



Kornberg School of Dentistry

TEMPLE UNIVERSITY®

Student Handbook 2008 – 2009

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 Deans, Chairpersons, Directors, and Administrative Staff, their office locations, and telephone numbers. All telephone numbers are prefixed by “215-707” unless otherwise indicated. Calls made from Temple telephones are prefixed by “2.”

Name	Title	Room	Ext.
Brown, Dr. Ron T.	Interim Dean	333	2799
Boston, Dr. Daniel W.	Chair, Department of Restorative Dentistry	2E06	2890
Bushick, Dr. Ronald D.	Director, Continuing Dental Education	301	7005
Campbell, Mr. Shawn	Director, Multicultural Development & Recruiting; Sexual Harassment Ombudsperson	344	9761
Cosby, Dr. Melanie A.	Senior Psychologist/Coordinator of Satellite Campuses		204-7276
Dahlen, Mr. Barry	Senior Director of Finance	317	2803
Deem, Dr. Lisa P.	Associate Dean for Admissions and Student Affairs	347	2801
*Dun, Dr. Nae	Chair, Department of Pharmacology	324 Med. Sch.	3498
*Gill, Dr. Donald	Chair, Department of Biochemistry	418 MRB	3797
Graham, Ms. Herta	Executive Assistant to the Dean and Director, Special Programs; Sexual Harassment Ombudsperson	330	2534
Gray, Dr. Sarah A.	Associate Dean for Academic Affairs	335	2800
Griffin, Ms. Terry	Student Services Coordinator	342	2952
Hahn, Mr. Brian	Recruitment Coordinator	346	2819
Helpin, Dr. Mark	Acting Chair, Department of Pediatric Dentistry	1C04	6191
*Houser, Dr. Stephen	Chair, Department of Physiology	231 Med. Sch.	3276
Calicat, Eugene	Building Superintendent	1 st Floor Annex	2845
MacPhail, Dr. Laurie	Director, Rosenthal Clinical Center	1C03	7685
*Piggot, Dr. Patrick J.	Acting Chair, Department of Microbiology and Immunology	525 Med. Sch.	7927
Pliskin, Dr. Michael E.	Associate Dean for Clinical Affairs; Chair, Department of Oral and Maxillofacial, Pathology, Medicine and Surgery	2D01	2913
*Popoff, Dr. Steven	Chair, Department of Anatomy and Cell Biology	618 Med. Sch.	3163
Rams, Dr. Thomas E.	Chair, Department of Periodontology and Oral Implantology	3A13	2884
Ricks, Ms. Deborah	Financial Manager	1B10	7756
Security Desk	Dental School Lobby		1537
Sperrazza, Dr. Leona	Director of Clinics	2C07	2995
Stevens, Dr. Roy H.	Chair, Department of Endodontics	3B08	2810
Suzuki, Dr. Jon B.	Associate Dean for Graduate Education, Research, and International Affairs	349	7667
Tuncay, Dr. Orhan C.	Chair, Department of Orthodontics	2D12	2866

*Faculty
School of Medicine

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.

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:

The Composite, the bi-annual publication for students, contains articles, informative news items, and administrative announcements.

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.

Students are notified of important information through student mailbox, Temple e-mail account and/or voice mail. Mailbox assignments are made through the Office of Admissions and Student Affairs. Freshmen and sophomore mailboxes are on the 4th floor, Annex, near the vendeteria. Junior and senior mailboxes are outside the Business Office, 1st Floor, Clinical Facility Building. The Office of Admissions and Students Affairs maintains a list of mailbox combinations.

The Kornberg School of Dentistry Web site provides a link to the “Latest News” in the dental community.

Emergency Closings: Class cancellations will be posted on Temple’s website at www.temple.edu and the Campus Information Hot Line at 215-204-1975. Unless clinics are closed, clinical students are expected to attend.

THE FACILITY AND RELATED 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.

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 evacuate through the nearest exit any time the alarm sounds, and should not re-enter the building until they are told to do so by the Fire Marshal or the Campus Police Officer on location.

Elevators are not to be used whenever the fire alarm system is activated.

Any student who sees a fire in the building should pull the nearest fire alarm and immediately notify the Campus Police by dialing 1-1234, and tell the officer what building the student is in, what floor the student is on, and what is on fire. Then evacuate the building.

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.

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 Explore 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 and CMSWeb)

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. Chair reservations are conducted through the CMSWeb module, which is web-based and is also accessible from any computer in the School of Dentistry. 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.

6. Personal computer requirements

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.

Instruments and Supplies

Henry Schein, Inc. provides the instruments and supplies offered in the non-refundable instrument kits. The Dental Supply Store is in Room 472, Annex (Bldg. 600) at 215-707-3617. Store hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

Laboratory Hours

The hours of operation for the clinical and preclinical laboratories are Monday through Friday 6:30 a.m. to 9:00 p.m., Saturday and Sunday 9:00 a.m. to 5:00 p.m.

Libraries

Health Science Center Library South

3223 N. Broad Street, 2nd floor
Dental School Annex (Bldg. 600)
215-707-2850

Hours

Monday - Thursday
8:00 a.m. - 8:00 p.m.

Friday
8:00 a.m. - 5:00 p.m.

Saturday
9:00 a.m. - 5:00 p.m.

Sunday
1:00 p.m. - 5:00 p.m.
Hours vary during summer and holidays.

Health Sciences Center Library - Kresge

Fisher Learning Center
Kresge Hall
3440 N. Broad Street
215-707-BOOK (707-2665)
215-707-4557-Fisher Learning Center

Regular Hours

Monday-Thursday 7:00 a.m. - Midnight
Friday 7:00 a.m. - 10:00 p.m.
Saturday 9:00 a.m. - 10:00 p.m.
Sunday 10:00 a.m. - 10:00 p.m.

The primary library for dental faculty, staff and students is the Health Sciences Center Library South. However, many resources are available electronically. For a full listing, check the library web site at <http://hsclibrary.temple.edu>.

A Temple ID is required to borrow books, reserve materials, and to use the Fisher Learning Center in Kresge Hall.

Photocopiers

Photocopiers are located in all three facilities. The photocopiers at HSC Library South are located near the circulation desk. All library photocopiers accept Diamond Dollars (a deposit account accessed through your TU ID card); some photocopiers also accept cash/coins. Per copy charges are the same for Diamond Dollars and cash (10 cents per page).

Fax

Fax service is available at the Health Sciences Library-Kresge Hall. The charges for students are \$5.00 per a domestic fax up to ten pages, plus \$.25 per page thereafter. To receive a fax, the charge is \$3.00 per document (any number of pages).

Outreach

Outreach credit will be given only when junior pre-doctoral dental students participate in oral health education/promotion and screening activities sanctioned by the Director of Outreach Programs. Outreach credit will be given to senior pre-doctoral dental students when scheduled through the duty roster to provide dental treatment at approved outreach sites. Externships and international trips will not be counted toward outreach credit.

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.

Smoking

Smoking is not permitted in Temple University facilities.

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. The recreation center is open 7:15 a.m. to 7:30 p.m. 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.

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 and Student Affairs. 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.

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.

DRESS CODE

Students are expected to dress professionally and exhibit excellent personal hygiene at all times in the Dental School setting. Appropriate attire and complete compliance with established infection control and safety protocol is mandatory in all clinical and laboratory settings.

Laboratory Attire/Protocol

- Hair must be tied back, away from the work area.
- Approved eye protection must be worn at all times.
- Laboratory gown must be worn at all times.
- Eating, drinking, smoking or applying cosmetics is prohibited.

The Office of Clinical Affairs reserves the right to deny clinic or laboratory access based on hygiene, appearance, dress, or a violation of infection control and/or safety protocol. In the case of repeated or flagrant noncompliance, the student may be subject to an Honor Board hearing.

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. Emergency care is available at all times in the Temple University Hospital Emergency Department.

Hours

Weekdays Monday-Friday
8:00 a.m.- 4:30 p.m.

Where: Student Health Services
Health Sciences Center
Lower Basement #43
Student Faculty Center

Phone: 215-707-4088

Whom to ask for: nurse

Evenings, Weekends, Holidays

Where: Emergency Department, Triage Office
Temple University Hospital
Park Avenue Building
Germantown Avenue and Tioga Street

Phone: 215-707-3474

Whom to ask for: nurse (in person) or attending on call (by phone)

Hours: 24 hours/day

Cost: Insurance/cash

During times when Student Health Services is closed, the Emergency Department will attempt to give students with non-urgent problems as much priority as possible. However, the department has a very high percentage of emergency and urgent cases. Students must, therefore, be aware that they may have a substantial wait for a non-urgent problem.

To facilitate the experience in the Emergency Department in as timely a fashion as possible, students should go to the Triage Office, identify themselves as dental students, and bring along an insurance card. The Emergency Department is not to be used in lieu of Student Health Services.

Confidentiality

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.

HIV testing

Free, confidential, and anonymous testing is offered at Student Health Services on the Main Campus. Call 215-204-7500 for additional information.

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.

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.

Blood and Body Fluid Exposures/Needlestick Injuries

Upon sustaining a percutaneous injury or significant exposure to blood or body fluids, follow the recommended procedure:

1. Remove soiled clothing and wash the exposed area with soap and water.
2. Immediately notify your supervisor and note the identity of the source patient.
3. Immediately report to Employee/Occupational Health, 215-707-4455.
(Monday-Friday 8:30 a.m. to 4:30 p.m.)

All other times, call Temple University Hospital Emergency Room (ask to speak to attending physician on duty), 215-707-3467.

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

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.

Advocacy

The Office of Admissions and Student Affairs 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 and academic tutoring.

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.

Excused Absence

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

1. The absence is justified by illness, emergency, or other extenuating circumstances.
2. 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.

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.

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.

BOARD EXAMINATIONS:

Applications and Information

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.

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.

Class Rank

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.

Committees

Students are invited and encouraged to participate on a number of school committees. The following committees include student members:

- Admissions Committee
- Clinical Policies and Procedures Committee
- Continuing Education Committee
- Curriculum Management Committee
- Dean's Advisory Committee
- Honor Board
- Human Resources and Budget Committee
- Instruments Committee
- Quality Assurance Committee
- Research and Advanced Education Committee

Student Council selects student members for Dean's Standing Committees.

The Dental Museum

Located on the third floor, the Weaver Historical Dental Museum traces the history of dentistry as it coincides with the history of the dental school. Highlights are the oldest dental chair in North America and instruments made by Paul Revere. Susan Howell is curator.

Grade Reports

Grade reports may be viewed via the Internet using Temple University ID and Personal Identification Number (PIN) to access student information.

Graduation

A formal commencement ceremony is held only in May of the graduating year. All other graduation date diplomas will be issued through the Office of Academic Affairs.

Health Insurance

Many family medical insurance policies make no provisions for dependents over 18 years of age. The University makes available, on a voluntary basis, group health insurance at a modest premium for its full-time students. Information is available from the Admissions Office.

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 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 for additional information.

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.

Loan Deferments and Proof and Enrollement

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.

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 and Student Affairs. Vacant lockers must not be occupied without permission from the Office of Admissions and Student Affairs. 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 and Student Affairs, Room 341.

Parking

Guaranteed access parking is available to students at the Carlisle West Garage, the Battersby Parking Area, and the Amtrak Parking Area (tentative). Rates for the 2008-2009 academic year are as follows:

	RATE (\$)
Guaranteed Access Students (Battersby)	\$88.00/month \$20.26/week \$352.00/4 months \$392.52/(8/18–12/31) \$372.26/(8/25–12/31)
Guaranteed Access (Carlisle West Garage)	\$93.00/month \$21.40/week \$372.00/4 months \$414.80/(8/18–12/31) \$393.40/(8/25–12/31)
Guaranteed Access Students (Amtrak) tentative	\$80.00/month \$18.42/week \$320.00/4 months

Rates are payable in advance, in minimum four-month billing periods. Please visit the Temple Parking Services website at www.temple.edu/parking the last week in June for the “HSC Student Update” announcement 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.

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).

PSYCHOLOGICAL SERVICES

Psychological services are available at Main Campus Tuttleman Counseling Services.

Mission

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.

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.

Confidentiality

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

Fees

There are no fees for counseling services provided by TCS.

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.

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.

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.

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.

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 1-1234 or 215-204-1234.

Health Science Center Campus Security
Parkinson Pavilion, Broad and Tioga Streets
215-707-1234 or 1-1234

Special Programs

Special Programs, which include Haiti Outreach, Art and Beautification, Government Relations, Publications, The Diamond, Public Relations, University Relations, Sexual Harassment and Special Events are coordinated by Ms. Herta (Bonnie) Graham, Executive Assistant to the Dean.

Student Financial Services

The Health Sciences Center Office of Student Financial Services is in the Student Faculty Conference Center, Room LB-41. The office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, 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://owlnet.temple.edu>.

Financial Aid

Counselors and support staff are available to explore alternative ways to finance education. The first step in applying for all types of financial aid is to complete the Free Application for Federal Student Aid (FAFSA). Apply online at www.fafsa.ed.gov.

Complete the FAFSA form after January 1st for the upcoming Fall semester. When completing the FAFSA, if applying for University-based aid, supply parental information in all required sections. Submit to the Office of Student Financial Services signed copies of tax returns for you and your spouse, as well as for your parents. If only applying for loan programs (Federal Stafford Loans and Federal Graduate PLUS or private alternative loans), no parental information is necessary.

Tuition and other school-related expenses must be paid on time. To avoid late fees and delays in registration, file the proper financial aid forms before the deadlines. The deadline for campus-based aid is always March 1 preceeding the September term. All loan applications should be completed and submitted to the Office of Student Services at least 60 days before the beginning of the enrollment period.

Students are encouraged to consult with a financial counselor whenever questions or concerns arise about educational financing. Appointments can be scheduled through the Office of Student Financial Services.

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.

Emergency Refund Advances

To apply for an emergency refund advance, students should visit the Office of Student Financial Services and speak to a representative for more details.

Transcripts

Official transcripts are available from the Office of Academic Affairs, Room 335. Upon completion of a transcript request form and payment of \$6.00, 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.

Tutoring Program

Students who would like to request a tutor should see Marilyn Grandshaw in 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 \$10.00 per hour for each hour exceeding the 15 hour limit.

STUDENT ORGANIZATIONS

HSC 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 at the Student Faculty Center (215-707-8442) or email sfc@temple.edu or visit our website <http://www.temple.edu/sfc> for information.

American Association of Woman Dentists (AAWD)

The AAWD is a national organization founded in 1921 during an annual meeting of the American Dental Association. The organization promotes leadership for woman in dentistry, both academically and professionally. In 1997, the Temple chapter of the AAWD was founded, and membership is constantly rising. Meetings are offered with guest lecturers on topics ranging from “Contract Law” to “How to Balance a Career and Family.” The AAWD offers many benefits and award programs that include the Colgate-Palmolive Scholarship and the Gillette-Hayden Memorial Fund Award. There are nominal dues for both the national and local chapters. For more information, please contact Tiffany Sreca (senior).

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 Temple dental students, the \$80 (\$72 National, \$8 Chapter) 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 1-800-. For more information, contact Brandon Bohn (senior).

Student National Dental Association (SNDA)

The Student National Dental Association is a non-profit organization founded in 1972 by a group of African-American students. SNDA has a chapter at Kornberg School of Dentistry, which is dedicated to addressing the needs and concerns of under-represented minority dental students and prospective dental students. For membership information, contact Dr. Tamara Jackson (faculty advisor).

Hispanic Dental Association (HDA)

The Hispanic Dental Association was formed in 1997 to provide a social and academic community for Hispanic dental students. For membership information, contact Dr. Ivonne Ganem (faculty advisor).

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.

Current officers are as follows:

Student Council

President	William Choi
Vice President	Christopher Heck
Secretary	Kimberly DeWire
Treasurer	John Fontana

Class of 2009

President	David Winans
Vice President	Jayne Mace
Secretary	Vivian Roknian
Treasurer	Calie Dang
Class Rep.	Justin Marostica

Class of 2010

President	Hal Cohen
Vice President	Seth Walbridge
Secretary	Taylor Beaudry
Treasurer	Trista Felty
Class Rep.	Cory Johnston

Class of 2011

President	Colin Galbraith
Vice President	Jamie Marquez
Secretary	Max Sverzhin
Treasurer	Amanda DeLoatche
Class Rep.	Caitlin Lester

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.

APPENDIX I: KORNBERG SCHOOL OF DENTISTRY SCHOOL CODE

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 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 the 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 so 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 University's Code of Conduct, www.temple.edu/assistance/udc/coc.htm.

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 a copy of 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.

I. Infractions of the Honor Code

The following are infractions of the Honor Code:

- A. Receiving help from any unauthorized source in pre-clinical projects or practicals, or any other matter submitted for evaluation to the Dental School, or in answering questions on any Dental School evaluation or examination. Such unauthorized help includes; copying answers to any examination from other students, use of any note or any text in a closed-book examination, use of references specifically not permitted by the course instructor in open-book examinations, discussion of the examination questions with any other person during an examination, and obtaining copies of examination questions prior to the time they are to be released by the course instructor.
- B. 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 reference material from the library for periods of time longer than permitted by the library regulations, removing publicly posted class notes, diagrams, references, etc.
- C. Presentation of data that is known to be false concerning patients under the student's examination or evaluation.
- D. Improper patient and record management, as published in the Clinic Manual.
- E. Unauthorized or unsupervised treatment of patients.
- F. Forgery
- G. Patient neglect or abuse.
- H. Unauthorized use of outside laboratories.

- I. Unauthorized use of equipment.
- J. 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.
- K. Failure to comply with the rules and regulations contained in the Clinic Manual of the Kornberg School of Dentistry.
- L. Failure to comply with Honor Board imposed sanctions.
- M. Assistance of any kind to another student in violating this Honor Code.
- N. Giving false testimony or evidence in Board proceedings.
- O. Known breach of confidentiality with regard to past or present Honor Board cases.
- P. 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.

Violations stated explicitly in the University Student Code of Conduct and Disciplinary Procedures are also deemed violations of the Honor Code and must be observed.

Violations of the University Student Code of conduct may be referred to the University Code Administrator for handling by the University Disciplinary Committee. Students are obligated to understand the School of Dentistry's Honor Code and the University's Code of Conduct and Disciplinary Procedures. Ignorance of either code shall not constitute a defense in any proceedings against a student.

II. Concerns of the Honor Code

The Honor Code shall be 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 in all work submitted by the student for evaluation, as well as student conduct in fulfilling his or her responsibilities to patients, teachers, and fellow students.

III. Responsibility to the Honor Code

Each student will be expected to act in accordance with the principles outlined in this document. It is the responsibility of all members of the School of Dentistry community who have personal knowledge of a violation of the Honor Code to report such knowledge to the Honor Board and to cooperate with the Honor Board.

IV. Membership in the Honor Board

- A. The Honor Board will serve as the official hearing body of the Honor Code. The composition of the Board will be made up of six (6) students and nine (9) faculty members selected annually. The Dean for Student Affairs shall function as the Honor Code Administrator.
- B. The Board has established the following procedures:
 - 1. Selection of students to the Honor Board: The second, third, and fourth year classes shall elect two members (2) and two (2) alternates per class who shall be available to serve on the Honor Board for one academic year (i.e., four students from the sophomore, junior, and senior years). The Dean for Student Affairs will select two (2) students from the pool to serve on each hearing panel as needed.
 - 2. Selection of faculty members to the Honor Board: The Dean of the School of Dentistry, or his designee, will appoint nine (9) faculty members and alternates to serve for one academic year. The Dean, or his/her designee, will select three (3) faculty members from the Honor Board to serve on each hearing panel as needed.

V. Responsibilities of Members of the Honor Board

- A. 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 Student Affairs Dean shall designate an alternate member to fill the vacancy(s).
- B. Members are expected to attend all Board meetings. A member of the Board shall be excused from attendance at any meeting or session of the Board at which the member is physically unable to be present, or at which a matter is to be considered or action to be taken in which the member has a personal interest or a conflict of interest.

VI. Confidentiality

- A. The proceedings of the Board shall be held in strict confidence by the members of the Student Body, the Faculty, and the Administration. A breach of such confidentiality shall be deemed a violation of the Honor Code.
- B. Any discussion about potential Honor Code violations should be kept in confidence by the Board member(s) 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.
- C. Confidentiality with respect to written hearing records shall be maintained in accordance with the outline described in section XI.B:5 "Disciplinary Files."

VII. Amendments

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

VIII. Effective Date

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

IX. Annual Report

The Board shall prepare an annual report to the School of Dentistry for the appropriate publication listing the number of cases brought to the Board and their disposition. This list shall include a summary of alleged infractions, decisions, and the course of action in each case, omitting all names. This report shall also summarize all other activities and projects undertaken by the Board during the preceding calendar year.

X. Faculty Involvement with the Honor Code

- A. General Responsibilities of all Faculty to the Honor Code:
 - 1. Faculty who suspect a violation of the Honor code (e.g., cheating) is taking place should try to verify the violation and deal with it in the class or bring it to the attention of the Honor Board.
 - 2. 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 (i.e., accuser) 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.
3. 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.
 4. The faculty member may impose appropriate academic sanctions for conduct related to academic work. For example, cheating on an examination or the falsification of a patient's records can be addressed through a failure grade in an exam course. Such action may be taken even if the matter is not referred to the Honor Board.
- B. 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.

XI. Hearing procedures

A. Pre-Hearing Procedures

1. Responsibility to the Honor Code

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. Method of Accusation and Investigation

a. Accusations:

The accuser(s) must prepare and submit a written report of the violation ("Report") to the Honor Code Administrator. The accuser shall submit with the report any evidence of the violation which is known to, or in the possession of, the accuser. 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 formal accusation ("Report") by an accuser to the Honor Code Administrator, the Honor Code Administrator shall indicate to the Office of the Dean that there is a case pending and that an investigation has begun.

b. Hearing Determination and Notification:

At the conclusion of the investigation, if the Honor Code Administrator determines that there are sufficient grounds, then the Honor Code Administrator shall assemble a hearing panel; notify the Board, the accuser(s), and the accused of his/her decision; and a hearing should be scheduled 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. Other evidence may be introduced at the hearing.

If the Honor Code Administrator decides not to pursue a hearing, then records of the investigation will be kept on file while both the accuser and the accused are attending school, and the Honor Code Administrator will not reveal the identity of the accuser.

c. Time requirements

Hearings will be held as promptly as possible. The accused must provide the Honor Code Administrator with a written list of the witnesses who will be called by the accused at least five (5) days prior to the hearing. The accuser(s) shall also be notified of the hearing date. Postponement of the hearing may be made upon the mutual agreement of the accused and the Hearing Panel or by decision of the Honor Code Administrator.

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.

d. Status of a Student Pending Hearing

The academic status of a student who has been expelled or suspended may not be altered pending completion of the hearing process, except in exceptional cases where the Dean 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 Dean 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.

B. Hearing Procedures of the Board

1. Hearing Committee

The Honor Board Hearing Panel members shall have the responsibility of hearing the evidence and testimony presented at the hearing, determining whether a violation has occurred, and recommending a sanction to the Dean.

Prior to the hearing a chairperson of the Hearing panel shall be selected by the Honor Board administrator. The chairperson shall serve to direct all proceedings during the hearing and to recognize questions from the Hearing Panel, accuser and the accused. The chairperson shall have a vote. The Honor Code Administrator is ineligible to vote.

2. Honor Board Hearing Panel Procedures:

a. Disciplinary hearings should be held as promptly as possible.

b. 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 most recent address as shown on the school of Dentistry records. It is the responsibility of the student to notify the School of Dentistry immediately of any change of address.

- c. Except as otherwise provided in the Honor Code, the Honor Board hearings are closed, i.e., 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.
- d. 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.
- e. 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.
- f. 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.
- g. A student charged may have an advisor of his/her choosing and at his/her expense to assist in preparing for 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 prior to the hearing.
- h. The individual who files the initial report may have an adviser of his/her choosing and at his/her expense to accompany him/her to the hearing. The advisor may not directly question witnesses or address the Hearing Panel but may advise the individual during the hearing. The individual who files the initial report must notify the Honor Code Administrator of the name of any advisor prior to the hearing.
- i.
- j. 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.
- k. A student charged may have a parent(s) or spouse present at a disciplinary hearing.
- l. The Dean, or his/her designee, may attend the hearing as an observer.
- m. A record of each hearing shall be made.

- n. The Hearing Panel will place witnesses under oath, 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.
 - o. Sanctions:
Upon finding of a violation of the Honor Code, the Honor Board or Honor Code Administration may recommend any of the following sanctions, alone or in combination:
 - 1. Expulsion
 - 2. Suspension
 - 3. Probation
 - 4. Fine
 - 5. Academic Sanctions
 - 6. Limited Clinical Access
 - 7. Letter of Reprimand
 - 8. Assign additional clinical duty days
 - 9. Alternative Sanctions
 - p. The Dean shall implement or modify the sanctions recommended by the Honor Board or the Honor Code Administrator, based on a review of the record of the hearing. The Hearing Panel will promptly make its findings and recommendations available to the Dean upon conclusion of the hearing.
 - q. A finding of no violation may not be appealed or reheard.
3. Appeals
- A student may appeal the decision and/or sanctions within seven (7) calendar days from notification of such action. An appeal may be based on one or more of the following: (a) availability of new evidence that was not available at the time of the hearing that is sufficient to alter the decision; (b) procedural defects that substantially prevented the student from obtaining a full and fair hearing on the merits; (c) insufficiency of the evidence to reasonably support the decision. (Student may submit an appeal based on new evidence within two weeks of discovery of the new evidence.) A sanction-only appeal may be based on any grounds. The appeal must be in writing, state with particularity the reason for the appeal, and be directed to the Dean. The Dean shall designate a Review Committee, composed of disinterested deans, chairman, or faculty members to evaluate the decision and sanctions, and provide the Dean with a recommended decision. The Review

Committee shall identify a chairperson who will notify the Dean of its recommendation. The dean will notify the Honor Code Administrator of the results of the appeal, who will notify the student.

All statements submitted by other parties in support of the appeal must be notarized. In the event the Dean upholds the appeal, the following action will be taken: (a) where new evidence has become available that was not reasonably available at the time of the hearing and which is sufficient to alter the decision, and/or where procedural errors occurred that substantially prevented the student from obtaining a full and fair hearing on the merits, the case will be returned for a new hearing;(b) where the Dean, or his/her designee, determines that the decision of the Hearing Panel/Honor Code Administrator could not have been reasonably reached from the evidence presented at the hearing, the Dean will dismiss the charges; (c) where the Dean or his/her designee determines that the sanctions are inappropriate, the severity of the sanction may be reduced.

The Dean will convey his/her decision in writing to the Honor Code Administrator, who will take the appropriate action.

4. Alternative Administrative Procedures
 - a. A student charged with a violation(s) who does not wish to contest the charges may request an administrative hearing before the Honor Code Administrator or his or her designee, for the purpose of determining a sanction. A student must submit his or her request in writing to the Honor Code Administrator within five (5) days after receiving the notice of charges.
 - b. The Honor Code Administrator may accept or reject the request and will notify the student charged 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 student will receive notice of the time, place, and date of the hearing.
 - c. 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.
 - d. A record of the proceeding will be maintained.

5. 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 six (6) years.

The Honor Code has jurisdiction over the academic and clinical conduct of Kornberg School of Dentistry students. Conduct of a non-clinical or non-academic nature, as determined by the Honor Code Administrator, will be heard by the University Disciplinary Committee.

**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 Multicultural Affairs at Temple 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 Multicultural Affairs, Mitten Hall, Lower Level (215-204-7303, TTY 215-204-6772).

Dental student may address any equal opportunity/affirmative action concerns to the Associate Dean for Student Affairs 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.

Sexual Harassment Ombudsperson at the School of Dentistry

Shawn Campbell
Director of Multicultural Development
School of Dentistry
Phone 215-707-9761

For current information and policies pertaining to equal opportunity, affirmative action, and the prohibition of harassment, see the Office of Multicultural Affairs website, <http://temple.edu/omca/>

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
Lower level, Sullivan Hall
215-204-7276
by appointment
9:00 a.m. - 5:00 p.m. M-F
- **Office of Multicultural Affairs**
Sandra Foehl
Director, Affirmative Action Compliance and Investigation
215-204-7303
Mitten Hall, Lower Level
8:30 a.m. - 5:00 p.m., M-F
- **Sexual Assault Counseling and Education (SACE)**
Michael Hanowitz
Coordinator
215-204-7276
Sullivan Hal, Lower Level
8:30 a.m. - 500: p.m., M-F

A. 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 and Student Affairs
Dental School – Room 347, 215-707-2801

B. 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 person's 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>.