

**LSU Health**  
**NEW ORLEANS**  
**School of Dentistry**



**Student Handbook**  
**2022-2023**

**1100 Florida Avenue**  
**New Orleans, LA 70119**

## **Student Handbook Disclaimer**

The LSU Health Sciences Center School of Dentistry in New Orleans, hereinafter referred to as LSUSD, Student Handbook, compiled by the Office of Student Affairs, provides a description of the pertinent institutional policies and procedures for students enrolled at the LSUSD. The Student Handbook serves as a supplement to the Louisiana State University (LSU) Health System Catalog/Bulletin. Some policies are included in their entirety while others are summarized.

The information included in the Student Handbook reflect the most current policies and procedures of the LSU Health System and the LSUSD. The policies and procedures contained in the student handbook are subject to amendment and change without prior notice. The LSU Health System and the LSUSD reserve the right to change any provision, offering, procedure or requirement at any time within a student's period of study. Students will be notified of changes within a timely manner and through appropriate means.

The term "student(s)" refers to an individual enrolled in any academic program at the LSUSD (Programs in Advanced Education, Dentistry, Dental Hygiene, and Dental Laboratory Technology).

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## INTRODUCTION

It is a pleasure to welcome you to the LSUSD to begin your studies in preparation for your professional career. We believe you will find your time here both challenging and rewarding. As a student, you will have the opportunity to acquire the knowledge, skills, and values that will contribute to your overall success as a future oral health professional.

Students should review the LSUSD Student Handbook and the LSU Health System Catalog/Bulletin, carefully and thoroughly, to ensure they are familiar with LSU Health System and LSUSD policies. This information is available at <http://catalog.lsuhs.edu> and [School of Dentistry - LSU Health New Orleans \(lsuhsc.edu\)](http://www.lsuhs.edu/school-of-dentistry). It is your professional responsibility, as a student, to stay informed.

The Office of Student Affairs is here to assist you through your educational journey. This handbook is intended to provide you with helpful information including policies, services, and resources available to you as a student. We hope it will be useful to you. We wish you much success as a student enrolled at the LSUSD.

## HISTORY OF THE SCHOOL

The LSUSD is one of six schools comprising the Louisiana State University Health Sciences Center. The schools of the LSU System are: Allied Health, Dentistry, Nursing, Public Health, Medicine, and Graduate Studies. The School of Dentistry is composed of educational programs for the Doctor of Dental Surgery Degree in Dentistry, the Bachelor of Science Degree in Dental Hygiene, and the Associate Degree in Dental Laboratory Technology. In addition, postdoctoral programs are offered in seven areas: Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics, and residency programs in General Dentistry and Oral and Maxillofacial Surgery.

The LSUSD is considered one of the most advanced dental schools in the nation. Its curriculum offers the student intensive training in all phases of basic science, preclinical and clinical areas of dentistry. The school also provides state-of-the-art equipment in modern laboratories and clinical facilities. In addition, the faculty is committed to the goal that all graduates will be competent professionals.

Established in 1966, the LSUSD enrolled its first class in 1968 using temporary quarters and moved into its present buildings in 1972. The school is situated on a 22-acre site in a residential section of the City Park area of New Orleans and was dedicated in February 1972. Construction cost was \$15,750,000. The buildings of the LSUSD are divided into two sections with connecting hallways on the basement, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor levels. The smaller building, the Administration Building, is four stories high and contains 103,000 sq. ft. The larger building, the Clinic Building, is eight stories high and contains 228,000 sq. ft.

The mission of the LSUSD is to serve as a center for education, research, and service related to oral health. Although its primary obligation is to respond to the oral health needs of the citizens of Louisiana, the school strives for national and international recognition. The LSUSD has developed an educational environment enabling a student to achieve maximum potential as a holistic and comprehensive oral health professional. The student acquires the skills to render intricate and individualized patient care, knowledge of the human organism essential to making sound clinical judgments and an attitude of service and social responsibility traditionally expected of the health professional.

# LSU HEALTH SCIENCES CENTER GUIDELINES AND POLICIES

## THE ROLE, SCOPE, AND MISSION OF THE LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER IN NEW ORLEANS

The mission of the Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO) is to provide education, research, and public service through direct patient care and community outreach. LSUHSC-NO comprises the Schools of Allied Health Professions, Dentistry, Graduate Studies, Medicine, Nursing, and Public Health.

LSUHSC-NO educational programs prepare students for careers as health care professionals and scientists. The Health Sciences Center disseminates and advances knowledge through state and national programs of basic and clinical research, resulting in publications, technology transfer, and related economic enhancements to meet the changing needs of the State of Louisiana and the nation.

LSUHSC-NO provides vital public service through direct patient care, including care of indigent and uninsured patients. Health care services are provided through LSUHSC-NO clinics in allied health, dentistry, medicine, nursing, and in numerous affiliated hospitals and clinics throughout Louisiana.

LSUHSC-NO provides referral services, continuing education, and information relevant to the public health of the citizens of Louisiana. In addition, LSUHSC-NO works cooperatively with two Area Health Education Centers (AHECs), whose programs focus on improving the number and distribution of health care providers in underserved rural and urban areas of Louisiana and on supporting existing rural health care providers through continuing education programs.

Louisiana State University Health Sciences Center at New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of LSUHSC-NO may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

**CHANCELLOR'S MEMORANDA** - A number of LSUHSC-NO policies are of particular interest to students. They are contained in Chancellor's Memoranda located at [Chancellor's Memoranda \(lsuhsc.edu\)](http://lsuhsc.edu). Selected Chancellor's Memoranda are included below with provided purpose, scope, and description. Links have been supplied for convenience.

### **CM-25: POLICY ON AIDS (HIV) AND HEPATITIS VIRUS (HBV)**

**Effective Date: May 15, 2002**

Individuals Infected with Human Immunodeficiency Virus (HIV)/Hepatitis B Virus (HBV)/Hepatitis C Virus (HCV)

It is a policy of LSUHSC to encourage preventive and early care for faculty, staff, employees and trainees with HIV/HBV/HCV. These individuals are encouraged to seek regular health care in keeping with current standards from their private health care provider, or, if unavailable, to access these services through Student Health, Comprehensive Health Clinics or the Employee Assistance Program for initial evaluation and referral.

LSUHSC will not discriminate against blood-borne infected persons in employment, education, and the use of public facilities. Discrimination against persons with disabilities is prohibited in accordance with Section 504 of the 1973 Vocational Rehabilitation Act, and the 1990 Americans with Disabilities Act.

Individuals have access to intra-institutional channels through the Office of Human Resource Management to appeal and obtain redress of allegedly discriminatory policies, procedures, or administrative actions.

**Chancellor's Memorandum (CM-25) - <https://www.lsuhscc.edu/administration/cm/cm-25.pdf>**

### **CM-33: POLICIES AND PROCEDURES GOVERNING THE SUPERVISORY ROLE OF THE INSTITUTION OVER STUDENT ACTIVITIES INCLUDING STUDENT RESEARCH**

**Revised Date: June 18, 2009**

The LSU Health Sciences Center respects the basic principle of "freedom of association" for its students. Student organizations may be recognized by the Health Sciences Center for any lawful purpose and may petition for recognition by submitting a constitution to the LSUHSC Student Affairs Committee. All official student organizations must have approval of the Health Sciences Center, and must have a faculty advisor.

**Chancellor's Memorandum (CM-33) - <https://www.lsuhscc.edu/administration/cm/cm-33.pdf>**

#### **Request Forms for Recognized Student Organizations**

**<https://www.lsuhscc.edu/administration/academic/docs/PoliciesProceduresFormStudentOrganizations.pdf>**

### **CM-36: GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL**

**Effective Date: June 16, 1999**

The excessive use of intoxicating beverages may adversely affect the academic and professional performance of faculty, staff, residents, and students. The purpose of this policy is to establish guidelines for responsible use of alcohol at LSUHSC and LSUHSC sponsored functions.

**Chancellor's Memorandum (CM-36) - <https://www.lsuhscc.edu/administration/cm/cm-36.pdf>**

**Note: All LSU sponsored parties, on or off campus, must have prior approval of the Dean or his designee.**

**A "Request for Authorization to Serve Alcohol" form is located at:**

**<https://www.lsuhscc.edu/administration/academic/docs/AuthorizationToServeAlcohol.pdf>**

### **CM-37: FITNESS FOR DUTY POLICY AND PROCEDURES**

**Revised Date: October 8, 2019**

Any individual, who works or is enrolled at Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO), is expected to report to work/school in a fit and safe condition. An individual who has an alcohol, drug, psychiatric, or medical condition(s) that could be expected to impair his ability to perform in a safe manner must self-report his medical status to his supervisor and provide a signed medical release indicating his fitness for work/school to the Campus Assistance Program (CAP).

LSUHSC-NO requires all faculty, staff, residents, students, or other LSUHSC-NO workers who observe an individual who is believed to be impaired or is displaying behavior deemed unsafe at work/school to report the observation(s) to their supervisor for appropriate action. Supervisors are then required to make an administrative referral to CAP for assessment. An individual who is referred to CAP and found to be impaired must provide CAP, prior to returning to work, with a signed medical release indicating he is fit to resume his work or school responsibilities at LSUHSC-NO.

This policy applies to all faculty, staff, residents, students, contract and subcontract workers, medical staff, volunteers, laborers, or independent agents (henceforth referred to as individuals) who are conducting business on behalf of, providing services for (paid or gratis), or being trained at LSUHSC-NO.

**Chancellor's Memorandum (CM-37) - <https://www.lsuhscc.edu/administration/cm/cm-37.pdf>**

#### **LSUHSC NO Administrative Referral Form**

**[ADMINISTRATIVE REFERRAL \(lsuhscc.edu\)](#)**

### **CM-38: SUBSTANCE ABUSE AND DRUG FREE WORKPLACE POLICY**

**Revised Date: October 9, 2019**

The unauthorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in Louisiana State University Health Sciences Center New Orleans campus (LSUHSC-NO) business on or off LSUHSC-NO premises.

LSUHSC-NO shall provide for post job offer drug testing and an on-going alcohol and drug testing program for reasonable suspicion/for cause, post-accident, periodic monitoring or aftercare, and random testing. LSUHSC-NO shall also provide a Campus Assistance Program (CAP) for referral and assessment of alcohol and/or drug problems.

LSUHSC-NO is committed to providing a drug free workplace and seeks to make all members of its workforce aware of the dangers of drug abuse in the workplace as well as the availability of drug counseling, rehabilitation and assistance through all appropriate means.

**Chancellor's Memorandum (CM-38) - <https://www.lsuhs.edu/administration/cm/cm-38.pdf>**

### **CM-42: INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE**

**Revised Date: January 1, 2019**

The LSU Health Sciences Center New Orleans (LSUHSC-NO) and LSU Health Care Services Division (LSU-HCSD) Information Technology (IT) Infrastructure supports mission-critical and business-critical services for patient care, education, public service, research, and administration.

**Chancellor's Memorandum (CM-42) - <https://www.lsuhs.edu/administration/cm/cm-42.pdf>**

### **CM-44: CAMPUS SECURITY POLICY**

**Effective Date: March 12, 2014**

All LSUHSC-NO employees and students have a reasonable expectation to a safe and secure working and learning environment free of threats and assaults. Employees and students also have a responsibility to help insure the safety and security of the LSUHSC-NO campus. Louisiana State University Health Sciences Center New Orleans is committed to maintaining a campus free from violence including sexual assaults, threats of violence including verbal and non-verbal threatening behavior, and harassment. Such behavior is unacceptable and is not permitted on the LSUHSC-NO campus.

**Chancellor's Memorandum (CM-44) - <https://www.lsuhs.edu/administration/cm/cm-44.pdf>**

### **CM-49: SEXUAL HARASSMENT/GENDER-BASED HARASSMENT AND DISCRIMINATION**

**Effective Date: July 21, 2021**

LSU Health Sciences Center in New Orleans (LSUHSC-NO) is committed to providing a professional work environment that maintains equality, dignity, and respect for all members of its community. In keeping with this commitment, LSUHSC-NO prohibits discriminatory practices, including sex and gender based harassment and discrimination, including Sexual Misconduct (e.g. sexual assault, stalking, dating violence, domestic violence, sexual exploitation, retaliation, etc.). Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

**Chancellor's Memorandum (CM-49) - <https://www.lsuhs.edu/administration/cm/cm-49.pdf>**



## **CM-56: STUDENT RESPONSIBILITIES AND RIGHTS**

**Revised Date: March 11, 2014**

The Louisiana State University Health Sciences Center (LSUHSC) in New Orleans is dedicated to providing its students, residents, faculty, staff, and patients with an environment of respect, dignity, and support. The diverse backgrounds, personalities, and learning needs of individual students must be considered at all times in order to foster appropriate and effective teacher-learner relationships. Honesty, fairness, evenhanded treatment, and respect for students' physical and emotional well-being are the foundation of establishing an effective learning environment.

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by the Health Sciences Center. In addition, students are expected to abide by all federal, state and local laws.

**Chancellor's Memorandum (CM-56) - <https://www.lsuhscc.edu/administration/cm/cm-56.pdf>**

In addition to the student responsibilities and rights per CM-56, each student enrolled in a Program in Advanced Dental Education is personally responsible for completing requirements established for the Health Sciences Center. It is the resident's responsibility to read and understand all the requirements relating to registration, the adding and dropping of courses, and termination of enrollment. A resident's advisor may not assume these responsibilities. Substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with the approval, in writing, from the resident's dean.

## **OUTSIDE EMPLOYMENT POLICY (RESIDENTS)**

**Revised Date: May 12, 1993**

Louisiana State University recognizes that certain outside employment activities are of benefit to the University, to the State of Louisiana and to the private sector as well as to individual employees. Although the University recognizes a right of employees to engage in outside employment. It has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval.

Each resident who engages in outside employment (moonlighting) must complete PM-11 Forms. The PM-11 must include the amount of time of employment (hours and days), the office name and address and must be signed by the program. The PM-11 Form should be submitted to the Office of Advanced Education who will then forward it to the appropriate individuals. The PM-11 Form must be resubmitted every 6 months. The Office of Advanced Education will remind the Resident and Program Director when the 6-month time interval is approaching. For detailed information regarding this policy, refer to CM-56.

### **PM-11 Form**

**[PM11FORM.PDF \(lsuhsc.edu\)](#)**

**For more information about PM-11 and other Permanent Memoranda (PM):**

**[Permanent Memoranda \(lsuhsc.edu\)](#)**

## **CM-66: FREEDOM OF SPEECH AND EXPRESSION**

**Effective Date: December 18, 2018**

LSU Health Sciences Center - New Orleans (LSUHSC-NO) is fully committed to the principle that the free expression of ideas among students, faculty, staff, and visitors is fundamental to education, discovery, and dissemination of knowledge. Supporting this culture of freedom of speech includes a responsibility to allow expression of all ideas and opinions, including, without limitation, those which some may find unwelcome, disagreeable, or even deeply offensive, and to welcome all people into the discussion.

**Chancellor's Memorandum (CM-66) - <https://www.lsuhscc.edu/administration/cm/CM-66.pdf>**

## LSU HEALTH SCIENCES CENTER SCHOOL OF DENTISTRY CONTACT INFORMATION

<p><b><u>Office of the Dean</u></b></p> <p>Angelo Mariotti, DDS, PhD Interim Dean Dean and Professor <a href="mailto:amario@lsuhsc.edu">amario@lsuhsc.edu</a></p> <p>Lynn Pittman Administrative Assistant <a href="mailto:Lpittm1@lsuhsc.edu">Lpittm1@lsuhsc.edu</a> (504) 619-8500</p>	<p><b><u>Clinical Affairs</u></b></p> <p>John Gallo, III, DDS, MS Associate Dean of Clinical Affairs <a href="mailto:jgallo@lsuhsc.edu">jgallo@lsuhsc.edu</a></p> <p>Regina Smith Office of Clinic Administration <a href="mailto:Rsmith3@lsuhsc.edu">Rsmith3@lsuhsc.edu</a> (504) 941-8110</p>
<p><b><u>Office of Academic Affairs</u></b></p> <p>Sandra Carlin Andrieu, PhD Associate Dean for Academic Affairs <a href="mailto:sandri@lsuhsc.edu">sandri@lsuhsc.edu</a></p> <p>Manon Pavy, MEd Coordinator of Academic Affairs <a href="mailto:mpavy@lsuhsc.edu">mpavy@lsuhsc.edu</a> (504) 941-8111</p>	<p><b><u>Computer Services</u></b></p> <p>Derrick Salvant Manager, Dental School IT Support <a href="mailto:dsalva@lsuhsc.edu">dsalva@lsuhsc.edu</a> (504) 941-8127</p> <p>Bradley Bennett IT Analyst 2 <a href="mailto:bbenn3@lsuhsc.edu">bbenn3@lsuhsc.edu</a> (504) 941-8452</p> <p>HelpDesk <a href="mailto:ds-cserve@lsuhsc.edu">ds-cserve@lsuhsc.edu</a></p>
<p><b><u>Admissions</u></b></p> <p>Toby J. Cheramie, DDS Associate Dean of Admissions, Student Services, and Alumni <a href="mailto:tchera@lsuhsc.edu">tchera@lsuhsc.edu</a></p> <p>Mindy Guillotte Coordinator of Admissions <a href="mailto:mguil3@lsuhsc.edu">mguil3@lsuhsc.edu</a> (504) 941-8124</p>	<p><b><u>Student Affairs</u></b></p> <p>Heather B. Allen, RDH, BSDH, MSHCM Director of Student Affairs <a href="mailto:hharo@lsuhsc.edu">hharo@lsuhsc.edu</a></p> <p>Mindy Guillotte Coordinator of Admissions <a href="mailto:mguil3@lsuhsc.edu">mguil3@lsuhsc.edu</a> (504) 941-8124</p>
<p><b><u>Alumni Affairs</u></b></p> <p>Marcy O'Leary Director of Development and Community Affairs <a href="mailto:molea2@lsuhsc.edu">molea2@lsuhsc.edu</a> (504) 941-8120</p>	

# LSU HEALTH SCIENCES CENTER STUDENT SERVICES AND RESOURCES

## BURSAR'S OFFICE

[Bursar's Office | LSU Health New Orleans \(Ishsc.edu\)](http://Bursar's%20Office%20|%20LSU%20Health%20New%20Orleans%20(Ishsc.edu))

The Bursar's Office is responsible for assessing tuition and fees, collecting payments, and processing student refunds. In addition, we assist our students with enrollment and cancellation of student health insurance provided by Blue Cross Blue Shield of Louisiana.

### Downtown Campus

433 Bolivar Street, Room 144  
1st Floor of the Resource Building  
New Orleans, LA 70112

**Phone:** (504) 568-4694

**E-mail:** [nobursar@lsuhsc.edu](mailto:nobursar@lsuhsc.edu)

### Hours of Operation:

Monday - Friday  
8:00 am - 4:00 pm

### Dental School Campus

1100 Florida Avenue, Room 2102  
2nd Floor of the Administration Building  
New Orleans, LA 70119

**Phone:** (504) 941-8104

**E-mail:** [nobursar@lsuhsc.edu](mailto:nobursar@lsuhsc.edu)

### Hours of Operation:

Tuesday & Thursday  
8:00 am - 4:00 pm

## CAMPUS FEDERAL CREDIT UNION

[www.campusfederal.org](http://www.campusfederal.org)

(888) 769-8841

At Campus Federal, we strive to make a difference in our members' lives providing more than financial services. We have the products and services to meet your everyday banking needs with Zelle®, 24/7 Online and Mobile Banking, Campus Click<sup>sm</sup> remote deposit and access to over 55K ATMs worldwide. So, no matter where your journey takes you, the World is Your Campus. Serving LSU since 1934, Campus Federal continues to serve the financial needs of LSU and the LSU Dental School faculty, staff, students and alumni, to build solid foundations for every stage of your life.

The Campus Federal Dental School ATM is located on the third floor of the LSU Dental School Administration Building in front of the bookstore. Our BioDistrict Branch, located at 2200 Tulane Avenue, features Drive-Thru Interactive Teller Machines (ITMs) with convenient hours. In addition, there are three Campus Federal ATMs located on the first floor of the University Medical Center. Visit one of our branches or explore more of our membership benefits at [www.campusfederal.org](http://www.campusfederal.org).

## CAMPUS HEALTH/CAMPUS ASSISTANCE PROGRAM

<https://www.lsuhscc.edu/orgs/campushealth/cap.aspx>

The mission of the LSUHSC Campus Assistance Program (CAP) is to support the mental, emotional, and physical well-being of students, faculty, staff, and immediate family members in order to promote the overall health and effectiveness of the LSUHSC-NO community.

The Campus Assistance Program (CAP) is a free, confidential service provided by LSUHSC to students in the resolution of personal problems. LSUHSC recognizes that everyone occasionally needs a helping hand. CAP provides assistance for both simple and complex problems.

A counselor is on call 24 hours a day to assist in time of crisis. If you feel you have an emergency or need immediate assistance at any time, contact the counselor on call by following the instructions on the main line **(504) 568-8888**.

A representative from CAP is at the School of Dentistry on Wednesdays.

Campus Assistance Program (CAP)  
Human Development Center  
411 S. Prieur St., Suite 233  
New Orleans, LA 70112  
Office (504) 568-8888  
[cap@lsuhsc.edu](mailto:cap@lsuhsc.edu)

## **COMPLIANCE OFFICE**

<https://www.lsuhs.edu/administration/ocp/>

LSUHSC-NO's Office of Compliance Programs was established in March 2002 to provide consistency in compliance with Federal and State laws and regulations and University's Policies and Procedures across all the University's schools and administrative areas.

### Continuing Compliance Education

As part of your employment and/or enrollment at LSUHSC-NO, you are required to complete training in accordance with federal and state laws and regulations and Louisiana State University policies. The Compliance Training Policy can be viewed under Policies and Procedures.

[Compliance Training Policy 1.1.2023 \(Final\).pdf \(lsuhsc.edu\)](#)

[Compliance Programs Training Procedures 1.1.2023 \(Final\).pdf \(lsuhsc.edu\)](#)

Office: (504) 568-8448  
Hotline: (855) 561-4099  
Fax: (504) 568-7399  
E-mail: [nocompliance@lsuhsc.edu](mailto:nocompliance@lsuhsc.edu)

## **COMPUTER SERVICES**

<https://www.lsuhs.edu/admin/it/>

### **School of Dentistry Computer Services**

<https://www.lsusd.lsuhs.edu/computerservices.html>

School of Dentistry Computer Services provides all Dental School users with support for school-related activities. The Computer Services staff is located in room 5312 of the clinic building and provides support Monday – Friday from 8:00 am to 5:00 pm. The Dental School Help Desk number is (504) 941-8217. You may also email questions to **ds-cserve@lsuhsc.edu**. For after-hours support including password related problems, please call the LSUHSC Help Desk number at **(504) 568-HELP** or go to <https://www.lsuhs.edu/admin/it/helpdesk/>

## **DENTAL BOOKSTORE**

[Dental Bookstore \(lsuhsc.edu\)](http://DentalBookstore.lsuhs.edu)

The Dental Bookstore is located on the third floor of the Administration Building. The bookstore carries a full line of School of Dentistry insignia clothing, gift items, and dental instruments and supplies. The bookstore offers a variety of services, including orders for books, scrubs, and cap and gown orders for graduation. The bookstore also operates as a convenience store with assorted snacks, drinks, and postage stamps. Methods of payment include all major credit cards and Pay Paw.

Phone: (504) 941-8130 Email: [aedbs@lsuhsc.edu](mailto:aedbs@lsuhsc.edu)

### **Hours of Operation:**

Monday - Friday

8:00 am - 4:00 pm

**All students are required to purchase, annually through the bookstore, an instrument kit as specified by the program and year of study.**

## **DENTAL LIBRARY**

<https://www.lsuhs.edu/library/>

The Dental School Library, located on the third floor of the Administration Building, offers the following services:

- A comprehensive collection of print and electronic publications in dentistry and oral medicine; selected materials in basic sciences and general medicine; selected instructional multimedia programs
- Innopac, the online catalog for the LSUHSC libraries, with holdings for books and journals at the dental school and Isché libraries. Innopac also provides access to full-text electronic journals and books.
- Reserve collection of required textbooks
- Free reference service and assistance with database searching
- A computer lab with 5 workstations, scanner, and printing via PayPaw
- Off-campus access to electronic resources, requiring a library patron record and barcode
- Databases and search systems and databases including PubMed, Embase, Scopus, and EBSCOhost, and many others
- RefWorks, a free web-based bibliography and database manager
- Use of the services and resources at the Isché Medical Library (main LSUHSC library), located in the Resource Building at 433 Bolivar Street
- Access to materials at other libraries via ILLiad, a web-based system for ordering and tracking interlibrary loan requests
- LALINC reciprocal borrowing card for checking-out books from participating academic libraries in Louisiana
- Services for LSUSD distance education students and students on off-site rotations
- Six small rooms for individual and group study

**Circulation policy:** (Registration required)

Books: 2 weeks, one renewal

Bound journals: 1 week, no renewal

Unbound journals: 1 day, no renewal

### **Hours:**

Monday- Thursday, 8:00 am – 6:00 pm

Friday, 8:00 am– 5:00 pm

Saturday and Sunday, Closed

Phone: (504) 941-8158; e-mail: [dentlib@lsuhsc.edu](mailto:dentlib@lsuhsc.edu)

*Please use cell phones in the lobby outside of the library.*

## **FINANCIAL AID**

<https://www.lsuohsc.edu/financialaid/>

Financial aid (Student Loans, Federal Pell Grants, etc.) is handled through the Student Financial Aid Office, located at 433 Bolivar Street, Room 215, New Orleans, LA 70112, (504) 568-4820. [finaid@lsuohsc.edu](mailto:finaid@lsuohsc.edu)

To qualify for aid, a student must apply annually and meet certain eligibility requirements. All students seeking financial aid are required to file the Free Application for Federal Student Aid (FAFSA) and make the results available to the LSUHSC Financial Aid Office (The Federal School code for the FAFSA is 002014). All application materials are available from the Financial Aid Office website.

*Refer to the LSU Health Catalog, General Information Section, for additional information and types of financial assistance available.*

## **PARKING SERVICES**

<https://www.lsuohsc.edu/administration/ae/parking.aspx>

Our mission is to provide well maintained, clean parking facilities and related administrative services for the faculty, students and staff of LSU Health Sciences Center in New Orleans. With a continual focus on customer satisfaction, the parking rates are easily the most reasonable in the metropolitan area. Each parking lot is secured and gated. Dispersed in multiple locations around the Downtown and School of Dentistry campuses, the parking lots are monitored by video cameras.

Resource Center Building  
433 Bolivar Street, Room 158  
Hours: 8:00 am - 4:30 pm (M-F)  
Phone: (504) 568-4884  
[park@lsuohsc.edu](mailto:park@lsuohsc.edu)

A representative from Parking Services is available at the Dental School Campus on Tuesdays & Thursdays in the Administration Building, Business Office, Room 2102.

## **REGISTRAR**

[Office of the Registrar - LSU Health New Orleans \(lsuohsc.edu\)](https://www.lsuohsc.edu/office-of-the-registrar/)

The Office of the Registrar is committed to providing faculty, staff, and students an array of exceptional academic services. The staff of the office works constantly to improve and enhance the quality of these services to benefit the LSU Health Sciences Center New Orleans community.

## **Catalog/Bulletin**

It is the responsibility of each student to read, understand and apprise themselves of all the terms, conditions, and regulations set forth in the current LSU Health Sciences Center New Orleans Academic Catalog/Bulletin. The current catalog is available at [Louisiana State University Health Sciences Center at New Orleans - Acalog ACMS™ \(lsuohsc.edu\)](https://www.lsuohsc.edu/catalog/)

## **Degree Verification**

LSUHSC New Orleans has authorized the [National Student Clearinghouse](https://www.degreeverify.org) to act as our agent for verification of student degrees. Outside agencies requiring a verification of a degree should be directed to contact the Clearinghouse online at <https://www.degreeverify.org> or by phone at (703) 742-4200.

## **Enrollment Verification**

Enrollment Verification Certificates are available to currently enrolled students. Students may print their own verification certificate, after the 14th day of class, by using [National Student Clearinghouse](https://www.studentclearinghouse.org). Outside agencies requiring a verification of enrollment should contact the Clearinghouse online at [www.studentclearinghouse.org](https://www.studentclearinghouse.org) or by phone at (703) 742-4200.

## **Student Self-Service**

Student Self-Service allows currently enrolled students to print unofficial transcripts, update mailing address, view enrollment history at their request, loan deferments sent to lenders, and link to real-time information on their student loans. Students can access Student Self-Service by logging onto our [Student Self-Service Portal](#) using their LSUHSC user id and password.

Office of the Registrar:

433 Bolivar Street, RCB 1st Floor  
New Orleans, LA 70112  
Voice: (504) 568-4829  
Fax: (504) 568-5545  
Email: [registrar@lsuhsc.edu](mailto:registrar@lsuhsc.edu)

## **STUDENT HEALTH INSURANCE**

<https://www.lsuhs.edu/orgs/studenthealth/insurance/>

LSUH-New Orleans offers students the option of purchasing student health insurance through Blue Cross Blue Shield of Louisiana (BCBSLA). During registration, students must either purchase insurance coverage from BCBSLA or must be prepared to show evidence of coverage by another company, in which case the requirement to purchase may be waived. Students who receive medical treatment or who are referred to outside hospitals or clinics will be responsible for their bills. Students will be expected to pay the charges and then file a claim with their insurance carrier.

Please be familiar with the health insurance brochure. It has very important information about your plan coverage and claim instructions. **Insurance ID cards should be carried at all times.**

Student Health Insurance Brochure

[/orgs/studenthealth/insurance/docs/LSU Health Brochure.pdf](/orgs/studenthealth/insurance/docs/LSU_Health_Brochure.pdf)

## **STUDENT HEALTH SERVICES**

<https://www.lsuhs.edu/orgs/studenthealth/>

The operation of the Student Health Services conforms to general University policies and is operated under the overall guidelines developed by the LSUH New Orleans Student Health Committee. The purpose of the Student Health Services is the promotion and maintenance of the health of students enrolled in the LSU Health New Orleans.

### **Important Contacts:**

School of Dentistry: Penne Cortez, RN (504) 941-8175, Dental School Clinic Building-Room 4312K. Office hours: Monday – Friday 8:30 am -12:00 pm and 1:00 pm - 4:00 pm.

Student Health Downtown: Donyelle Marigny, Student Health Coordinator and LPN, Student Health Services is located at 478 S. Johnson Street, 3<sup>rd</sup> Floor, Room 307. Hours are 8:00 am - 4:30 pm, Monday – Friday, Phone: (504) 568-1798, (504) 568-1800, Email: [dmari1@lsuhsc.edu](mailto:dmari1@lsuhsc.edu) or [StudentHealthStaff@lsuhsc.edu](mailto:StudentHealthStaff@lsuhsc.edu)

Frequently Asked Questions:

[FAQ's - Student Health - LSU Health New Orleans \(lsuhsc.edu\)](#)

## **TITLE IX/CAMPUS SAVE ACT**

<https://www.lsuhs.edu/titleix/>

LSUHSC-NO is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free from discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation.

### LSUHSC New Orleans Title IX Coordinator:

Leigh Smith-Vaniz (she/her/hers)

(504) 568-2211

[titleix@lsuhsc.edu](mailto:titleix@lsuhsc.edu)

Resource Center Building  
433 Bolivar Street, Ste. 826A  
New Orleans, LA 70112

Online Reporting Forms:

### [Title IX Report Form \(office.com\)](#)

This form is used to file an incident report that goes directly to the Title IX Coordinator. It can be completed anonymously, but should include an email address for follow-up purposes.

### [Title IX Inquiry Form \(office.com\)](#)

This form is used to obtain information regarding general questions or comments about policies and procedures.

### [EthicsPoint - Louisiana State University](#)

This form is used to file an incident report through the LSU Ethics, Integrity, & Misconduct Hotline.

## **UNIVERSITY POLICE DEPARTMENT**

<https://www.lsuhs.edu/administration/vcaca/emergency.aspx>

The function of the University Police is the protection of the LSUHSC community including students, employees and property. It is the responsibility of the University Police to uphold laws and LSU Health regulations and to provide assistance, guidance, and coordination in emergencies and unusual situations.

### University Police Locations:

Emergency Command Post Downtown  
South Roman Street Garage  
425 South Roman Street, Room 301  
(504) 568-8999 (Emergency)

Resource Center  
433 Bolivar Street  
(504) 568-2156

Residence Hall  
1901 Perdido Street  
Room A19  
(504) 568-6190

Florida Avenue  
School of Dentistry  
1100 Florida Avenue  
(504) 941-8100



# LSU HEALTH SCIENCES SCHOOL OF DENTISTRY GUIDELINES AND POLICIES

## COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATION PROGRAMS

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program, a program which has an application for initial accreditation pending, or the Commission may not be in substantial compliance with Commission standards or required accreditation procedures.

Students, faculty, program administrators, Commission site visitors, specialty and dental related organizations, patients, and/or consumers, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any Commission accredited dental, allied dental or advanced dental education program, or a program which has an application for initial accreditation pending. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

Interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation regarding Commission policy(ies), procedure(s) or the implementation thereof. The Commission will determine whether the information submitted constitutes an appropriate complaint and will follow up according to the established procedures.

General CODA information: [Commission on Dental Accreditation \(CODA\) \(ada.org\)](https://www.ada.org/)

Guidelines for Filing a Complaint: [https://coda.ada.org/~media/CODA/Files/coda\\_complaint\\_guidelines.pdf?la=en](https://coda.ada.org/~media/CODA/Files/coda_complaint_guidelines.pdf?la=en)

Complaint Policy: [https://coda.ada.org/~media/CODA/Files/coda\\_complaints\\_policy.pdf?la=en](https://coda.ada.org/~media/CODA/Files/coda_complaints_policy.pdf?la=en)

## QUALITY ASSURANCE

<https://www.lsusd.lsuhsd.edu/Documents/QualityAssuranceManual2021.pdf>

The following statement concerning quality care has been established by the Clinic, Academic Performance Advancement and Curriculum Committees of the LSUSD.

*Providing dental care of the highest quality is a paramount ideal and objective of the dental profession. The Academic Performance Advancement and Clinic Committees embrace this objective and believe the School of Dentistry graduates must be capable of providing dental care of the highest quality. Learning experiences designed to achieve this goal are an integral part of the student's didactic, preclinical and clinical curriculum in all departments. All students are expected to take full advantage of the learning experiences at all levels in order to provide the highest quality dental care at all times.*

*Departments will identify, as early as possible, any student who demonstrates unacceptable performance in their clinic discipline. At that time the department will establish remedial criteria, which must be fulfilled by the student. All clinical activity of that student in that department will terminate until such time as the student has successfully fulfilled all remedial criteria. In all cases, the Chairman of both the Clinic and Academic Performance Advancement Committees will be notified, in writing, of action taken by the department. The Chairman of the above committees may collaborate and may recommend additional or alternative action.*

## IDENTIFICATION BADGES

Beginning June 1, 1997, all Health Sciences Center students, residents, faculty, and staff must wear official LSU Health Sciences Center Identification Badges to be admitted to any Health Sciences Center Building between the hours of 5:00 p.m. and 7:00 a.m. Monday through Fridays and at all times on Saturday, Sunday, and Holidays. Any meetings during these hours involving persons outside the LSUHSC should have a person with a valid LSUHSC ID badge present at the meeting.

*Memorandum: May 2, 1997 from Vice Chancellor for Institutional Services*

## POSTING OF NOTICES

All posters or flyers promoting specific professional or social activities must be approved by the Office of the Dean and should only be posted in the designated areas of the Clinic Building and Administration Building.

## RESEARCH

Within the predoctoral program at LSUSD, students have the opportunity to participate in biomedical, clinical and public health research pertaining to oral health.

The research experience usually begins with the **Summer Research Exposure program** following the first or second year of classes, and interested students are invited to work with participating faculty on a wide range of research projects. During this 4 week summer period, students work part-time in the laboratory to gain research experience and may be paid a stipend for their efforts. Interested students should contact Dr. Thomas Lallier, Coordinator of Student Research ([tlalli@lsuhsc.edu](mailto:tlalli@lsuhsc.edu)) with questions regarding the Summer Research Exposure program.

Following the summer exposure program, students may then choose to continue their research projects (or select another project of interest) and enroll in the **Honors in Research program**. This program, which requires students to complete 150 hours of research prior to graduation, awards participating students by recognizing them with the achievement of Honors at the Recognition Ceremony prior to graduation. To receive Honors in Research, students enrolled within the program are required to submit an abstract, attend, and present their work at national meetings (either discipline specific or the annual meeting of the American Association for Dental Research), and prepare a written summary of their findings that may be ultimately submitted for publication in a peer-reviewed journal. Interested students should contact Dr. Thomas Lallier ([tlalli@lsuhsc.edu](mailto:tlalli@lsuhsc.edu)) Director of Honors in Research program.

Finally, a **DDS/Ph.D. program** is available for students who are interested in remaining in academia following their dental training. The program is an 8-year program that involves the Ph.D. portion of the program beginning in year 4 of the DDS program and continuing for an additional 4 years. The DDS is conferred in year 5 of the DDS/Ph.D. and the Ph.D. is conferred in year 8 of the DDS/Ph.D. program. Questions regarding the DDS/Ph.D. program can be directed to Dr. Thomas Lallier, Director of Research ([tlalli@lsuhsc.edu](mailto:tlalli@lsuhsc.edu)).

Within the post-doctoral program at LSUSD, residents have the opportunity to participate in research with basic and/or clinical science faculty. Several programs require completion of a research project for their certificate. Dr. Zezhang (Tom) Wen ([zwen@lsuhsc.edu](mailto:zwen@lsuhsc.edu)), course director of the Research Methodology section of DENT 5510. There is a research proposal template that can be obtained from the Center of Excellence in Oral and Craniofacial Biology - Research Resources website.

Residents are encouraged to present their research findings at national meetings, such as the American Association for Dental Research Annual Meeting. There is also a Student Research group sponsored by the New Orleans Section of the American Association of Dental Research. Residents should contact Dr. Thomas Lallier ([tlalli@lsuhsc.edu](mailto:tlalli@lsuhsc.edu)) with any questions regarding research opportunities.

## LOCKERS, CLINIC CUBICLES AND LAB BENCHES

Each student is assigned a locker in which they may store personal possessions and other items (see locker agreement for details). Lockers are assigned at Registration and each student is required to sign a “Locker Agreement” form. Locker assignments are made through the Office of Student Affairs.

Students are permitted to use personal locks on their lockers. However, these lockers are LSUSD property and there may be instances in which Administration must have access to them. In such cases, every effort will be made to locate the student to open the locker. If the student cannot be located in a timely fashion, if it is a locker that is unassigned, or the locker assignment is in conflict of what is on record, Administration reserves the right to break the lock to enter the locker.

### Agreement Governing the Assignment and Use of Lockers, Clinic Cubicles, and Lab Benches

1. Lockers, clinic cubicles and lab benches are provided as a convenience for students. (Lockers, clinic cubicles and lab benches are hereinafter collectively referred to as the “areas”). The areas are to be used only for storage of personal possessions, books, dental instruments, and equipment. Property belonging to the LSUSD or other persons is not to be stored in the areas at any time. The areas should be kept clean, orderly, and in compliance with all other LSUSD policies at all times.

2. School property/equipment issued in common to any student are not to be stored in the areas at any time, nor are they to be removed from school grounds except with the express consent of a member of the staff or faculty of the LSUSD. Common property/equipment is needed by others in order to properly perform services required by patients. Their unavailability causes unnecessary delays, inconveniences, and loss of valuable time in tracing their whereabouts.

3. The LSUSD retains the right to open any or all of the areas at any time when there is reason to believe that any item described above may be contained therein.

3.1 If the student is available, or is contacted by phone immediately prior to the search of the areas, the student will be requested to be present when the areas are open.

3.2 If the student is unavailable, another student (preferably from the Student Affairs Committee, mini-clinic member, or any other available student) will be requested to be present when the areas are open.

3.3 Notwithstanding the foregoing, should any student fail to be present when the area is opened, or should exigent circumstances exist, the areas may be opened by any member of the staff or faculty of the LSUSD when there is reason to believe that any item described above may be contained therein.

4. Lockers are assigned by the Office of Student Affairs. Students shall not claim unassigned lockers as their own. If a locker is claimed and there is no record of its assignment, LSUSD retains the right to remove contents without notice.

## **DRESS CODE**

**Approved by Faculty Assembly on February 16, 2022**

**Effective July 1, 2022**

### **INTRODUCTION**

All students must project a professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a professional image. All students must conform to the dress code, which has been approved for them whether they are in class, laboratory, or clinic while on campus during regular school and patient care hours or while attending other LSUHSC clinics. Any student in violation of the dress code will be subject to referral to the Committee on Professional Conduct for disciplinary action as specified in the Student Conduct Code.

### **Scrubs:**

Scrubs must be of the Landau brand recommended for purchase, or if a different brand is purchased, it must be the same matching color to the standard Landau color for each class.

### **Scrub Colors:**

#### **Dental (DDS)**

- Hunter Green: CLASS of 2022/CLASS of 2026
- Wine (Burgundy): CLASS of 2023/CLASS of 2027
- Navy Blue: CLASS of 2024/CLASS of 2028
- Steel Grey: CLASS of 2025/CLASS of 2029

#### **Dental Hygiene (DH)**

- Teal: CLASS of 2022/CLASS of 2024
- Caribbean Blue: CLASS of 2023/CLASS of 2025

#### **Dental Laboratory Technology (DLT)**

- Pewter: All Classes

**Dental, Dental Hygiene, and Dental Laboratory Technology Students:**

**Outside of clinic, students must wear:**

- The appropriate color scrub shirt.
- Names are to be embroidered on all scrub shirts.
- Plain white t-shirts may be worn under the scrub shirts. If optional white t-shirt is worn under the scrub top, it cannot hang below the level of the bottom of the scrub shirt.
- Tan or black dress pants or matching color scrub pants or scrub skirt.
- No jeans, shorts, capri pants, or leggings are permitted.
- Shoes must be clean, neat and of the following types:
  1. Dress shoes or boots.
  2. Athletic-type shoes.
  3. Medical-type clog shoes if no perforations are present on the top of the shoe.
- All shoes must cover the upper surface of the foot and toes.
- If boots are worn, boot shaft must be worn under pant legs.
- All sandals or other types of open-toed/open-heel shoes are prohibited.
- Socks must be of appropriate length to cover exposed skin when the student is seated.
- Lab coats that are clean and pressed may be worn over scrub shirts when in lab or class. Names are to be embroidered on all lab coats.
- Sweatshirts are optional over scrub top. Must be clean.
- No hats are permitted.

**Within clinic, students must wear:**

**When students enter the clinical area to treat patients or to assist, a stricter set of guidelines applies, in addition to those above.**

- Disposable gowns must be donned over the scrub shirt.
- Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair must be pulled back and secured.
- All protective barriers must be removed before leaving the clinic area.
- Jewelry should be minimal, non-distracting, unobtrusive and must not cause a violation of CDC guidelines.
- Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic.
- Personal fragrances should be avoided in the clinic.
- Dental Laboratory Technology students must wear Pewter Lab coats while in clinic or laboratory.

# ACADEMIC

## ATTENDANCE

### **Programs in Dentistry, Dental Hygiene, and Dental Laboratory Technology**

The LSUSD has a standard policy for attendance in all didactic and pre-clinical courses for the Programs in Dentistry, Dental Hygiene and Dental Laboratory Technology and a specific policy for attendance in the laboratory courses for the Program in Dental Laboratory Technology. These policies are provided to students in their respective course outlines.

#### Didactic and Pre-clinical Courses:

Students are required to attend all scheduled appointments/sessions in each course. Students not present when attendance is taken will be considered absent. Absence in excess of 20% of the total clock hours in any course will result in a final grade reduction of one letter grade for that course. Each department will determine general policy for monitoring attendance in assigned course(s).

There are no excused absences with this policy. The only exception is an APPROVED ABSENCE as described herein.

#### Clinical Courses: (Program in Dentistry)

Dental students are required to attend all scheduled clinic sessions as a requirement of each specific clinical course. There are no excused absences. The only exception is an APPROVED ABSENCE as described herein.

#### Clinical Courses: (Program in Dental Hygiene)

Dental hygiene students are required to attend all scheduled clinic sessions as a requirement of each specific clinical course. There are no excused absences. The only exception is an APPROVED ABSENCE as described herein.

#### Laboratory Courses: (Program in Dental Laboratory Technology)

Dental Laboratory Technology students are required to attend 90% of all scheduled laboratory sessions. There are no excused absences. The only exception is an APPROVED ABSENCE as described for didactic and pre-clinical courses above. Students who exceed the 10% missed-session limit shall have their final laboratory grade reduced according to the respective course outline.

### **Approved Absences**

The Dean or Associate Dean for Academic Affairs may grant a petition for an approved absence (minimum of five consecutive school days) in case of medical or personal reasons. Approved absences may also be granted for participation at a professional meeting sanctioned by the student adviser. For any approved absence, the student must arrange with the faculty involved to make up satisfactorily all work the student will miss. The student should contact the Office of Academic Affairs for the criteria for consideration of an Approved Absence.

### **Program in Advanced Dental Education**

#### **Leave of Absence**

The Advanced Education Program Director, with support of the Program Director, may grant a petition for a short leave of absence (less than 2 weeks or 10 working days) in case of illness, pregnancy, approved participation at a professional meeting, or any emergency, with the explicit understanding that the resident will arrange with the faculty involved to satisfactorily make up all the work the resident will miss.

Extended medical or personal leaves of absence (more than 2 weeks or 10 working days) must be considered through the Office of Advanced Education on a case by case basis and must be submitted to the Dean's Office of the Dean and the Office of the Registrar. The time for such leave cannot exceed 26 weeks or 130 working days or 180 calendar days. If the leave is not ended within the prescribed maximum time, a withdrawal application must be completed.

Time taken for a Leave of Absence will be included in the overall assessment of attendance and program duration. Excessive leave, even if approved, may require extension of the completion date for the resident's program.

If a resident has used all annual time (sick time is not permitted) and needs to withdraw from the program, the resident must put in writing the reason for withdrawal for that semester and anticipated return. If the resident decides not to return, the resident will be withdrawn for the remaining year. After this letter is received, the Office of Advanced Education will withdraw the resident. This withdrawal will be communicated with the Registrar's Office and the formal process of termination of enrollment will proceed. The individual department will cancel all stipends.

## **ACADEMIC STANDARDS**

Academic evaluation in the School of Dentistry is based upon a combination of the intellectual, technical, professional and behavioral performance of a student. It is not sufficient for a student to meet grading requirements since that is only one component of the standards for promotion and graduation. Each student is required to meet not only academic standards that reflect intellectual achievement, but also those that reflect technical standards and professional conduct.

## **TECHNICAL STANDARDS FOR ADMISSION, ACADEMIC PROGRESSION, AND GRADUATION (Revised and Approved October 2022)**

The LSUHSC appreciates the unique nature of the curricula for each of the oral health degree programs offered by the School of Dentistry. In addition to proven academic ability and other relevant personal characteristics, the School of Dentistry expects all applicants and students of the Programs in Dentistry, Dental Hygiene, Dental Laboratory Technology and Advanced Education to possess and demonstrate the attributes, skills and abilities that will allow them to successfully complete their respective course of study and receive the full benefit of the education as noted below.

**Physical health:** The student must possess the physical health and stamina required to participate in the program of dental education. Example:

- Perform moderately taxing and repetitive work while paying attention to specific intricate detail. This work may require prolonged sitting, often in restrictive positions.

**Intellectual skills:** The student must have sufficient powers of intellect to acquire, assimilate, integrate, and apply information. Problem solving, a critical skill demanded of health professionals, requires the ability to measure, calculate, reason, analyze and synthesize. Examples:

- Comprehend and mentally visualize three-dimensional relationships and understand the spatial relationships of structures.
- Perform problem-solving and apply critical thinking skills in a timely manner for effective patient treatment.

**Motor skills:** The student should be able to execute motor movements that are reasonably required to provide oral health care and emergency treatment to patients that require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples:

- Demonstrate sufficient manual dexterity/motor function to elicit information from patients through such diagnostic procedures requiring the use of dental-specific instruments and through measures such as palpation, auscultation, and percussion.
- Perform emergency procedures such as cardiopulmonary resuscitation, application of pressure to control bleeding, the opening of obstructed airways, the suturing of simple wounds, and oral and maxillofacial surgical procedures.

**Communication:** The student must be able to communicate effectively with all members of the health care team to include patients, faculty, other health professionals and peers in both oral and written form. Examples:

- Communicate with patients to elicit information, detect changes in mood, activity and to establish therapeutic relationships.
- Retrieve information from literature, computerized databases and lectures and communicate concepts on written exams and in patient charts.

**Sensory abilities:** The student must be able to acquire a defined level of information as presented through didactic, laboratory and clinical experiences. Examples:

- Acquire information conveyed through demonstrations, microscopic images and written documentation presented in images from paper, film, slides, video, and computer.
- Demonstrate the functional use of visual, auditory, and somatic sensation while using appropriate sensory modalities.

**Behavioral qualities:** The student must possess the emotional health and maturity required to demonstrate the required competencies of the curriculum. The student must display good judgment, and must behave in a professional, reliable, and responsible manner. Examples:

- Be adaptable and possess sufficient flexibility to function in new and stressful environments.
- Demonstrate appropriate motivation, integrity, compassion, and portray a genuine interest in caring for others.

Each student must continue to meet all the TECHNICAL STANDARDS set forth above. A student may be denied permission to continue in the education program at the School of Dentistry should the student fail at any time to demonstrate all the required TECHNICAL STANDARDS.

#### Office of Disability Services

The Office of Disability Services facilitates the process of academic accommodations for students with disabilities and works in collaboration with the professional schools of the LSU Health Sciences Center in an attempt to ensure full participation in all activities, programs, and services of the institution.

The Office of Disability Services should be contacted for all accommodation requests:

[ods@lsuhsc.edu](mailto:ods@lsuhsc.edu)

<https://www.lsuhs.edu/administration/academic/ods>

#### **ACADEMIC PERFORMANCE ADVANCEMENT COMMITTEES (APAC)**

The LSUSD has four academic performance advancement committees, one each for the Programs in Dentistry, Dental Hygiene, Dental Laboratory Technology and for the Programs in Advanced Education.

Each of the committees is appointed annually by the Dean and is responsible to the Dean. The committees meet on a regular basis throughout each academic year and are responsible for evaluating student academic performance and progress, to include review of student course grades and compliance with the TECHNICAL STANDARDS expected of a dental professional.

Students who are found to be experiencing difficulty in maintaining the required standards are informed in writing or through personal counseling. Each student must continue to meet the requirements of SATISFACTORY PROGRESS as defined herein. When requested by the Dean, the committee hears appeals from students relative to actions taken by the committee. Minutes are taken at all meetings. Copies of the minutes are reviewed and approved by the committee members during each subsequent meeting.

#### **STATEMENT OF SATISFACTORY PROGRESS**

The Academic Performance Advancement Committees evaluate the qualitative and quantitative academic progress of each student and allow the student's continued enrollment in the LSUSD if the student is making satisfactory progress. In order to achieve the status of satisfactory academic progress, the student must meet the following minimum standards.

1. The student must satisfactorily complete all requirements in each course.
2. The student must maintain a 2.0 grade point average for each term.
3. The student must satisfactorily meet all TECHNICAL STANDARDS.
4. The student must demonstrate PROFESSIONAL CONDUCT and an attitude of service and responsibility that is expected of all health professionals. Students with professional conduct issues will be handled by the Committee on Professional Conduct.

A student not satisfactorily completing all course requirements may be permitted to remediate, required to retake the course, required to repeat an entire academic year of study or dismissed. A student not satisfactorily meeting all of the TECHNICAL STANDARDS and/or not satisfactorily demonstrating PROFESSIONAL CONDUCT expected of a health professional may be denied at any time permission to continue in the educational program at the School of Dentistry. The committee may recommend that a student who is not making satisfactory progress be dropped from the rolls of the school and, with approval from the Dean, the student's enrollment will be terminated. A student not satisfactorily completing all course requirements may be permitted to remediate, required to retake the course, required to repeat an entire academic year of study or dismissed. A student not satisfactorily meeting all of the TECHNICAL STANDARDS may be denied at any time permission to continue in the educational program at the LSUSD. The committee may recommend that a student who is not making satisfactory progress be dropped from the rolls of the school and, with approval from the Dean, the student's enrollment will be terminated.

Appeals of action(s) taken by the Academic Performance Advancement Committee must be appealed within five (5) working days after receipt of notification of the committee action(s). The appeal must be in writing to the Dean and contain the following information: (1) a statement of the actions complained of, (2) the relief requested, and (3) a specific statement of the reasons supporting the relief sought. The Dean or his assignee may recommend the matter to the Academic Performance Advancement Committee for consideration of additional evidence. If the matter is recommended to the Academic Performance Advancement Committee for reconsideration, the committee shall be convened. At that meeting, the members will review the written statement of appeal submitted to the Dean and the student/resident will be offered the opportunity to address the committee to personally present the statement of appeal and answer questions of the committee members for clarification. The committee shall make its recommendation to the dean within five (5) working days of this meeting. The Dean shall consider the recommendation and render a decision on the appeal within thirty (30) days from the date of receipt of the recommendation. The decision of the Dean shall be in writing and copies of the decision shall be given to all parties. The decision of the appeal reached by the Dean represents the final level of due process in the LSUSD.

## **PROMOTIONS**

After a student has been admitted to the School of Dentistry, the student's advancement to the next succeeding class and ultimate graduation depends on the student's demonstration of SATISFACTORY PROGRESS as defined herein and the recommendation and approval of the Academic Performance Advancement Committee. The Academic Performance Advancement Committee may deny a student permission to continue in the educational program when the student's conduct/professionalism, mental or physical fitness casts grave doubt upon the student's professional capabilities.

The Academic Performance Advancement Committee will consider for promotion a student who has achieved a grade point average of 2.0 or better, has not failed courses during the academic term, and has continued to meet the required TECHNICAL STANDARDS of the profession. The student must satisfactorily complete all requirements in each course. The student who has achieved a grade point average of 2.0 or better and has incurred academic deficiencies that the committee has not considered excessive may be allowed to remove the deficiencies in order to be considered for promotion. The Academic Performance Advancement Committee may drop from the rolls at any time during the academic year a student who has incurred excessive academic deficiencies, has failed to satisfactorily meet the required TECHNICAL STANDARDS.

Any student of a School of Dentistry program who has been dropped from the rolls for academic reasons and has been recommended to pursue defined courses or activities may upon satisfactory completion of said courses or activities, petition the Academic Performance Advancement Committee for readmission to repeat that academic year. When a student is readmitted to repeat an entire academic year, only the course grades achieved in the repeat year will be used to compute satisfactory academic progress for promotion and graduation. The student's complete transcript (grades for all work attempted) while enrolled in the School of Dentistry will still be used for all other purposes.

Each dental student must complete the four-year curriculum in no more than six years after initial enrollment and no year may be repeated more than once. Each dental hygiene student must complete the two-year Bachelor of Science Degree program curriculum in no more than three years after initial enrollment. Each dental laboratory technology student must complete the two-year Associate of Science Degree program curriculum in no more than three years



after initial enrollment. The time granted a student for an APPROVED ABSENCE will not be included in the maximum time period for completion of the program.

The Academic Performance Advancement Committee will not approve the promotion of a student to the next succeeding class or for graduation until the student has demonstrated SATISFACTORY PROGRESS. When a student has incurred deficiencies in any course, the department involved specifies, with the approval of the Academic Performance Advancement Committee, the method of removing deficiencies. The student must promptly remove all deficiencies in order for the Academic Performance Advancement Committee to evaluate the student's progress prior to registration. A student whose performance is unsatisfactory, including receiving a failing course grade, or failing to meet the required TECHNICAL STANDARDS may be considered for dismissal or appropriate academic probation at any time the Academic Performance Advancement Committee thinks such action is in the best interest of the school and/or the student involved.

## **GRADING SCALE**

(Programs in Dentistry, Dental Hygiene, Dental Laboratory Technology and Advanced Dental Education)

The School of Dentistry uses the letter grades "A", "B", "C" and "F" for final course grades. Numerical values are approved by the General Faculty Assembly and published in the LSUSD Student Handbook of Policies and Procedures.

A=90-100

B=80-89

C=70-79

F=69 and below

I=Incomplete

Notes:

Final grades are awarded by the assigned course director.

The "F" grade denotes failure of the course.

The "I" grade denotes failure to complete the course for verified reasons beyond the student's control at the time grades for the course are reported. The deficiency must be removed by the student at which time the "I" will be converted to the letter grade the student has earned.

For the Programs in Dentistry, Dental Hygiene and Dental Laboratory Technology, the grades of "A", "B" and "C" indicate passing work, with "A" being the highest grade given.

For the Programs in Advanced Dental Education a final grade of "A" or "B" must be earned in each course in the resident's department of study. A final grade of "C" or above must be earned in all other required courses. Required courses in which less than the minimum grade is earned must be retaken or, at the discretion of the course director, with approval from the Program Director, appropriate remedial work and/or testing may be assigned to assure that the minimum knowledge and grade is achieved for the course.

### Pass/Fail Grades

The Pass/Fail grading system applies in certain required courses, as well as in all selective courses, and the criteria are specified in the evaluation section of the individual course outlines.

For the Program in Dentistry, when a "Pass" grade is awarded, the student earns the clock hour value of the course; however, should the "Fail" grade be incurred, the clock hours are charged against the GPA as an "F" would in any letter-graded course.

For the Programs in Advanced Dental Education, Dental Hygiene and Dental Laboratory Technology, the student earns the credit hour value of the course; however, should a "Fail" grade be incurred, the credit hours are charged against the GPA as an "F" would in any letter-graded course.

## **APPEALS OF FINAL GRADES**

Appeals of final course grades must be initiated by the student/resident within five (5) working days of receipt of the disputed grade. To appeal a final course grade, the student/resident must first meet with the course director to discuss the situation and attempt to establish resolution. If the matter is not resolved between the student/resident and the course director and the student/resident wishes to pursue the appeal, he/she must then make a written request to the head of the department in which the course was taught requesting a meeting with the department head and the course director. The department head shall arrange a meeting within ten (10) working days of receipt of the request and, at the close of the meeting or within five (5) working days thereafter, the department head shall render a decision. The department head shall inform all parties of the decision in writing. If the student/resident is dissatisfied with the decision reached, he/she may submit notification and justification of his/her decision to appeal, in writing, to the Associate Dean for Academic Affairs. This notification and justification of appeal must be submitted to the Associate Dean for Academic Affairs within five (5) working days after notification of the department head's decision. The Associate Dean for Academic Affairs will forward the notification and justification received to the Dean who, in turn, will appoint a three-faculty member Ad Hoc Academic Appeals Committee. The Ad Hoc Academic Appeals Committee shall review the written justification for the appeal submitted by the student/resident and offer the student/resident the opportunity to meet with the members of this committee to personally present the justification and answer questions of the committee members for clarification. The Ad Hoc Academic Appeals Committee shall render a recommendation in writing to the Dean within fifteen (15) working days from its appointment. The Dean shall consider the recommendation and render a decision on the appeal within thirty (30) days from the date of receipt of the recommendation. The decision of the Dean shall be in writing to the student/resident and copies of the decision shall be given to all parties. The decision of the appeal reached by the Dean represents the final level of due process in the LSUSD.

## **WITHDRAWALS**

A student who for legitimate reasons is unable to return to school at the opening of any semester or who, for acceptable reasons, must discontinue school during the academic year will ordinarily be permitted to withdraw in good standing. A student who withdraws from the school will receive a "W" grade for each course that is less than 80% completed, according to assigned clock hours. For courses that are 80% or more complete at the time of withdrawal, a "W" will be recorded when student performance is satisfactory, or an "F" will be recorded when student performance is unsatisfactory. A student who has withdrawn in good standing may apply for readmission on the basis of the student's status at the time of withdrawal. In general, a student will not be considered for readmission if the absence has been for more than two (2) consecutive years.

**COMPETENCY-BASED DENTAL EDUCATION DOCUMENT (PROGRAM IN DENTISTRY)**  
**Fall 2013**

**Competency Statements**

- LSUSDCS-1** Graduates must be competent in the application of the fundamental principles of behavioral sciences as they pertain to patient-centered approaches for promoting, improving and maintaining oral health. (CODA 2-15)
- LSUSDCS-2** Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care. (CODA 2-14)
- LSUSDCS-3** Graduates must be competent in managing a diverse population and have the interpersonal and communication skills to function successfully in a multicultural work environment. (CODA 2-16)
- LSUSDCS-4** Graduates must be competent in applying basic principles and philosophies of practice management, models of oral health care delivery, and how to function successfully as the leader of the oral health care team. (CODA 2-18)
- LSUSDCS-5** Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services. (CODA 2-17)
- LSUSDCS-6** Graduates must be competent in communicating and collaborating with other members of the health care team to facilitate the provision of health care. (CODA 2-19)
- LSUSDCS-7** Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. (CODA 2-20)
- LSUSDCS-8** Graduates must be competent in the use of critical thinking and problem-solving including their use in the comprehensive care of patients, scientific inquiry and research methodology. (CODA 2-9)
- LSUSDCS-9** Graduates must be competent to access, critically appraise, apply, and communicate scientific and lay literature as it relates to providing evidence-based patient care. (CODA 2-21)
- LSUSDCS-10** Graduates must be competent in assessing the treatment needs of patients with special needs. (CODA 2-24)
- LSUSDCS-11** Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life. (CODA 2-22)
- LSUSDCS-12** At a minimum, graduates must be competent in providing oral health care within the scope of general dentistry, as defined by the school, including (CODA 2-23):
- a. patient assessment, diagnosis, comprehensive treatment planning, prognosis, and informed consent;
  - b. screening and risk assessment for head and neck cancer;
  - c. recognizing the complexity of treatment and identifying when referral is indicated;
  - d. health promotion and disease prevention;
  - e. anesthesia, pain and anxiety control;
  - f. restoration of teeth;
  - g. communicating and managing dental laboratory procedures in support of patient care;
  - h. replacement of teeth including fixed, removable and dental implant prosthodontic therapies;
  - i. periodontal therapy;
  - j. pulpal therapy;
  - k. oral mucosal and osseous disorders;
  - l. hard and soft tissue surgery;
  - m. dental emergencies;
  - n. malocclusion and space management; and
  - o. evaluation of the outcomes of treatment, recall strategies, and prognosis

## COMPETENCY EXAMINATIONS (PROGRAM IN DENTISTRY)

Students who fail to complete any competency examination must meet with the course director to identify areas of deficiency, successfully complete any assigned remediation and retake the examination. All competencies must be met for a student to be eligible for graduation.

LSUSD Comp.	CODA Std.	Competency	Exam	Objective	Course
1	2-15	Comprehensive Examination of the Pediatric Patient	C	Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient.	Pediatric Dentistry DENT 3108
		Oral Hygiene Instruction	C	Successfully assess a patient's periodontal condition, identify etiologic factors, formulate and effectively communicate home care plan to address the condition.	Periodontics DENT 3106
		Caries Risk Assessment	C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
2	2-14	Infectious Disease Control	W	Successfully pass written competency exam on applying biomedical science concepts regarding infectious disease control in the delivery of patient care.	Intro to Oral Diagnosis DENT 1123
		Dental Grand Rounds	W	Successfully pass the portion of Dental Grand Rounds presentation addressing the application of knowledge of biomedical sciences to the delivery of patient care.	Dental Grand Rounds DENT 4112
3	2-16	Multicultural Communication	W	Successfully pass the written competency exam consisting of questions concerning how to communicate effectively in a diverse and multicultural work environment.	Prof Development 2 DENT 2111
			C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
4	2-18	Legal, Regulatory, and Practice Management	W	Successfully pass a written competency exam on practice management, models of oral health care delivery, and functioning as the leader in oral health care team.	Prof Development 4 DENT 4103
5	2-17	Legal, Regulatory, and Practice Management	W	Successfully pass a written competency exam on legal and regulatory concepts included in the Louisiana State Dental Practice Act and other concepts such as HIPAA, OSHA, informed consent and dental malpractice.	Prof Development 4 DENT 4103
6	2-19	Case Communication	W	Successfully pass a written competency examination involving a medically complex patient with proper referrals.	Clinical Oral Diagnosis and Treatment Planning DENT 3112

LSUSD Comp.	CODA Std.	Competency	Exam	Objective	Course
		Applied Oral Medicine Case	W	Successfully pass a written competency examination involving a medically complex patient with proper referrals.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
7	2-20	Ethical and Professional Series	W	Successfully pass a series of exams constructed by the ADA concerning ethics, advertising, professionalism and standards of the profession.	Professional Development 3 DENT 3122
8	2-9	Advanced Treatment Planning	W	Successfully pass written competency exam on developing a treatment plan on a complex case.	Advanced Treatment Planning DENT4108
		Dental Grand Rounds	W	Successfully pass the portion of Dental Grand Rounds presentation addressing critical thinking.	Dental Grand Rounds DENT 4112
9	2-21	Literature Assessment	W	Successfully pass written competency exam on accessing, appraising and applying literature as it relates to evidence-based patient care.	Assessing Primary Literature DENT 2131
10	2-24	Assessment of Special Needs Patient (pediatric)	W	Successfully pass a written competency exam on assessing the needs of a special needs patient.	Pediatric Dentistry DENT 3102
		Assessment of Special Needs Patient (adult)	C	Successfully assess the medical history, identify chief complaint, examine, and formulate treatment options for a special needs patient.	Rural Practice Rotation DENT 4107
11	2-22	Comprehensive Examination of the Pediatric Patient	C	Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient.	Pediatric Dentistry DENT 4114
		Geriatric	W	Successfully pass a written competency exam on unique treatment needs of geriatric patients.	Geriatric Dentistry DENT 3129
11/ 12	2-22 2-23e 2-23f	Treatment of a Primary Tooth on Pediatric Patient	C	Successfully prepare and restore or extract a primary tooth.	Pediatric Dentistry Clinic DENT 4114
12	2-23a 2-23b	Oral Diagnosis and Treatment Planning	C	Successfully examine, diagnose, and formulate a treatment plan on an adult patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
		Dental Radiology	C	Successfully take a full mouth series of diagnostic quality radiographs on a mannequin.	Diagnostic Radiology DENT 2108
12	2-23a 2-23b	Dental Radiology	C	Successfully take a full mouth series of diagnostic quality radiographs on an adult patient.	Dental Radiology III DENT 3113
12	2-23a 2-23b	Oral Diagnosis and Treatment Planning	C	Successfully examine, diagnose, and formulate a treatment plan on an adult patient.	Clinical Prosthodontics I DENT 3104

<b>LSUSD Comp.</b>	<b>CODA Std.</b>	<b>Competency</b>	<b>Exam</b>	<b>Objective</b>	<b>Course</b>
12	2-23d	Caries Risk Assessment	C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
12	2-23e	Extraction and Local Anesthetic	C	Successfully anesthetize a patient for an extraction.	Oral Surgery DENT 3120
		Nitrous Oxide		Successful administration of Nitrous Oxide to a patient for a clinical procedure.	Comprehensive Dentistry DENT 4101
12	2-23f	Class 1 Amalgam	C	Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with amalgam.	Operative Dentistry DENT 2105
12	2-23f	Class 1 Resin	C	Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with resin.	Operative Dentistry DENT 2105
12	2-23f	Class 2 Resin	C	Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with composite resin.	Advanced Clinical Operative Dentistry DENT 3105
12	2-23f	Class 2 Amalgam	C	Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with amalgam.	Advanced Clinical Operative Dentistry DENT 3105
12	2-23f	Class 3 Resin	C	Successfully diagnose, prepare, and restore a tooth with a Class 3 lesion with composite resin.	Advanced Clinical Operative Dentistry DENT 3105
12	2-23f	Crown	C	Successfully diagnose, prepare, impress, temporize, and restore a tooth with a crown.	Prosthodontics DENT 3104
12	2-23g	Student Dental Laboratory Evaluation	W	Successfully complete the laboratory evaluation form for a removable prostheses.	Comprehensive Dentistry DENT 4101
12	2-23h	Fixed Partial Denture	S	Successfully prepare, impress, temporize, and restore an edentulous space with a fixed partial denture, including proper communication with laboratory on a typodont.	Prosthodontics DENT 3104
12	2-23h 2-23i	Removable Prosthodontic Combination Case	C	Successfully diagnose, impress, and restore a partially edentulous patient with an upper complete denture and lower partial denture.	Prosthodontics II DENT 4115
		Implant	S	Successfully identify and manipulate all implant parts on a typodont to successfully make an impression.	Prosthodontics DENT 3123
		Periodontal Examination and Diagnosis	C	Successfully perform on a patient a comprehensive periodontal exam, classify and diagnose the patient, and formulate a periodontal treatment plan with prognosis with all necessary documentation.	Periodontics DENT 3106
12	2-23i 2-23j	Scaling and Root Planing	C	Successfully diagnose, scale and root plane one quadrant on a patient with periodontal pocketing and soft and hard deposits.	Periodontics DENT 3106

<b>LSUSD Comp.</b>	<b>CODA Std.</b>	<b>Competency</b>	<b>Exam</b>	<b>Objective</b>	<b>Course</b>
		Root Canal Therapy on a Tooth	C	Successfully diagnose, treat, and temporize a multi-rooted tooth with root canal therapy.	Endodontics DENT 4113
12	2-23k	Mucosal and Osseous Disorders	W	Successfully pass written competency exam on identifying mucosal and osseous pathology.	Oral Pathology DENT 3125
12	2-23l	Extraction and Local Anesthetic	C	Successfully diagnose and extract a tooth, with proper tissue management.	Oral Surgery DENT 3120
12	2-23m	Dental Emergencies	C	Successfully assess, diagnose, propose treatment, and successfully perform that treatment on a patient with a dental emergency.	Comprehensive Dentistry DENT 4101
12	2-23n	Ortho	W	Successfully pass written exam on malocclusion and space management.	Orthodontics DENT 3101
12	2-23c 2-23o	Evaluation of Outcomes of Treatment	C	Successfully assess the outcomes of treatment with regard to disease control, surgical, endodontic, restorative, and removable prosthodontic treatment, and identify and recommend a plan for any problem identified.	Comprehensive Dentistry DENT 4101

## COMPETENCY-BASED DOCUMENT (PROGRAM IN DENTAL HYGIENE)

July 2015

### Competency Examinations (Program in Dental Hygiene)

*The following competencies define the knowledge, skills, and values necessary for a dental hygiene student to graduate from LSU School of Dentistry and to begin the practice of dental hygiene.*

1. **Ethics:** recognize and manage ethical issues of dental hygiene practice in a rapidly changing environment.
2. **Information Management and Critical Thinking:** acquire and synthesize information critically, scientifically, and effectively.
3. **Professional Growth:** perform self-assessment, value lifelong learning, and promote the dental hygiene profession.
4. **Health promotion:** promote general & dental health in individuals and the community.
5. **Patient Assessment:** systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of patients using methods consistent with medico-legal principles.
6. **Treatment Planning:** develop, present, and discuss individual dental hygiene treatment plans that address the patient's condition, interest, and capabilities.
7. **Treatment Implementation:** provide treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals.
8. **Evaluation of Patient Care:** evaluate the effectiveness of implemented clinical, preventive and educational services and modify as necessary.
9. **Community Involvement:** provide service to the community in various settings.



## **PROGRAMS IN ADVANCED DENTAL EDUCATION**

### **COMMISSION ON DENTAL ACCREDITATION STANDARDS FOR PROGRAM DURATION AND ATTENDANCE**

#### **Endodontic Standard**

- 4-1 An advanced specialty education program in endodontics must encompass a minimum duration of 24 months (104 weeks) of full-time study.

#### **Orthodontics Standard**

- 4-1 Advanced specialty education programs in orthodontics and dentofacial orthopedics must be a minimum of twenty-four (24) months and 3700 scheduled hours in duration.

#### **Pediatric Dentistry Standard**

- 4-2 The duration of an advanced specialty program in pediatric dentistry must be a minimum of 24 months of full-time formal training.

#### **Periodontics Standard**

- 4-1 The goal of the curriculum is to allow the student/resident to attain skills representative of a clinician proficient in the theoretical and practical aspects of periodontics. The program duration must be three consecutive academic years with a minimum of 30 months of instruction. At least two consecutive years of clinical education must take place in a single educational setting.

#### **Prosthodontics Standards**

- 4-1 A postdoctoral program in prosthodontics must encompass a minimum of 34 months.
- 4-2 A postdoctoral program in prosthodontics that includes integrated maxillofacial training must encompass a minimum of 45 months.
- 4-3 A 12-month postdoctoral program in maxillofacial prosthetics must be preceded by successful completion of an accredited prosthodontics program.

## **ADVANCED EDUCATION COMMITTEE**

All activities of the Programs in Advanced Education at LSUSD are under the direction of the Advanced Education Committee, appointed by the Dean. The membership of the Advanced Education Committee consists of the Directors of the Advanced Education Programs and selected members of the faculty and elected resident representatives. The Dean or his appointed representative is an Ex-Officio member of the Committee.

This committee has the responsibility for maintaining the highest standards in all advanced education programs through compliance with the Requirements of Specialty Education Programs provided by the ADA Commission on Dental Accreditation. Enhancement of the quality of predoctoral dental education and the quality of care to the citizens of Louisiana are benefits that directly result from academically sound advanced education programs.

## **CENTER FOR INTERPROFESSIONAL EDUCATION AND COLLABORATIVE PRACTICE**

The Center for Interprofessional Education and Collaborative Practice (CIPECP) was established in April 2015 as a result of the SACSCOC Quality Enhancement Plan. Over the past seven years, CIPEPC efforts have positively impacted education, research, patient care, and community outreach - the four pillars of LSUHSCNO's mission. Additionally, the CIPECP is the only centralized office (academic and clinical) in the state of Louisiana focused on interprofessional advancements in health education and healthcare delivery. The organizational structure along with its accomplishments contributes to LSUHSCNO's vision of being "*recognized as an outstanding comprehensive public academic health sciences center.*"

While at LSU Health Sciences Center, students are partnered with students from other healthcare professions to acquire a more thorough understanding of each other's roles and responsibilities. Over the course of their education, they work alongside one another to develop teamwork skills within and outside of the classroom. The knowledge and skills acquired better help prepare them to work effectively in their future careers to improve patient healthcare experiences and outcomes.

The CIPECP office oversees a variety of interprofessional collaborative efforts among the six schools at LSUHSC, including five categories of Single IPE Experiences, the Interprofessional Student Alliance (IPSA) and its corresponding seven projects, the Interprofessional Scholars Program, and Team Up™, a two-year educational experience in which team-based skills are built and refined using real-world application and practice.

The CIPECP office also encourages professional development opportunities, both state and nationwide for staff, faculty, and students. The CIPECP also collaborates with the faculty council and select students on numerous IPE research projects throughout the year. Please read more about our publications and presentations.

[The Center for Interprofessional Education and Collaborative Practice \(CIPECP\) \(lsuhsc.edu\)](http://lsuhsc.edu)

## **PROFESSIONAL CONDUCT**

In conjunction with LSU Health Policy, the School of Dentistry is committed to providing each member of its community with an atmosphere of respect, individualism, and consideration. Each person is expected to demonstrate qualities conducive to promoting a positive and supportive learning environment. Additionally, individuals are responsible for displaying professionalism and appropriate conduct at all times and in all situations.

It is the duty and responsibility of all students to acquaint themselves with all provisions of the Code of Conduct. Every student will be conclusively presumed to have knowledge of all rules and regulations contained in the Code of Conduct from the date of his or her initial registration at the School of Dentistry. The Code of Conduct may be amended at any time by the authority of the Administrative Council. Amendments are effective upon approval of the Administrative Council. The Code of Conduct and any other School of Dentistry rules and regulations of personal conduct currently in effect, including all amendments, shall be contained in the Student Handbook and on the Learning Center.

All School of Dentistry students are expected to obey federal, state, and local laws and comply with directives issued by administrative officials at the School of Dentistry or LSU Health New Orleans in the course of their authorized duties. Any student who engages in conduct that violates School of Dentistry or LSU Health New Orleans rules or federal, state, or local laws is subject to discipline whether the conduct takes place on or off campus and whether or not civil or criminal penalties are imposed for such conduct.

Students must demonstrate the highest standards of character and integrity that warrant the public confidence and trust bestowed on them as health professionals. The standards for PROFESSIONAL CONDUCT are included in the LSUSD Student Handbook of Policies and Procedures. Among the elements of professionalism, each student must adhere to the following specific standards of care:

1. Each student must exhibit professional courtesy toward faculty, supporting staff, fellow students and patients;
2. Each student must maintain up-to-date, accurate and complete records regarding treatment performed on patients and patient fees;
3. No student shall deviate from treatment plans unless the deviation is authorized and documented in writing by the appropriate faculty;
4. No student shall jeopardize the well-being of a patient under any circumstances.

Unprofessional Conduct Report Form:

[Unprofessional Conduct Form 2022.pdf \(lsuhsc.edu\)](#)

## **CONDUCT CODE AND PROCEDURES FOR REPORTS OF DISCIPLINARY MISCONDUCT**

**Approved by Administrative Council  
March 4, 2008**

### **I. INTRODUCTION**

It is the duty and responsibility of all students to acquaint themselves with all provisions of the Student Conduct Code. Every student will be conclusively presumed to have knowledge of all rules and regulations contained in the Code from the date of his or her initial registration at the Louisiana State University School of Dentistry. The Code may be amended at any time by the authority of the Administrative Council. Amendments are effective upon approval of the Administrative Council. Students will receive copies of the Student Conduct Code. A full and complete text of the Code and any other LSU School of Dentistry rules and regulations of personal conduct currently in effect, including all amendments, shall be on file in the Office of Student Affairs and on reserve at the library.

All School of Dentistry students are expected to obey federal, state, and local laws and comply with directives issued by administrative officials at the LSU School of Dentistry or the Medical Center in the course of their authorized duties. Any student who engages in conduct that violates LSU School of Dentistry or Medical Center rules or federal, state, or local laws is subject to discipline whether the conduct takes place on or off campus and whether or not civil or criminal penalties are imposed for such conduct.

### **II. DEFINITIONS**

1. "Dean" refers to the Dean of the LSU School of Dentistry or his designee.
2. "Days" refers to official LSU School of Dentistry school days.

3. "Council" refers to the Pre-hearing Review Council which shall consist of the Chairperson of the Student Affairs Committee and two (2) Student Affairs Committee members recommended by the Chairperson of the Student Affairs Committee and appointed by the Dean.
4. "Committee" refers to the Student Affairs Committee which shall consist of five (5) voting student members elected by the student body (the student members shall be vice-presidents for the following classes: Dental II, Dental III, Dental IV, Dental Hygiene II, and Dental Laboratory Technology II), six (6) voting faculty members appointed by the Dean, and one (1) additional faculty member appointed by the Dean who shall serve as the Committee Chairperson.
5. "Chairperson" refers to the Chairperson of the Student Affairs Committee.
6. "Panel" refers to the Ad Hoc Panel which shall consist of three (3) tenured faculty members with five (5) or more years of service at the LSU School of Dentistry.
7. Any reference herein to the masculine also encompasses the feminine, and to the singular also encompasses the plural.

### **III. CONDUCT - RULES AND REGULATIONS**

#### **A. MISCONDUCT**

Any student found to have committed the following conduct, whether on or off campus or any other actions that may, in the judgment of the Committee, imperil the integrity and values of the School of Dentistry community or the well being of its members and guests is subject to the disciplinary sanctions outlined in this document:

1. Engaging in scholastic dishonesty. Examples of scholastic dishonesty include, but are not limited to: cheating, plagiarism, collusion, submitting for evaluation work which does not represent the student's own effort; using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise; giving or receiving unauthorized assistance in any academic exercise or examination; performing lab work or completing any project which is submitted for evaluation as another student's effort; or attempting to commit such acts.
2. Intentionally impeding or damaging the academic work or projects of others.
3. Committing fraud against the School of Dentistry, forgery, misuse or alteration of any School of Dentistry document or record, misuse of restricted information, or knowingly furnishing false information to the School of Dentistry, including, but not limited to, testimony before the Committee.
4. Providing patient care outside of regularly scheduled clinics or without faculty supervision.
5. Unauthorized taking or possessing the property or services of another or failing to recognize and demonstrate respect for the rightful ownership of equipment, instruments, books, supplies, and personal belongings.
6. Physically, verbally, or sexually abusing, threatening, intimidating, harassing, coercing any person and/or committing any other conduct which threatens or endangers the health or safety of any person.
7. Using threats concerning the terms or conditions of an individual's education, employment, or participation in the School of Dentistry as a way to gain sex and/or sexual favors.
8. Unlawfully possessing, using, manufacturing, selling, or distributing alcohol or other drugs.
9. Damaging or destroying property belonging to another.
10. Violating federal, state, municipal laws or ordinances.
11. Engaging in activity, on or off campus, which is contrary to the best interest of the School of Dentistry students, faculty, staff, patients, or other guests; engaging in behavior below standards of conduct appropriate for the academic institution; or engaging in behavior which could be classified as inappropriate conduct, including, but not limited to, substance abuse, disregard for public or personal property, or other improper behavior.
12. Indulging in inappropriate personal habits including, but not limited to, the use of any tobacco product in any lab, lecture, clinic or any other area of the Campus where its use is prohibited, and /or failing to strictly adhere to the following dress code requirements:

## B. VIOLATION OF LAW AND THE SCHOOL OF DENTISTRY

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any violation of this Code, the Committee will be automatically convened and disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the School of Dentistry and/or the LSU Medical Center. Interim steps, such as counseling or suspension may be recommended, pending the results of the court case.

## IV. CHARGES AND HEARINGS

### A. INITIATION OF CHARGES

1. Any faculty member, student, staff member, or guest of the Medical Center may bring Charges against a student for alleged misconduct.
2. The Charges must be in writing and submitted to the Chairperson of the Committee within thirty (30) school days of the date of discovery of the alleged misconduct. The Charges shall consist of:
  - a. A detailed description of the alleged misconduct; and
  - b. Physical evidence of the alleged misconduct or a signed statement by at least one witness to the alleged misconduct.
3. The Chairman of the Committee, who is appointed by the Dean, shall gather all documents related to the alleged misconduct.

### B. PRE-HEARING REVIEW

The Chairperson of the Committee shall convene the Pre-Hearing Review Council to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the majority of the Pre-Hearing Review Council. The Chairperson of the Committee may discuss the facts of the case with the Dean and appropriate administrators and department heads at any point during these proceedings. If the matter cannot be disposed of by mutual consent and a majority of the Pre-Hearing Review Council concludes that the charge is properly filed and a hearing is required, the Chairperson shall arrange a meeting with the charged student. At this meeting, the Chairperson shall present the charged student with a copy of the Charges and shall advise the student of the following due process rights:

1. The right to refuse to answer any or all questions.
2. The right to have up to five non-participating observers in the hearing.
3. The right to be accompanied at the hearing by a representative to advise, assist, and provide legal counsel, provided, however, that such counsel may not directly address the Committee or question or cross-examine any witnesses.
4. The right to be present during all phases of the hearing except executive sessions of the Committee.
5. The right to present documentary evidence.
6. The right to have a reasonable number of witnesses to testify on his/her behalf.
7. The right to personally cross-examine any adverse witnesses.

If the student does not dispute the facts on which the charges are based and waives the hearing procedures in writing, the student shall have an opportunity to submit a written statement to the Student Affairs Committee. The Committee shall assess appropriate penalty(ies) as outlined in this document. The Chairperson of the Committee shall notify the accused student in writing of the sanction(s) imposed. Notification shall be sent by certified mail to the address appearing in the records of the registrar or hand delivered to the student. The student may appeal the issue of penalty only, and any such appeal shall be directed to the Dean of the School of Dentistry. The student's appeal to the Dean shall be in writing and must be taken within five (5) school days after notification of the penalty imposed. The Dean shall render a decision within thirty (30) school days from receipt of the student's appeal.

If the student disputes the facts on which the charges are based, the student shall have an opportunity to prepare and present a defense to the charges at a hearing before the Student Affairs Committee. The Committee may conduct a hearing with a quorum of the membership present. The Committee shall have the following responsibilities:

1. Consider all alleged violations of the Student Conduct Code;

2. Consider all charges brought against students;
3. Give a student accused of any infraction of the Student Conduct Code a due process hearing; and
4. Determine, on the basis of evidence presented at the hearing, whether the student has violated each section of the Student Conduct Code that the student is so charged with violating. If the Committee determines that the student has violated the Student Conduct Code, it shall impose the appropriate penalty(ies) outlined in this document.

The Chairperson of the Committee shall call Committee meetings, distribute materials bearing on cases, conduct hearings in accordance with due process, maintain decorum during hearings, vote as a member of the Committee in the event of a tie, and forward the Committee's findings to the Dean. No member of the Committee may advise the charged student of the decision of the Committee, how members voted, or what a member said during executive session, or in any way violate the confidentiality of the Committee's actions and deliberations.

### C. HEARING PROCEDURES

The Chairperson shall establish the hearing date. The student and charging party shall be given at least five (5) school days notice of the date, time, and place of the hearing, although a hearing may be held earlier or later if agreeable to both the charged student and the Chairperson. The notice may be sent by certified mail to the address appearing in the records of the registrar or may be hand delivered to the student. The student's refusal to accept delivery of the notice of hearing or to maintain a current address with the registrar shall not be considered good cause for failing to respond to a summons. Each party shall provide the Committee Chairman and the other party a witness list, a brief summary of the testimony expected to be given by each witness, and a copy of all documents to be introduced at the hearing at least three (3) school days prior to the hearing.

The hearing shall be conducted as follows:

The Chairperson of the Committee shall conduct the hearing. The hearing shall not be open to the public, provided, however, that the charged student is allowed to have up to five (5) non-participating observers in the hearing. Each party shall have the right to appear, to present a reasonable number of witnesses (subject to the right of cross-examination by the Committee), to present documentary evidence, to cross-examine witnesses, and to be accompanied by an advisor. However, the parties may be excluded when the Committee meets in executive session. If the accused student's advisor is an attorney, the charging party may also be accompanied by an attorney. The attorneys for the parties may confer and advise their clients upon adjournment of the proceedings at reasonable intervals to be determined by the Chairperson, but may not question witnesses, introduce evidence, make objections, or present argument during the hearing. Rules of evidence and procedure are not applied strictly, but the Chairperson of the Committee shall exclude irrelevant or unduly repetitious testimony. The Chairperson shall rule on all evidentiary and procedural matters and may be accompanied and assisted by University counsel.

The hearing shall be recorded. At the request of the Dean or Committee Chairperson, the recording of the hearing shall be transcribed in which case the parties, upon written request, shall receive a copy of the transcript.

Following the hearing, the Committee shall meet in executive session. During its executive session, the Committee shall determine whether the charged student violated the Student Conduct Code. If the student is charged with violating more than one section of the Student Conduct Code, each violation shall be considered separately and whether the student has violated each section shall be determined by majority vote of the Committee based on the evidence presented at the hearing. If the Committee determines that the charged student has violated one or more sections of the Student Conduct Code, the Committee shall determine an appropriate penalty as outlined in this document. Previous charges of violation of the Code, or unprofessional conduct may be considered during the penalty phase. The Committee shall render a decision within ten (10) school days of the conclusion of the hearing. The decision shall be in writing and shall contain findings of facts, conclusions as to whether a violation(s) of the Student Conduct Code has occurred, and the disciplinary action imposed, if any. The decision shall be sent by certified mail to the address appearing in the records of the registrar or hand delivered to the charged student and copied to the charging party and Dean.

### V. APPEALS

If the Committee finds that the student has violated the Student Conduct Code, and the student is dissatisfied with the decision reached by the Committee, the student may appeal to the Dean. The student shall deliver Notice of Appeal to the Dean within five (5) school days after receipt of the Committee's decision. The Notice of Appeal shall include a copy of the Charges, a copy of the Committee's decision, and a statement of the grounds on which the appeal is

based. Except as required to explain the basis of new evidence as set forth below, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents. The Dean may grant or deny the appeal in whole or in part. If the Dean grants the appeal, an Ad Hoc Panel may be established to consider the appeal. The Panel shall consist of three (3) tenured faculty members with five (5) or more years of service at the LSU School of Dentistry. A faculty member who was present for any phase of the hearing, has a law degree, or has attended law school may not serve on the Panel. The Ad Hoc Panel shall be selected in the following manner:

The Dean shall select a member of the Ad Hoc Panel and shall notify the charged student of his nominee. The charged student shall then have three (3) days after notification by the Dean of the Dean's choice of panel member to notify the Dean of his nominee to the Panel. The two panel members selected by the Dean and the charged party shall be notified by the Dean to select the third Panel member within three (3) days of such notice; thereby the Panel is formed. Once the Ad Hoc Panel is formed, the Dean shall forward to the Panel a copy of all evidence, including the documents and the transcripts or tapes of the hearing for review for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, in conformity with prescribed procedures giving the charging party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the charged student a reasonable opportunity to prepare and present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the charged student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, if such evidence and/or facts were not known to the person appealing at the time of the original hearing.

After reviewing all of the evidence, the Panel shall render a written report to the Dean. The report shall include the Panel's finding as to whether or not the student's due process rights have been protected, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred and the appropriateness of the sanctions. The Dean shall review the Panel's report and shall accept, reject, or modify the Panel's findings. The Dean shall render a decision within thirty (30) days of receipt of the Panel's report. The decision shall be in writing and shall be mailed or hand delivered to the parties. The Dean's decision represents the highest level of appeal in the School of Dentistry.

## **VI. PENALTIES**

The penalties outlined in this document are intended as guidelines for the Committee to follow. At the Committee's discretion, penalties may be modified by the Committee, up to and including, the expulsion of a student for a first offense.

1. Violation: Engaging in scholastic dishonesty. Examples of scholastic dishonesty include, but are not limited to: cheating, plagiarism, collusion, submitting for evaluation work which does not represent the student's own effort; using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise; giving or receiving unauthorized assistance in any academic exercise or examination; performing lab work or completing any project which is submitted for evaluation as another student's effort; or attempting to commit such acts.

Penalty:

- a. First offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

- i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
- ii. Student must repeat work in question to the satisfaction of the course director; and
- iii. Student's final grade in the course where violation occurred is lowered by one letter grade; and
- iv. During the period of suspension, the student must perform community or university service as outlined by Committee; and
- v. Student must participate in appropriate Campus Assistance Program.

- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 2. Violation: Intentionally impeding or damaging the academic work or projects of others.

Penalty:

- a. First Offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 3. Violation: Committing fraud against the School of Dentistry, forgery, misuse or alteration of any School of Dentistry document or records, misuse of restricted information, or knowingly furnishing false information to the School of Dentistry including, but not limited to, testimony before the Committee.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
  - i. Student is suspended from the School of Dentistry, for a period and a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 4. Violation: Providing patient care outside of regularly scheduled clinics or without faculty supervision.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 5. Violation: Unauthorized taking or possessing the property or services of another or failing to demonstrate respect for the rightful ownership of equipment, instruments, books, supplies, and personal belongings.

Penalty:



- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program; and
    - iv. Restitution is required when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - a. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
6. Violation: Physically, sexually, or verbally abusing, threatening, intimidating, harassing, coercing any person, and/or committing any other conduct which threatens or endangers the health or safety of any person.

Penalty:

- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
7. Violation: Using threats concerning the terms or conditions of an individual's education, employment, or participation in the School of Dentistry as a way to gain sex and/or sexual favors.

Penalty:

- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
8. Violation: Unlawfully possessing, using, manufacturing, selling, or distributing alcohol or other drugs.

Penalty:

- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and

- ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
9. Violation: Damaging or destroying property belonging to another.
- Penalty:
- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
    - iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
10. Violation: Violating federal, state, or municipal laws or ordinances.
- Penalty:
- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
    - iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
11. Violation: Engaging in activity on or off campus, which is contrary to the best interest of the School of Dentistry, its students, faculty, staff, patients, or other guests; engaging in behavior below standards of conduct appropriate for the academic institution; or engaging in behavior which could be classified as inappropriate conduct, including, but not limited to substance abuse, disregard for public or personal property, or other improper behavior.
- Penalty:
- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

    - i. Student is suspended from the School of Dentistry, for a period and a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.

- iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - a. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
12. Violation: Indulging in inappropriate personal habits, but not limited to, the use of any tobacco product in any lab, lecture, clinic or any other area of the School where its use is prohibited, and/ or failing to strictly adhere to the dress code requirements:

Penalty:

- a. First offense:
 

At the discretion of the Committee, one or both of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry for up to one week, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee.
- b. Second offense:
  - i. Student is suspended from the School of Dentistry, for up to two weeks, at a time to be determined by the Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by the Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.

The penalty for a student found to have committed a second "first offense," regardless of whether it arises out of the same incident, is imposed at the discretion of the Committee. The penalty may include community service, university service, suspension, or expulsion. A written disciplinary record shall be kept for each student assessed a penalty. The disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, and any other pertinent information. Records of penalties imposed shall be maintained in the Office of Student Affairs and Records and shall be removed upon the student's graduation from the Dental School. However, the penalty of expulsion shall be recorded on the student's permanent academic transcript and shall never be removed. Records of the proceedings shall be maintained in the Office of Student Affairs and Records and shall be subject to review should any subsequent infraction of regulations occur. All Department Heads, Deans, and the Coordinator of Student Affairs shall be notified by the Chairman of the Student Affairs Committee of any violation of the Student Conduct Code and resultant penalty imposed against a student.

## **VII. INTERIM SUSPENSION**

In certain circumstances, the Dean, Associate Dean for Academic Affairs, or the Associate Dean of Clinical Affairs may impose a School of Dentistry suspension prior to the hearing before the Committee, however, the Chairperson of the Committee shall be notified of such action. Interim suspension may be imposed: a) to ensure the safety and well-being of members or guests of the School of Dentistry community or preservation of the School of Dentistry property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the School of Dentistry. During the interim suspensions, the student shall be denied access to the School of Dentistry and/or all School of Dentistry activities or privileges for which the student might otherwise be eligible, as the Dean may determine to be appropriate.

### **CM-33 – Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications**

A. The LSU Health Sciences Center respects the basic principle of "freedom of association" for its students. Student organizations may be recognized by the Health Sciences Center for any lawful purpose and may petition for recognition by submitting a constitution to the LSUHSC Student Affairs Committee. All official student organizations must have approval of the Health Sciences Center, and must have a faculty advisor.

B. The LSU Health Sciences Center Student Affairs Committee is an administrative committee created by the Office of the Chancellor and is responsible to the Chancellor through the Vice Chancellor for Academic Affairs. The committee is chaired by the Vice Chancellor for Academic Affairs, and made up of the Associate and Assistant Deans of Student Affairs for each of the six (6) schools, the Registrar and Associate Registrar, the Director of Student Financial Aid, and the Directors of Student Affairs. The charge to the Committee is:

- A. To formulate and recommend policies governing eligibility for membership in student organizations and act on any petition for exceptions to these policies.
- B. To act on petitions for activation of new student organizations.
- C. To review any violations of the approved constitutional provisions of any student organization when such violations are referred to the Committee and to recommend appropriate disciplinary action to the Vice Chancellor for Academic Affairs.
- D. To deactivate any student organization which has not met within a twelve (12) month period.
- E. To function as a board of appeals for problems connected with student organizations which are referred to it.
- F. To advise and make recommendations to the Vice Chancellor for Academic Affairs on all matters referred to the Committee by the Vice Chancellor for Academic Affairs.
- G. To submit an annual report of Committee activities to the Chancellor and to the Vice Chancellor for Academic Affairs.

C. Activities and programs of recognized student organizations must at all times be consistent with the purposes expressed in the Constitution approved by LSUHSC Student Affairs Committee. Copies of the current constitutions of all recognized student organizations are kept on file in the Offices of the Deans. If revisions are made in a student organization constitution, the organization must submit its changes to the LSUHSC Student Affairs Committee for approval and following approval, the student organization must submit a Copy of the revised constitution to the appropriate Dean.

#### **Governance by Students**

A. The LSU Health Sciences Center recognizes the need for and encourages student self-governance in the student-university relationship. Student self-governance may range from campus-wide self-government through the Student Government Association to student self-governance in much smaller groups as in recognized student organizations. The role and responsibility of recognized student governing bodies shall be delineated in the constitution and bylaws of the respective student organization. The SGA Constitution and Bylaws must be approved by the LSUHSC Student Affairs Committee. Amendments to constitutions will be approved by the same administrative body that approved the original Constitution. The SGA Constitution and Bylaws and constitutions and bylaws of other student organizations must not be in conflict with federal and state constitutions and laws, regulations of the LSU Board of Supervisors, and/or established LSU Health Sciences Center policy. Actions by student governments within the area of their jurisdiction shall be reviewed by the Health Sciences Center administration only through orderly and prescribed procedures.

B. Changes in the SGA Constitution and Bylaws should be in accordance with the provisions of the SGA Constitution and established Health Sciences Center policy.

C. Changes in the constitutions of other recognized student organizations must be made in accordance with policies and procedures established by the LSUHSC Student Affairs Committee. Statement of the Institution's Responsibilities Regarding Student Publications: Students have the right to publish and distribute written material protected by the First Amendment without prior approval of the contents of the material. The time, place, and manner of distribution may be limited by such regulations as are necessary for the responsible operation of the LSU Health Sciences Center as determined by the Vice Chancellor for Academic Affairs Committee.

#### **Statement of the Institution's Responsibilities Regarding Student Publications:**

Students have the right to publish and distribute written material protected by the First Amendment without prior

approval of the contents of the material. The time, place, and manner of distribution may be limited by such regulations as are necessary for the responsible operation of the LSU Health Sciences Center as determined by the Vice Chancellor for Academic Affairs.

## **STUDENT GOVERNMENT ASSOCIATION**

### **PURPOSE AND NAME**

In recognition of the need for an instrument to provide a forum for student debates, and opinion, and to provide an orderly method of dialogue between faculty and student body, the students of the Louisiana State University School of Dentistry, herein referred to as LSUSD, the Student Government Association, hereinafter referred to as the SGA, was created. Being separate entities with the common interests and goals of serving the same students, said SGA and local Chapter of the American Student Dental Association, hereinafter referred to as ASDA, have a bipartisan relationship and association with one another. ASDA upholds and supports the objectives of the American Student Dental Association. As such, the SGA reserves the right to resolve any conflicts arising from this relationship. The SGA will abide by the ASDA constitution concerning matters related to ASDA.

### **MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

Any student (dental students, dental hygiene students, dental laboratory technology students) of LSUSD is a member of the SGA. Every dental student of LSUSD is a member of ASDA. Every dental hygiene student of LSUSD is a member of the Student American Dental Hygienists' Association or SADHA. Each member is privileged to contribute whatever they feel is necessary for the benefit of the school and/or University, and is expected to do so in a manner in which is in accordance with their professional status and the guidelines set forth in this Constitution. Each member is expected to abide by the decision of the executive council majority. Inasmuch as ASDA differentiates between dental and paradental students, the guidelines set forth by the ASDA Constitution will be followed when matters concerning ASDA require consideration by the SGA, specifically in reference to the voting rights of each student category.

### **SOCIAL EVENTS**

The Office of Student Affairs must receive a written request for student sponsored social activities whether they are held on or off campus. Before alcoholic beverages may be served at any student event on or off campus, the sponsoring organization or individual must complete a "Request for Authorization to Serve Alcohol" form and submit it to the Office of Student Affairs well before the scheduled event. Organizations or individuals requesting to have social events on weekends at the dental school must pay for an additional university police officer during the hours of the event.

### **CM-36: GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL**

**Effective Date: June 16, 1999**

The excessive use of intoxicating beverages may adversely affect the academic and professional performance of faculty, staff, residents, and students. The purpose of this policy is to establish guidelines for responsible use of alcohol at LSUHSC and LSUHSC sponsored functions.

Chancellor's Memorandum (CM-36) - <https://www.lsuhs.edu/administration/cm/cm-36.pdf>

**Note: All LSU sponsored parties, on or off campus, must have prior approval of the Dean or his designee.**

A "Request for Authorization to Serve Alcohol" form is located

at: <https://www.lsuhs.edu/administration/academic/docs/AuthorizationToServeAlcohol.pdf>

## STUDENT ORGANIZATIONS/MEMBERSHIPS/SOCIETIES

**Academy of General Dentistry (AGD) Student Fellow Track Program/Affiliate of the Louisiana Academy of General Dentistry** - the Fellow Track program is a student-driven organization dedicated to life-long learning. AGD student members may earn up to 50 hours of continuing education (CE) credits toward their AGD Fellowship awarded after graduation. The Fellow Track program sponsors continuing education and lunch and learns on a variety of subjects of interest to dental professionals. Learn the many benefits of becoming a member of the Academy of General Dentistry. AGD Faculty Coordinator: Kay Jordan, DDS, Clinical Associate Professor of Comprehensive Dentistry ([kjord3@lsuhsc.edu](mailto:kjord3@lsuhsc.edu)) AGD Student Liaisons: Cecilia Hazard ([chazar@lsuhsc.edu](mailto:chazar@lsuhsc.edu)) and Clayton Sorrells ([csorr1@lsuhsc.edu](mailto:csorr1@lsuhsc.edu)).

**American Academy of Pediatric Dentistry (AAPD) Student Chapter** – is an affiliate of the American Academy of Pediatric Dentistry. The American Academy of Pediatric Dentistry (AAPD), founded in 1947, is the not-for-profit professional membership association representing the specialty of pediatric dentistry. Its 10,800 members put children first in everything they do, and at the highest standards of ethics and patient safety. Pediatric dentists provide care to millions of our nation’s infants, children, adolescents, and persons with special health care needs, and are the primary contributors to professional education programs and publications on pediatric oral health. The AAPD, in accordance with its vision and mission, advocates optimal oral health for all children. It is the leading national advocate dedicated exclusively to children’s oral health. The AAPD Student Chapter serves as an interest group for students to learn more about pediatric dentistry. <https://www.aapd.org/about/about-aapd/who-is-aapd/>

**American Dental Education Association (ADEA)** - devoted to the advancement of dental education, research and service. Student members receive benefits such as: ADEA Connect, the Dental Education Community Network, heightened visibility in academic industry, learning and professional development resources, award opportunities, education debt management material, and industry resources including a free subscription to the online version of ADEA’s renowned *Journal of Dental Education*. Representatives from LSUSD are selected to serve on the Council of Students of the American Dental Education Association as the national voice and advocate for all students in the dental education community. <https://www.aadea.org/Join/Student>

**American Student Dental Association (ASDA)** - is a national student-run organization that protects and advances the rights, interests, and welfare of dental students. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces students to lifelong involvement in organized dentistry and provides services, information, education, representation, and advocacy. Membership in ASDA is open and all pre-doctoral dental students are automatically enrolled. Executive Council positions are available with opportunities for committee chair positions and committee members. <https://asdanet.org>

**C. Edmund Kells Honor Society** – is a local honor society established in 1971 at LSUSD is named for New Orleans’s most famous dentist, Dr. Kells. He is known as the first US dentist to take intraoral radiographs on a living person. The Kells Society is composed of students who excel academically throughout their dental school career.

**Delta Sigma Delta Professional Dental Fraternity and Psi Omega Professional Dental Fraternity** - LSUSD offers membership in professional dental fraternities to promote the high ideals and standards of its profession; to advance the professional knowledge and welfare of its members; and to provide a medium through which its members, with a common interest, can develop everlasting friendships. Annual dues are assessed.

**Muslim Students Association** - the organization is dedicated to build unity through diversity and education. They aim to facilitate informative programs for people of all backgrounds, levels of knowledge and piety to learn about Islamic traditions and beliefs. MSA hopes to foster a tolerant, vibrant, and diverse community to provide representation for Muslim students and their interests at LSUD as well as actively engage the surrounding communities through education and civil service.

**Omicron Kappa Upsilon (Theta Kappa Chapter)** – is a national dental honor society. Members, elected from the top 20 percent of the graduating class, show potential for professional growth and serve as examples among their peers. <https://www.okusupreme.org>

**Oral and Maxillofacial Surgery (OMFS) Interest Group** – the organization is to help dental students learn more about the field of oral and maxillofacial surgery and to facilitate information about preparing to enter into a career in the field of oral and maxillofacial surgery.

***Sigma Phi National Dental Hygiene Honor Society*** - the purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, leadership, and service among dental hygiene graduates. Four students are chosen from the top 10% of the class. [Sigma Phi Alpha - National Dental Hygiene Honor Society \(sigma-phi-alpha.org\)](http://sigma-phi-alpha.org)

***Student American Dental Hygienists' Association*** – is an affiliate of the American Dental Hygienist's Association (ADHA). In addition to learning about the ADHA and benefits of being involved with professional membership, students participate in professional meetings and discussion groups locally, regionally, and nationally. SADHA also celebrates National Dental Hygiene Month and provided various philanthropic activities throughout the year. [Student Membership | ADHA - American Dental Hygienists Association](#)

***Student Government Association*** - the formal organization of the student body with its own constitution and by-laws. SGA directs student activities and facilitates communication between faculty and the student body.

***Student Professionalism and Ethics Association in Dentistry (SPEA)*** - is a national, student driven association that was established to promote and support a student's lifelong commitment to ethical behavior in order to benefit the patients they serve and further the dental profession.

***Student National Dental Association (SNDA)*** - is the student organization of the National Dental Association. SNDA was established in 1970 to promote, aid, and support the academic, moral, ethical and social environment of minority students. The SNDA is committed to the improvement of the delivery of dental health to all people, with an emphasis on minorities and the underserved. It strives to establish opportunities for its members to develop stronger alliances amongst one another, all students, and develop a sense of community in the dental schools. SNDA is dedicated towards the enrollment and advancement of underrepresented minority and disadvantaged students within the field of dentistry. The organization provides dental education, access to care information, and community service through various outreach efforts, with emphasis on the minorities and the undeserved.