environment using positive and appreciative approaches that promote our credo.

COMMUNICATION WITHIN THE DENTAL SCHOOL

Notices to the Dental School Community

Throughout the year many important announcements are made to the Dental School community regarding academic events. The following methods of communication are used to disseminate information:

1. Bulletin boards are located throughout the Dental School (Bldg. 601) and the Dental School Annex (Bldg. 600). No other postings on walls of either building are permitted.
2. Students are notified of important information through student mailboxes and Temple e-mail accounts. Mailbox assignments are made through the Office of Admissions, Diversity, and Student Services. Freshmen and sophomore mailboxes are on the 4th floor, Annex. Junior and senior mailboxes are 1st Floor, Clinical Facility Building. The Office of Admissions, Diversity, and Student Services maintains a list of mailbox combinations.
3. Emergency Closings: Class cancellations will be posted on Temple's website at www.temple.edu, a notification will be emailed, and posted on the Campus Information Hot Line at 215-204-1975. Unless clinics are closed, clinical students are expected to attend.

THE FACILITY POLICIES

Alcohol and Drug Policy

In accordance with Pennsylvania law, no individual under the age of 21 may possess or consume alcohol on University property. Student organizations may not serve alcohol at campus events. All federal, local and state laws pertaining to illegal drug possession, sales and use are strictly enforced by the Campus Police and Security Department.

Smoking

Smoking is not permitted in Temple University facilities.

Fire Safety

Fire drills are held twice a year in the Dental School. The buildings are fully equipped with an alarm and sprinkler system.

Students should use the following procedures to evacuate the building:

1. If you discover a fire or smell smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.
2. The Security Person stationed at the lobby desk will call campus police when an alarm is transmitted. Campus police will notify the Fire Department, without delay by dialing 9-1-1.
3. When the fire alarm sounds, **LEAVE AT ONCE**. Close all doors behind you. Proceed into the fire exit and leave the building. After leaving the building **keep moving for at least 200 feet**, do not reenter until given permission by the campus police or the Fire Department.
4. **DO NOT USE ELEVATORS**. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
5. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open it. If you become trapped in your office and can not reach the fire exit, keep the door closed and seal off any cracks. Use a phone in the office to call the Fire Department by dialing 1-1234 and give the location of your building, the floor you are on and the office number (or name if number does not apply).
6. If the door feels cool, open cautiously. Be braced to slam it shut if the corridor is full of smoke or if you feel heat pressure against door. If corridor is clear, proceed with the escape plan.
7. **DISABLED PERSONS**: A responsible person or persons that work in the area of the disabled should be assigned to assist in the event of fire. These persons are taken into the fire exit and will remain on the landing. **Once situated on the stair landing, call Temple Police (215-204-1234) or Philadelphia Fire Department (911). Identify which stairway you are in and which floor you are located. Be sure to inform them if you require special equipment to descend the stairs. Responders will not be able to utilize a motorized wheelchair but may have access to evacuation chairs for mobility impaired occupants.** The Fire Department will arrive in minutes to assist.
8. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach an area of refuge.

IMPORTANT: Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped or tied open, please close them and report the location to the University Fire Marshal Ext. 1-7938.

Weapons on Campus Policy

Temple University prohibits students and any other visitors (other than law enforcement personnel authorized to carry weapons) to our campus from possessing, carrying, or using weapons on property owned by or under the control of the University. For the purpose of this policy, “weapons” mean:

1. any object or device which is designed to expel bullet, shot, or shell by the action of an explosive,
2. any object or device that will, or may be readily converted to, expel a bullet, shot or shell by the action of an explosive or other propellant, and that has any barrel with a bore of more than 1/2 inch in diameter,
3. any pistol, revolver, rifle, shotgun or other firearm of any nature,
4. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, or (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce,
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device,
6. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy,
7. any knife, commonly referred to as a switch-blade, that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife, or stiletto, except that an ordinary pocket knife with a blade no more than four inches in length shall not be construed to be a weapon for the purposes of this policy, or
8. any other object, tool, or instrument used for the purpose of creating a physical threat or harm to any individual or Temple University property.

Individuals who engage in any conduct prohibited by this policy may be removed from University property, and may be subject to discharge/expulsion or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, vehicles, and field locations.

The Department of Campus Safety Services

The Campus Safety Headquarters Communications Center is at 1101 W. Montgomery Avenue. The Center is state-of-the-art and staffed by trained campus police and security officers. From dusk to dawn, seven days a week, members of the University community may obtain an escort from any location on campus to home (if nearby), public transportation, or car. Please call the Campus Safety Services Communications Center for this service at 215-707-1234 or 1-1234

TECHNOLOGY INFORMATION

Computing Resources

The School of Dentistry adheres to and enforces Temple University’s Computer Policies and Guidelines, which are available online at www.temple.edu/cs/policies. Please familiarize yourself with the policies, paying particular attention to computer usage, software, and e-mail. Improper use of the e-mail system, such as using the system for business solicitation or other personal gain as outlined in the policies, will not be tolerated, and violation will result in appropriate disciplinary action. Services available to students:

1. E-mail
The University provides e-mail accounts for students; which can be accessed through an Internet browser such as Microsoft Internet Explorer version 6.0 or above. The account provides access to the global address book for all people at the school and a storage allowance of 25 megabytes. Students can enter contacts into a private address book, keep appointments in the built-in calendar, and manage tasks using an integrated task list.
2. Clinical Management System
Axium is a central computer system for managing patient information. Students are permitted access to their assigned patients' information, such as demographics, clinical procedures, appointments, and grades. This system is only accessible from computers within the school, due to the sensitive nature of patient data. From inside TUKSoD, the web training course is available at <http://intranet.dental.temple.edu:81/axiumtraining/>
3. Intranet
The Intranet is the school's largest central information resource. The Intranet provides access to the course materials, class schedules, the academic calendar, grades, and many other materials. It can be accessed from any computer in the School of Dentistry or the world. From outside the school, the access is via a secure connection by using an E-mail account. Outside access is available at <http://intranet.dental.temple.edu>.
4. Computer Lab
The School of Dentistry houses a computer lab in Room 420 of the Dental School Annex (Bldg. 600). The lab houses Windows XP desktop computers, two HP laser printers, and two multimedia workstations with flatbed and slide scanners. Computers run Microsoft Office and several instructional software packages. The lab is open and staffed between the hours of 8:00 a.m. and 5:30 p.m., Monday through Friday, during the fall and spring semesters. Summer hours vary. Computer users have the option of activating software-monitored printing accounts which allows for 200 printed pages per month.
5. Internet access
The School of Dentistry maintains an internal high speed 100MBit switched network, which is connected to Temple University and the Internet by a high speed fibre optic connection. All lab, clinic, and office computers in the school are connected to this network, which provides access to both internal resources and the Internet.
Personal computer requirements
6. While Kornberg School of Dentistry does not require pre-doctoral students to have their own personal computers, it is strongly recommended. An increasing number of information resources, such as online courses, class schedules, handbooks, and directories are available through the Internet, Intranet, and other resources. To get the most out of your education, we recommend that you arrange for access to a modern computer with an Internet connection from home. Recommended specifications include at least a Pentium 4 processor, 1.0 GB of RAM, Windows XP or higher, with Office 2003. The Internet connection should be via DSL, or cable modem.

BUILDING INFORMATION

School Hours

The school is open from 6:00 a.m. to 10:00 p.m. seven days a week, with the exception of University holidays. For security reasons, if the University is closed (i.e. Memorial Day), the dental school is closed. Clinical labs are closed on the weekends, but the preclinical lab is open during all school hours.

Bookstore

The bookstore, located on the ground floor of the Student Faculty Center is open Monday through Friday from 8:30 a.m. to 4:30 p.m. For additional information call 215-707-3157 or visit www.temple-med.bkstr.com.

Libraries

Ginsburg Health Sciences Library

3500 North Broad Street
215-707-BOOK (707-2665)

The primary library for dental faculty, staff and students is the Ginsburg Health Sciences Library. However, many resources are available electronically. For a full listing, check the library web site at <http://hsclibrary.temple.edu>. Faculty, staff, and students must present a valid Temple University ID in order to borrow library materials. Books may be borrowed by Temple University faculty, staff, or students, but journals may only be borrowed by faculty, staff, or students from the Health Sciences Center.

Student Faculty Center

The Student Faculty Center (SFC) is located two blocks north of the School of Dentistry on the southwest corner of Broad and Ontario Streets. Fall and Spring semester operating hours are 7:00 a.m. to 8:00 p.m., Monday through Friday; closed Saturday and Sunday.

There is a comprehensive recreation center including a weight room, separate cardio area, basketball court, racquetball court and dance studio which are used extensively by students, staff and faculty of all the schools on the Health Sciences Campus. The weight room has a wide selection of dumbbells and other free weights including a total of 7 benches. In addition, there is a 15-piece selectorized circuit workout that incorporates all major muscle groups. Furthermore, there is a functional training elastic band system with stability balls for those wishing to try the 21st century's exercise methods. In addition, there are fitness classes such as hip-hop aerobics, yoga, pilates, line dancing and body sculpting as well as intramural sports throughout the year. A valid student ID is necessary to access any of the facilities/programs. Please visit <http://www.temple.edu/studentaffairs/studentcenters/sfc/reccenter.html> for more information.

Conference rooms, study rooms, a large cafeteria, game room, bookstore, coffee shop, Student Health, and Financial Services are among the other many services offered. The Student Faculty Center sponsors regular "Daytime Diversions," such as coffee and bagel mornings, and a variety of entertainment with discounted tickets to shows, sporting events and recreation activities throughout the academic year.

Parking

Parking is available to students at the Carlisle West Garage, the Battersby Parking Area, and the Amtrak Parking Area (tentative). Rates are payable in advance, in minimum four-month billing periods. Please visit the Temple Parking Services website at www.temple.edu/parking for fee information and announcements about parking registration procedures.

The Office of Parking Services is on the first floor of the Carlisle West Garage, at Carlisle and Ontario Streets (entrance via 15th Street). The office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. A student must have a current, valid Temple University ID card to complete the transaction.

STUDENT HEALTH SERVICES

Health care for students is provided through Student Health Services at the Health Sciences Center campus. The service is designed to offer students easily accessible care at low cost. Routine care is available by appointment at Student Health Services located in the lower basement room LB-43. They can be reached at 215-707-4088. The office is open Monday – Friday from 8:00 a.m. - 4:30 p.m. Emergency care is available at all times in the Temple University Hospital Emergency Department.

All contact with Student Health Services is strictly confidential. Information from medical records will be released only with written consent, or as permitted or required by law. For more information visit the Student Health Services website <http://www.temple.edu/studenthealth/>.

The following services are provided:

1. **HIV testing**
Free, confidential, and anonymous testing is offered at Student Health Services on the Main Campus. Call 215-204-7500 for additional information.
2. **Hepatitis B vaccine**
The Hepatitis B vaccination program is coordinated through the Office of Clinical Affairs (215-707-2913). Prior to clinical exposure, all students must have documentation of a completed Hepatitis B vaccine series and blood work showing proof of immunization. Immunizations may be obtained from a private physician or from Student Health Services at a cost of \$35 per vaccination. Acceptable forms of proof are a copy of an immunization record, or a letter from a physician with the date of each inoculation and the name and telephone number of the provider who performed the service. Students who choose to receive the Hepatitis B vaccine series from Student Health Services will receive notification regarding administration.
3. **Prematriculation Requirements and Immunizations**
First-year students are required to submit a completed physical examination form and an immunization record prior to orientation. Students must submit proof of adequate immunizations against diphtheria-tetanus, varicella, measles, mumps and rubella. For under-immunized students, Student Health Services can provide immunizations at low cost.
4. **Tuberculosis Testing**
Annual PPD testing is required for all dental students. PPD test must be performed and read by Student Health Services. PPD testing for all classes will be scheduled by the Office of Clinical Affairs. Those students with a prior history of a positive PPD must submit a recent chest X-ray and meet with the Student Health Services physician.

STUDENT SERVICES

Advocacy

The Office of Admissions, Diversity, and Student Services is responsible for student advocacy and is open to students from 8:30 a.m. to 5:00 p.m. daily. The staff assists students with individual concerns and conflicts, as well as the concerns of the class officers. The staff also assists with activities of student organizations, provides seminars for career planning, serves as a financial aid and housing resource, and acts as a liaison for psychological counseling.

Student Financial Services

The Health Sciences Center Office of Student Financial Services is in the Student Faculty Conference Center, Room LB-41 and can be reached at 215-707-2667/8978. Financial aid counseling services, student billing questions, debt management counseling, tuition remission, financial planning, and student confirmations can be accessed through this office. Students are encouraged to visit the Student Financial Services website at www.temple.edu/sfs. Many services can be accessed at <http://tuportal.temple.edu>.

Student Financial Services is responsible for debt management and financial planning. During each year of enrollment, every student receives a statement of accumulated debt, the expected costs of remaining dental education (including living expenses and education fees), an updated analysis of financial need, and current information on the availability of financial aid based on the need analysis. Entrance and exit interviews and debt management counseling are also scheduled through the Office of Student Financial Services. Entrance and exit interviews are required for all students receiving federally guaranteed student loans.

Student can apply for emergency refund advances through Student Financial Services. Loan increases are also available for the purchase of loupes, health insurance, national boards testing and computers. To apply for an emergency refund advance or a loan increase, students should visit the Office of Student Financial Services and speak to a representative for more details.

Psychological Services:

Psychological services are available at Main Campus Tuttleman Counseling Services. Tuttleman Counseling Services (TCS) on Main Campus offers a wide range of counseling and educational services to students at Temple. TCS's goal is to provide a safe, non-threatening, informal, yet professional, atmosphere where students will feel comfortable seeking counseling-related services for a wide variety of concerns.

1. **Eligibility**

The services of the TCS are available to all Temple undergraduate, graduate, and professional school students on a short-term basis. Services are available Monday through Friday between the hours of 10:00 a.m. and 2:00 p.m. at Main Campus via the "Walk-In Clinic." For additional information or to explore scheduling options, students should call 215-204-7276 or visit www.temple.edu/counseling.

2. **Confidentiality**

Confidentiality is maintained in accordance with all applicable laws and regulations.

3. **Fees**

There are no fees for counseling services provided by TCS.

4. **Locations**

In addition to the location on Main Campus, 1810 Liacouras Walk, students are seen on the Health Sciences campus. For more information or to schedule an appointment, please call 215-204-7276.

5. **Psychiatric Services**

Psychiatric services are available for the mental health needs of Temple University students, which include psychiatric evaluations, medication, consultation and short-term individual psychotherapy.

6. **CASA (Campus Alcohol and Substance Awareness)**

The CASA program offers short-term individual and group counseling for students with drug and alcohol concerns. CASA provides educational workshops on all of Temple's campuses on alcohol abuse or other drug related issues. The CASA program also recruits

and trains a peer educator group, called PACT (Peer Advocacy Counseling and Training) to support these efforts. CASA services are free and strictly confidential. Additionally, various support groups are available to assist students who may struggle with concerns related to alcohol and other substances.

7. **SACE (Sexual Assault Counseling and Education)**

The Sexual Assault Counseling and Education program offers counseling services for both male and female survivors of all types of sexual violence, sexual harassment, and physical abuse. It is the goal of the program to significantly reduce the incidence of sexual assault/harassment on campus through education training and workshops. Groups for survivors of sexual assault or child sexual abuse are offered as well.

Health Insurance

Temple University makes available, on a voluntary basis, group health insurance at a modest premium for its full-time students. Please visit the Human Resources website at www.temple.edu/hr/students for plan options, monthly premium rates and open enrollment dates. You may also contact the Office of Admissions, Diversity and Student Services, at 215-707-2952 for additional information.

Students are urged to carry either this insurance or a comparable policy. Temple University Hospital requires such identification or an advance payment at the time of admission of private or semi-private patients. Dental students are required to purchase accident insurance in a group policy, which includes coverage for needle stick injuries. The accident insurance premium is included in the tuition.

All foreign students are required to carry medical insurance throughout their stay at the University. Contact the Admissions Office at 215-707-2952 for additional information.

Lockers

Two lockers are assigned to each student on the second day of orientation. You must supply your own locks. All locker assignments in the Clinical Building and the Annex must be coordinated through the Office of Admissions, Diversity, and Student Services. Vacant lockers must not be occupied without permission from the Office of Admissions, Diversity, and Student Services. Items stored in such lockers will be removed. The school is not responsible for items placed in unassigned lockers or for material left in lockers by students who are no longer enrolled in the School of Dentistry. If you have locker problems, please contact the Office of Admissions, Diversity, and Student Services, Room 341.

ACADEMIC AFFAIRS

Attendance

A student is expected to attend all scheduled lectures, laboratory and clinical sessions, except in the case of illness, emergency or other excused absence.

Absence:

1. Excused Absence

An absence may be excused by the course/clinic director only if both of the following apply;

- a. The absence is justified by illness, emergency, or other extenuating circumstances.
- b. The absence is reported to the course/clinic director with a request for excused absence within one business day of its occurrence. If the absence is excused, the

course/clinic director will provide the student an opportunity at a mutually acceptable time to make up any examination, quiz, duty day, or other missed work.

2. Unexcused absence

If an absence is unexcused, a course/clinic director is not obligated to offer a student an opportunity to make up any work missed.

3. Dispute

If a student believes that the absence was inappropriately listed as unexcused, the student may employ the following dispute resolution procedure.

Step 1: The student should attempt to resolve the disagreement with the faculty member involved.

Step 2: If the student is dissatisfied and wishes to pursue the matter, the student has the opportunity to seek the advice and assistance of the department chairperson.

Step 3: In those few instances where a disagreement or misunderstanding is still unresolved, the student has the opportunity to appeal in writing to the Associate Dean for Academic Affairs.

Upon request of the student, the Associate Dean will establish an ad hoc advisory committee to hear the student's appeal. Committee members will be dental students and faculty members. Both the student and course/clinic director will be able to make an oral presentation before the committee. The final decision of the committee will be binding upon the course.

Address and Name Changes

Students who change mailing addresses or names must report the change to the Office of Academic Affairs in Room 335, as well as to the Office of Admissions and Student Affairs in Room 339. A post office box is not acceptable. An address change can also be done by the student online, using OWLnet.

Letters of Recommendation

Requests for official letters of recommendation from the Dean or the school administration should be made to Dr. Sarah Gray, Associate Dean for Academic Affairs, Room 335. Disciplinary actions will be included in Dean's letters of recommendation.

Loan Deferments and Proof and Enrollment

Students, who require proof of enrollment in the Dental School in order to defer repayment or prior student loans, or for any other purpose, should bring the appropriate documents to the Office of Academic Affairs, Room 335 for processing.

Transcripts

Official transcripts are available from the Office of Academic Affairs, Room 335. Upon completion of a transcript request form and payment, official transcripts are given directly to the student, marked "issued to student," and contain the school seal and Dean's signature. Official transcripts may also be mailed as requested by the student. Unofficial transcripts are given directly to the student and do not contain the seal or signature. A student's class rank is not included on transcripts or grade reports, but is available from the Office of Academic Affairs in Room 335.

Tutoring Program

Students who would like to request a tutor should see the Office of Academic Affairs (ext. 2-2800) and complete an application. Every effort will be made to provide tutors, although tutoring is dependent on the availability of qualified tutors. Each student may request a maximum of fifteen

(15) hours of tutoring per semester at no cost to the student. If a student exceeds the 15 hours he/she will be responsible to pay the tutor for each hour exceeding the 15 hour limit.

CLINICAL AFFAIRS

Patient Care

All patients must be screened, registered, and entered into the system, regardless of whether the patient is treated for a fee or without charge.

All patients are assigned through the Office of Clinical Affairs.

Treatment is provided in the clinics on a fee-for-service basis. A key part of the clinical education is the responsibility of the student to assist in the collection and submission of patient payment at the time of treatment.

Ethical Foundation for Professional Education and Behavior for Pre-and Post Doctoral Students

1. Students are unlicensed “practitioners” who provide dental care with the explicit understanding that they be supervised at all times by licensed dentists who are faculty in the School of Dentistry or in one of its affiliated programs.
2. Policies and protocol for clinical procedures, treatment sequence, record keeping, student and faculty, and patient relations have been established for the orderly and timely management of patient care and documentation of student progress.

Breaches of policy and protocol jeopardize the quality of both the academic and clinical programs within the school.

3. The treatment of most dental patients involves several departments or, in some cases, every department in the School of Dentistry. Because of this close relationship, a comprehensive treatment plan or treatment sequence is paramount to successful patient treatment. Failure to obtain appropriate departmental consultations, or to follow the established treatment plan or treatment sequence, represents a serious error in patient management.
4. The professional (dentist, dental student) has the obligation and responsibility to respect his/her patients, colleagues, mentors, and staff. Examples of disrespect are:
 - a. Failure to appear for clinical duty assignments or for individual patients - such failure unduly inconveniences patients and places an extra burden upon other dental students and faculty to care for scheduled or emergency patients.
 - b. Insubordination - inappropriate and disrespectful behavior jeopardizes both the student’s ability to learn and the faculty’s ability to teach, as well as the patient’s perception of Kornberg School of Dentistry clinical competence and quality.
 - c. Failure to treat all patients with respect and dignity, and failure to deliver the care in a timely manner.
 - d. Failure to insure that all verbal and physical interactions with patients are respectful, informative, and fall within the parameters of professional and ethical behavior.
5. Proper maintenance of, and attention to, the integrity of patients’ medical and dental records are the ethical responsibility of all who are engaged in patient care. Patient records include all documents relating to admissions, documentation or progress, consultations, and completion of treatment. As such, they must not be forged or otherwise misrepresented. Students, as well as faculty, have the ethical and legal obligations to safeguard the veracity and integrity of all patient records. Loss of records may compromise the confidentiality of patient information and inhibit the timely progress of quality of clinical care.

6. Dental students shall not refuse or deny dental service to any patient because of patient's race, creed, color, gender, sexual orientation, national origin or infectious disease status. An academic institution is not exempt from local, state and federal laws and regulations pertaining to non-discrimination in access to health care or other services.

Needlestick Injuries:

In the event of a needlestick or other sharps injury, report to the Office of Clinical Affairs immediately after informing your attending faculty or supervisor of the incident. During regular clinic hours, students, staff, and faculty are to report to Occupational Health Services (basement of the Tower Building, Temple University Hospital) for medical evaluation. After hours, report to the Emergency Department of Temple University Hospital immediately. Upon signing in, make certain to inform the emergency room personnel you are reporting with a needlestick injury. Source patients should not be excused, but rather should accompany the student/faculty/staff to Occupational Health. If the patient was dismissed prior to the incident, please take the patient's contact information with you, however, the patient's record must not leave the School of Dentistry. Occupational Health will provide base line counseling, blood work, and take a history of the exposure. Treatment with post-exposure prophylaxis will be instituted if indicated. Students are covered by an insurance policy that will cover the cost of the prophylactic medications. The Occupational Health physician will provide a prescription which must be filled at the outpatient pharmacy of the Temple University Hospital. Students, faculty, and staff will be instructed as to the necessary follow-up. An Event Report form, which will be provided to you when you report to the Office of Clinical Affairs, must be completed and submitted to that office.

Board Examinations:

North East Regional Board examinations and Western Regional Board examinations are administered through the Office of Clinical Affairs. Applications and information are available from Dr. Leona Sperrazza, Room 2C07 or Phyllis Schuler, Room 2C08. National Board applications are available online at www.ada.org and are certified by Dr. Sarah Gray, Associate Dean for Academic Affairs, Room 335.

STUDENT LIFE

The Office of Student Activities:

1. Program Board

The Program Board plans cultural, educational, recreational, and social programs for the Health Sciences Campus and is composed of students and administrators. Funds derived from the General Activities Fee are directly tied to the support of activities and events sponsored by this group. The Program Board uses these funds for trips, talent shows, Daytime Diversions, health fairs, and many other activities. For information about the Program Board, contact the Office of Student Activities at the Student Faculty Center (215-707-4017).

2. Student Organizations

The Office of Student Activities in the Student Faculty Center sponsors over 75 different HSC campus student organizations for the Medical, Dental, Pharmacy, and Podiatry Schools. Each year these organizations receive allocations to program events on and off campus. Contact the Recreation/Program Coordinator in the Office of Student Activities by email at stc@temple.edu or visit our website <http://www.temple.edu/sfc> for information.

Student Government

The Student Council represents the student body in all matters of student affairs. The council serves as the primary voice of the students and acts as a liaison between faculty, administration, and students. All students are encouraged to attend student council meetings and share opinions, concerns, and suggestions with elected officers to affect positive changes. The council coordinates various student activities and committees. Elected officers, student council representatives, and club presidents are required to attend all student council meetings.

American Student Dental Association (ASDA)

The American Student Dental Association is the largest organization for dental students in the nation, with more than 14,000 members. It was founded in 1971 to give students a voice and a governing body within organized dentistry. Throughout its history, ASDA has addressed specific concerns of dental students, such as licensure, financial aid, due process, and lobbying efforts in Washington, D.C. ASDA benefits include financial assistance programs, publications, insurance, low-interest MasterCard, board examination reprints, plus educational and social events throughout the year that are free to members. There are several leadership positions available at the local, regional, and national levels that provide the opportunity to establish contacts with students and professionals across the country, creating a personal network and the possibility of better career opportunities upon graduation.

As a convenience to dental students, the ASDA membership dues will be automatically billed to the fall semester tuition bill. In order to decline the ASDA membership and receive a refund, contact the ASDA President.

FERPA/PRIVACY GUIDELINES

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Temple University cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent.

FERPA provides the following rights for students and for the parents of dependent students attending Temple University:

- The right of a student, with minor limitations, to inspect and review his or her education records;
- The right to request amendment of a student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- The right, with certain exceptions, to consent to disclosures of personally identifiable information contained in the student's education records;
- The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification to the Office of the Dean of Students within two weeks after publication of this notice. Under current University policy, the item "Directory Information" includes a student's name, street address, e-mail address, confirmation of enrollment status (full-time/part-time), dates of attendance, degree received, awards received (e.g., Dean's List), major field of study, participation in officially recognized activities and sports and weight and height of members of athletic teams.
- The right to file a complaint with the Department of Education concerning the alleged failure of Temple University to comply with the requirements of FERPA and of the implementing regulations.

The procedures for exercising the above rights are explained in "Temple University's Guidelines Pertaining to Confidentiality of Student Records," copies of which are available in the Office of Admissions and Student Affairs. Included in the Guidelines is a description of the types and locations of educational records maintained by the University.

If you or your parents' primary or home language is not English, upon your request, reasonable efforts will be made to provide you with a translated copy of this "Annual Notice," as well as with "Temple University's Guidelines Pertaining to Confidentiality of Student Records."

Please note that, in compliance with a 1997 federal statute designed to advance military recruiting, Temple may release dates of birth to the military unless the student notifies Temple that he or she wishes this information withheld.

HONOR CODE

Kornberg School of Dentistry requires all dental students to adhere to both the University Code of Conduct and the School of Dentistry Honor Code, which is set forth in its entirety in Appendix I. Each student is responsible for being familiar with the Codes and is expected to govern his or her behavior by the standards set forth therein. A student found in violation will be sanctioned. Possible sanctions range from a warning to expulsion.

A charge that a student has violated the standard of behavior set forth in the School of Dentistry Honor Code should be reported to the Honor Code Administrator, Dr. Lisa Deem, Associate Dean for Admissions, Diversity, and Student Services. The Honor Code Administrator will determine whether or not a student will be formally charged and undergo a hearing before the Honor Board, after an investigation.

APPENDIX I: KORNBERG SCHOOL OF DENTISTRY HONOR CODE

The Honor Code is concerned with the honesty, integrity, and ethical conduct of each member of the Student Body and encompasses activities in both the pre-clinical and clinical settings. This applies to all work submitted by the student for evaluation, as well as student conduct in fulfilling his or her responsibilities to patients, faculty, and fellow students.

Under the Honor Code each student is obliged to maintain the high ethical and moral standards of conduct required by the dental profession. By accepting admission to the Kornberg School of Dentistry, a student not only pledges to personally maintain the standards of the Honor Code, but also pledges to help other students maintain these high standards of behavior. This obligation means that the student should report apparent violations of the Honor Code to the Code Administrator.

Although the Honor Code is designed to regulate any breaches of ethical behavior and to recommend sanctions against those who violate its principles, the fundamental purpose of the Honor Code is to encourage students to adhere to high moral standards important in the dental profession.

The Kornberg School of Dentistry Honor Code governs pre-doctoral and post-doctoral student conduct and proceedings regarding violations of this Code. Students must also abide by the Standards of Professionalism and Collegiality and the University's Student Code of Conduct www.temple.edu/provost/deanofstudents.

The Honor Board is an administrative fact-finding panel, not a court of law. Its proceedings are administrative hearings, not civil or criminal trials. The hearings are not adversarial proceedings, but rather inquiries conducted by the members of the Board. The procedures, rules of evidence, standards of proof, and other aspects of civil or criminal court proceedings do not apply to these hearings.

Students are provided with information about the Honor Code on the first day of orientation. By enrolling in the Kornberg School of Dentistry all students agree to understand and abide by the Honor Code.

ARTICLE I: HONOR CODE AUTHORITY

1. The Associate Dean for Admissions, Diversity, and Student Services shall serve as the Honor Code Administrator, and determine the composition of the Honor Board Panels.
2. The Honor Code Administrator shall develop policies and procedures for the administration of the student conduct system that is consistent with the Honor Code.
3. Decisions made by the Honor Board process shall be final unless modified by the appeal process.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the Honor Code

The Honor Code has jurisdiction over alleged violations of standards of the academic and clinical conduct of Kornberg School of Dentistry students. Conduct that is of a non-clinical or non-academic nature, as determined by the Honor Code Administrator, will be referred to the Temple University Student Conduct Board.

1. The Honor Code shall apply to conduct that occurs:
 - a. on university premises
 - b. at university sponsored activities
 - c. off-campus: incidents and electronic communications that adversely affect the university community
2. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded).
3. The Honor Code shall apply to a student's conduct even if the student withdraws from school while the disciplinary matter is pending.
4. Violations of standards of academic conduct may result in either faculty-imposed academic sanctions or Honor Code sanctions. Faculty members who determine that a grade reduction or failing grade for an assignment, test/examination or course is a sufficient sanction need not refer it to the Honor Board. Sanctions other than a reduced or failing grade may be imposed only following an Honor Board or Student Conduct Board hearing.

B. Conduct – Rules and Regulations

Any student found to have committed or attempted to commit the following is subject to disciplinary sanctions outlined in Article III:

1. Academic dishonesty and impropriety, including but not limited to, plagiarism and academic cheating (which includes but is not limited to: (1) use of unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff)
2. Receiving help from any unauthorized source in pre-clinical projects or practicals
3. Using unauthorized materials during a practical
4. Interference with the activities of other students preparing for or taking examinations. Such interference includes: tampering with materials being used on practical examinations, creating a disturbance in examinations (loud conversations, etc.), removing publicly posted class notes, diagrams, references, etc.
5. Presentation of data that is known to be false concerning patients under the student's examination or evaluation
6. Improper patient and record management, as published in the Clinic Manual
7. Unauthorized or unsupervised treatment of patients
8. Forgery, fraud, patient record alteration
9. Patient neglect or abuse
10. Unauthorized use of outside laboratories
11. Unauthorized use of equipment
12. Failure to comply with the rules and regulations contained in the Ethical Foundation for Professional Education and Behavior for the Pre- and Post-Doctoral students published in the Student Handbook
13. Failure to comply with the rules and regulations contained in the Clinic Manual of the Kornberg School of Dentistry
14. Failure to comply with the Standards of Professionalism and Collegiality
15. Failure to comply with Honor Board imposed sanctions
16. Assistance of any kind to another student in violating this Honor Code

17. Giving false testimony or evidence in Board proceedings
18. Presence on school property, including classrooms and the dental school, while in possession of, or under the influence of illegal drugs or alcohol. This prohibition includes abusing prescribed medications or using them in a manner other than as prescribed
19. Violations stated explicitly in the University Student Code of Conduct are also deemed violations of the Honor Code and must be observed

Violations of the Honor Code or the University Student Code of Conduct may be referred to the University Code Administrator for handling by the Office of Conduct and Community Standards. Students are obligated to abide by the School of Dentistry's Honor Code and the University's Code of Conduct. Ignorance of either code shall not constitute a defense in any proceedings against a student.

ARTICLE III: HONOR CODE PROCEDURES

A. Faculty Involvement with the Honor Code

General Responsibilities of faculty to the Honor Code:

Faculty who suspect a violation of the Honor Code is taking place should try to verify the violation and deal with it in the class/clinic or bring it to the attention of the Honor Board.

1. Faculty should be available during examinations. A student who suspects cheating is taking place should call this to the attention of the faculty member so that the situation can be monitored without jeopardy to the exam-taking process of the student reporting the incident. After the exam, consultation between the faculty member and accuser concerning all evidence of cheating, should help determine if the student and/or the faculty member should take this issue to the Honor Board.
2. A faculty member who witnesses a possible violation, including but not limited to falsification of any academic or clinical records, violation of any course and clinical regulations, and improper management or neglect of patients, must discuss this matter with the student. If the faculty member feels this conduct might be corrected by an academic or administrative action, this faculty member may do so, in consultation with the Dean or his/her staff, as needed. If the faculty member feels that this issue should be taken to the Honor Board then he/she is obligated to do so.
3. The faculty member may impose appropriate academic sanctions for conduct related to academic work.

B. Membership

The Honor Board will serve as the official hearing body of the Honor Code. The composition of the Board will be made up of twelve pre-doctoral students, two elected by each class; four post-graduate residents, selected by Program Directors; and twelve faculty members selected annually by the dean. The Dean for Admissions, Diversity, and Student Services shall function as the Honor Code Administrator. Each Honor Board Panel will be composed of a minimum of three faculty and two students, from among the Honor Board members, selected by the Honor Code Administrator, in

consultation with the dean. Graduate student Honor Board members will be selected for hearings involving graduate students.

No member of the Board may participate in any meeting or session of the Board during the period in which a charge of violating the Honor Code is pending before the Board or an investigation by the Honor Code Administrator is being conducted against such member. If the Board member has been found responsible for an Honor Code violation, the office of that member shall be declared vacant as of the date of that determination, and the Honor Code Administrator shall designate an alternate member to fill the vacancy(s).

The faculty members of the Honor Board shall attend regular meetings of the Board and will have input into the activities of the Board. These members will be available to participate on hearing panels of the Honor Board as needed. The Honor Code Administrator will coordinate and oversee Board activities, may attend Board meetings and hearings, may be privy to all Board proceedings and shall be responsible for ensuring that the Honor Code procedures are followed. The Honor Code Administrator shall not have a vote.

C. Charges

1. Any student or member of the faculty or administration of the School of Dentistry who has knowledge of a violation of the Honor Code that cannot be resolved through academic and/or clinical procedures should bring the matter to the attention of the Honor Code Administrator.
2. Any member of the university community may file a complaint regarding student conduct. A complaint shall be prepared in writing and directed to the Honor Code Administrator. The accuser shall submit any evidence of the violation which is known to, or in the possession of, the complainant. Complaints should be submitted as soon as possible after the event takes place.
3. Once a formal report has been submitted, the Honor Code Administrator shall investigate the allegation and determine whether there are sufficient grounds to warrant submission of the case to the Honor Board Panel. Upon submission of a case to the Honor Code Administrator, the Honor Code Administrator shall inform the dean that there is a case pending and that an investigation has begun.
4. At the conclusion of the investigation, if the Honor Code Administrator determines that there are sufficient grounds, then the Honor Code Administrator shall (1) assemble a hearing panel in consultation with the dean; (2) notify the Board, the complainant(s), and the accused of the decision to assemble a panel; (3) schedule a hearing as outlined below. The accused must be provided with prior written notice of the specific charge(s), the time, place, and date of the hearing, the hearing procedures, the identity of any witnesses, and a summary of the physical or documentary evidence. Reasonable efforts will be made to schedule an Honor Board Hearing within 15 school days after the student has been notified of the charges. Time limits for scheduling may be extended at the discretion of the Honor Code Administrator. Additional evidence may be introduced at the hearing.
5. If the Honor Code Administrator decides not to pursue a hearing, then records of the investigation will be kept on file while both the complainant and the accused are attending

school, and the Honor Code Administrator will not reveal the identity of the complainant except as required by University policy or law.

D. Confidentiality

1. Information about the proceedings of the Board shall be held in strict confidence by the members of the Student Body, Faculty, and Administration and shall only be disclosed to university personnel with a legitimate need to know the information. A breach of such confidentiality shall be deemed a violation of the Honor Code.
2. Other than discussions with the Honor Code Administrator and Dean, any discussion about potential Honor Code violations should be kept in confidence by the Board member with knowledge of the alleged incident, even if no formal accusation has been lodged or where an accusation is pending. Knowledge of case specifics shall not be revealed to other Board members.
3. The Honor Code Administrator should not communicate to any Board members any details relating to the charge or investigation until the time of the hearing.

E. Honor Board Hearings

1. Appearance at a hearing is mandatory. The student charged and the School of Dentistry will be expected to have all witnesses and evidence present at the scheduled time of the hearing. Failure of a student or of School personnel to appear without justification may result in the hearing being held in their absence and a decision being reached on the charges. Failure of the student charged to appear without justification may result in additional charges against the student. Notification of charges is sent to the student's Kornberg mailbox, and the most recent address as shown on the School of Dentistry record. It is the responsibility of the student to notify the School of Dentistry immediately of any change of address.
2. Honor Board Hearings are conducted in private. Only persons notified by the School of Dentistry to appear as witnesses or requested by the student to appear as witnesses will be permitted to attend the hearing. The chairperson may sequester witnesses as he/she deems appropriate. The Dean, or his/her designee, may attend the hearing as an observer.
3. Prior to the hearing, a chairperson of the Honor Board shall be selected by the Honor Code administrator. The chairperson shall serve to direct all proceedings during the hearing and to recognize questions from the Hearing Panel, complainant and the accused. The chairperson shall have a vote.
4. The student charged may challenge the membership of the Hearing Panel for good cause. The Honor Code Administrator will accept or reject the challenge as he/she deems appropriate.
5. The school has the burden to substantiate the charges brought against the student. To meet this burden, the school must establish each violation charged by a reasonable preponderance of the evidence available at the time of the hearing.

6. The student shall have a reasonable opportunity to prepare and conduct a defense. The student may offer testimony, witnesses, and other evidence and may cross-examine any School of Dentistry witnesses in the order and manner determined by the chairperson. A student who wishes to present witnesses who are Temple University students or personnel may, prior to the hearing, request the Honor Code Administrator to issue notices requiring their appearance at the hearing. If additional evidence is presented against the student that was not included in the original notifications, the student may request a reasonable recess for the purpose of examining or considering this evidence and presenting a response to it.
7. The Complainant and Accused Student have the right to be assisted by an advisor at the student's expense. The advisor may be an attorney. The Complainant and Accused Student may also have a parent or spouse present at the hearing. The role of the advisor at the hearing is limited to non-active participation; the advisor may not directly question witnesses or address the Hearing Panel, but may advise the student during the hearing. The student must notify the Honor Code Administrator of the name of any advisor at least two school days prior to the hearing.
8. All procedural questions will be resolved by the Honor Code Administrator.
9. The student charged shall not be compelled to testify and no inference may be drawn from the student's failure to testify. No person shall be required to give testimony that would tend to incriminate him or her.
10. The Chairperson of the Honor Board will place witnesses under oath. The Honor Board will conduct the questioning, and evaluate the testimony and any other evidence. At the conclusion of the evidence, the panel will excuse all witnesses, deliberate, and determine whether a student has violated the Honor Code. If a violation is found, the panel will also recommend a sanction. The decision is by a simple majority vote. In the event of a tie vote among members of the panel, a finding of no violation shall be made. The degree of penalty should be made appropriate to the nature of the offense.
11. The Honor Board's determination shall be on the basis of whether it is more likely than not that the Accused Student violated the Honor Code.
12. A record of each hearing shall be made. Deliberations shall not be recorded. The record shall be the property of the university.
13. The Honor Board Hearing members shall have the responsibility of hearing the evidence and testimony presented at the hearing, determining whether a violation has occurred, and recommending appropriate sanctions to the dean.
14. The dean shall modify or accept the sanction, and notify the Code Administrator who will advise the Accused Student in writing of the decision, the sanctions imposed, and instructions regarding appeals.
15. No student against whom charges have been filed will be permitted to graduate until charges are resolved.

F. Sanctions

Upon finding of a violation of the Honor Code, the Honor Board or Honor Code Administrator may recommend any of the following sanctions, alone or in combination:

1. **University Expulsion** - Permanent separation of the student from the university. When a sanction of expulsion is imposed, the student may not:

be present on university premises, attend classes, receive academic credit for classes taken at Temple or clinical requirements, or enter any university facility;

participate in university registered organizations, sponsored programs, or activities;

be employed by the university in any capacity contingent upon status as a student.
2. **Suspension** – Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. When a sanction of suspension is imposed, the student may not:

be present on university premises, attend classes, receive academic credit for classes taken at Temple or clinical requirements, or enter any university facility;

participate in university registered organizations, sponsored programs, or activities;

be employed by the university in any capacity contingent upon their status as a student.
3. **Loss of Privileges** – Denial of specified privileges for a designated period of time.
4. **Probation** – Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period.
5. **Letter of Reprimand** – A notice in writing to the student that will remain with the discipline record.
6. **Restitution** – Compensation for loss or damage to university property, in the form of appropriate service or monetary/material replacement.
7. **Other Sanction** – Work assignments, psycho-educational sessions, essays, service to the university, community service, other related assignments.
8. **Academic Sanctions** – A grade reduction, failing grade and other appropriate academic sanctions.
9. **Assignment of Duty Days**
10. **Limited Clinical Access**

G. Appeals

A decision may be appealed by the Accused Student, in writing, to the dean of the dental school within five school days of the decision.

An appeal shall be limited to a review of the record of the Honor Board hearing and supporting documents for one or both of the following purposes:

- a. To determine whether there were procedural defects that substantially prevented the Accused Student from obtaining a full and fair hearing on the merits;
- b. To consider the availability of new evidence sufficient to alter the decision.

The Dean will review the hearing record and evidence, and consult with University Counsel. In the event the dean upholds the appeal, the following action may be taken:

- a. If there were procedural defects that substantially prevented the student from obtaining a full and fair hearing, the dean will return the case for a new hearing before a new Honor Board;
- b. If new information sufficient to alter the decision was not known to the person appealing at the time of the original hearing, the dean will return the case for a new hearing before a new Honor Board.

The dean may designate a Review Committee to evaluate the decision based on the record of the hearing, and provide the dean with a recommended decision. If designated, the Review Committee shall identify a chairperson who will notify the dean of its recommendation. The dean will notify the Honor Code Administrator of his/her decision regarding the appeal and the Honor Code Administrator will notify the student.

The dean will convey his/her decision in writing to the Honor Code Administrator, who will take the appropriate action and there shall be no further appeals.

If the dean denies the appeal, the Honor Code Administrator will notify the student.

H. Status of a Student Pending Appeal

1. The academic status of a student who has been expelled or suspended may not be altered pending completion of the appeal process, except in exceptional cases where the University's Dean of Students determines that there exists a danger to the safety or well being of the student, other persons in the University, or University property. It is presumed that a student may participate in any University-registered or recognized club or organizational activity, or any university-sponsored program, activity, or related event pending completion of the hearing process. However, the University's Dean of Students or his/her designee may, in exceptional cases, prohibit a student from participating in any university registered or recognized club or organizational activity, or any University sponsored program, activity, or related event pending completion of the hearing process.
2. The results of disciplinary proceedings do not become final until all internal appeals have been resolved.

I. Alternative Administrative Procedures

1. The Accused Student who takes responsibility for the charges may request an administrative hearing before the Honor Code Administrator or his/her designee, for the purpose of determining a sanction. A student must submit the request in writing to the Honor Code Administrator within five (5) days after receiving the notice of charges.
2. The Honor Code Administrator may accept or reject the request and will notify the Accused Student of his or her decision within (5) days of receiving the request. If the request is accepted, the Honor Code Administrator will schedule an administrative hearing. If the request is denied, the Honor Code Administrator will proceed with the scheduled hearing. In both cases, the Accused Student will receive notice of the time, place, and date of the hearing.
3. At the administrative hearing before the Honor Code Administrator, documentation concerning the charges will be reviewed with the student. The student will have the opportunity to respond to the charges prior to the Administrator's recommendation of a sanction.
4. A record of the proceeding will be maintained.
5. The Honor Code Administrator will recommend a sanction to the dean.
6. Appeals – see Article III. G.

ARTICLE IV: REVISION OF CODE AND DISCIPLINARY FILE MAINTENANCE

A. Disciplinary Files

Disciplinary files shall be maintained separately from other files of the student concerned. Access to them will be governed by the current University policy on the disclosure of information of student, faculty, and employee records. Information from disciplinary files will not be made available to unauthorized persons within the University community, nor to any non-University personnel without the express written consent of the student involved, except under legal compulsion or in cases where safety of persons is involved. All disciplinary files will be retained for a minimum of six (6) years.

B. Amendments

An amendment to this document requires the approval of the Management Committee and the Dean, following open hearings for all faculty and students. Proposed amendments may be initiated by any student, faculty, or administrator.

C. Effective Date

The provisions of this document shall become effective upon approval by the Management Committee and the Dean, and notice to the community, following open hearings for all faculty and students.

ARTICLE V: NOTICE

Copies of the Honor Code will be posted on the Kornberg School of Dentistry policy and procedures webpage, which is information, provided to each incoming student and will be available in hard copy in the Office of Admissions, Diversity, and Student Services. Students are responsible for knowing the content of the Honor Code.

APPENDIX II: TEMPLE UNIVERSITY STUDENT RIGHT TO KNOW

It is Temple University's Policy to provide all students, upon request, a copy of the University's policies and procedures regarding campus security and safety, as well as campus crime statistics for the most recent three-year period. In doing so, Temple University complies with two important pieces of legislation: the Pennsylvania College and University Security Information Act and the Clery Act. To receive a copy of "You and Campus Safety," which provides important information about campus safety and Campus Safety Services, write to Campus Safety Services, Temple University, 1101 W. Montgomery Avenue, Philadelphia, PA 19122. You may also contact the Health Science Center office at 3401 North Broad Street, Philadelphia, PA 19140, or call 215-204-2182.

APPENDIX III: OTHER TEMPLE UNIVERSITY POLICIES

A. Equal Opportunity Policy

Temple University is committed to a policy of equal opportunity for all in every aspect of its operations. The University has pledged not to discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability, marital status, or veteran status. This policy extends to all educational, service, and employment programs of the University.

The Office of Institutional Diversity at Temple University has these inclusive objectives: To support the admission and successful participation of disadvantaged students, students with disabilities, and those for whom English is a second language. To employ and advance in employment qualified women, minorities, individuals with disabilities, veterans of the Vietnam era, special disabled veterans, and other protected veterans.

Temple University's equal opportunity/affirmative action program complies with federal regulations. For more information or to review Temple's Affirmative Action Plan, contact Ms. Sandra A. Foehl, Director, Affirmative Action compliance and Investigation, Office of Equal Opportunity Compliance, 2M Sullivan Hall (215-204-8890).

Dental student may address any equal opportunity/affirmative action concerns to the Associate Dean for Admissions, Diversity, and Student Services at the Dental School, or to the University's Office of Multicultural Affairs.

B. Sexual Harassment Policy

Statement of Purpose

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is inimical to this and will not be tolerated. Sexual harassment subverts the mission and the work of the University, and can threaten the career, educational experience, and well-being of student, faculty and staff. Sexual harassment also constitutes a form of illegal sex discrimination. A complete copy of Temple's Sexual Harassment policy can be obtained in Room 347 of the Temple Dental School or on line at

<http://www.temple.edu/eoc/fileacomplaint.html>.

Sexual Harassment Ombudsperson at the School of Dentistry

Dr. Lisa Deem
Associate Dean
Room 347, Dental School
(215) 707-2801

For current information and policies pertaining to equal opportunity, affirmative action, and the prohibition of harassment, see the Institutional Diversity website, <http://www.temple.edu/eoc/fileacomplaint.html>.

Additional Resources at Temple

- **Campus Police**
Available 24 hours
215-204-1234
- **Health Services**
215-707-4088
Room 43, Lower Basement, SFC
8:30a.m. - 4:30p.m., M-F
- **Tuttleman Counseling Services**
John DiMino, Director
1810 Liacoures Walk – 5th Floor
215-204-7276
by appointment: 8:30 a.m. - 5:00 p.m. M-F
Walk-In hours: 10:00 a.m. – 1:30 p.m. M-F
- **Office of Multicultural Affairs**
Sandra Foehl
Director, Affirmative Action Compliance and Investigation
215-204-8890
2M Sullivan Hall
8:30 a.m. - 5:00 p.m., M-F
- **Sexual Assault Counseling and Education (SACE)**
Michael Hanowitz
Coordinator
215-204-7276
1810 Liacoures Walk – 5th Floor
8:30 a.m. - 5:00 p.m., M-F

C. Temple University Sexual Assault Policy

Sexual assault violates the standards of conduct expected of every member of the University community and is strictly prohibited. A complete copy of Temple's Sexual Assault policy, including provisions on informal and formal complaint reporting procedures and sanctions, can be obtained in room 347 of Kornberg School of Dentistry.

The following offices offer assistance:
Sexual Assault Counseling and Education
(SACE)
Sullivan Hall
8:30 a.m. - 4:30 p.m. (M-F)

215-204-7276

Campus Police available 24 hours

215-204-1234

Associate Dean for Admissions, Diversity and Student Services

Dental School – Room 347, 215-707-2801

A. Temple University AIDS Policy

Non-discrimination

Consistent with its existent non-discrimination policies, Temple University will not discriminate on the basis of an individual's HIV status. Specifically, no one person shall be subject to adverse employment actions solely because of non-job-related handicap, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission, access to Temple University programs, facilities, events, services, or any benefits provided by the University solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspect of having such virus or conditions, or an individual's association with any person having or believed to have said virus or conditions. Consistent with its existent non-discrimination policies, Temple University's policy of non-discrimination shall be applied to all instances described above, except in those instances when it shall be determined that reasonable accommodations are not available to insure a persons ability to participate fully in programs or positions, or when a person by reason of his or her HIV infection or AIDS-related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the University.

Confidentiality

Temple University shall, consistent with applicable law, maintain the confidentiality of all University records documenting information concerning the HIV status or AIDS related conditions of University students and employees to the same degree that confidentiality is afforded to other medical records of the University students and employees. The complete Temple University AIDS Policy is available at the University's website, <http://policies.temple.edu>.