

LSU Health
NEW ORLEANS
School of Dentistry



Student Handbook
2024-2025

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 Student Handbook and Catalog/Bulletin represents a flexible program of the current curricula, educational plans, offerings, and requirements, which may be altered from time to time to carry out the purposes and objectives of the Louisiana State University and Agricultural and Mechanical College System. The provisions of the handbook and catalog do not constitute an offer of a contract, which may be accepted through registration and enrollment in the LSU System. The LSU System reserves the right to change any provisions, offering, or requirement at any time within a student's period of study in the LSU System. The LSU System further reserves the right to require a student to withdraw from the LSU System for cause at any time.

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>. 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, Graduate Studies, Nursing, Medicine, and Public Health. The School of Dentistry is composed of educational programs for the Doctor of Dental Surgery Degree, 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, 2nd, 3rd and 4th 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 VISION OF THE LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER IN NEW ORLEANS

Louisiana State University Health Sciences Center at New Orleans (LSUHSC-NO) will be recognized as an outstanding comprehensive public academic health sciences center that serves the needs of all citizens of the State of Louisiana by delivering professional education and training, conducting innovative research, providing high-quality patient care, and engaging in diverse outreach initiatives.

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 – New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. LSUHSC-NO 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).

CHANCELLOR'S MEMORANDA

Chancellor's Memoranda (CMs) are LSUHSC-NO campus-wide policies that establish standard academic, operating, and management policies and procedures and that implement or interpret various laws, rules, regulations, or other applicable policies. CMs are subordinate to policies of the LSU System issued as Permanent Memoranda (PMs), to the *Bylaws* and *Rules & Regulations* of the LSU Board of Supervisors, and to state and federal regulations, policies, and statutes; they apply to the entire LSUHSC-NO community but are not binding upon other institutions within the LSU System. A number of LSUHSC-NO policies are of particular interest to students. They are contained in Chancellor's Memoranda located at [Chancellor's Memoranda \(lsuhsc.edu\)](https://www.lsuohsc.edu/chancellor/memoranda). 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.lsuohsc.edu/administration/cm/cm-25.pdf>

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

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.lsuohsc.edu/administration/cm/cm-33.pdf>

Request Forms for Recognized Student Organizations

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

CM-36: GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL AT THE LSU HEALTH SCIENCES CENTER

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.

The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus sponsored by the institution with written authorization from the Dean, Chancellor, or their authorized designee and

when the following guidelines for responsible use of alcohol are followed. The guidelines also apply to the use of alcohol at LSUHSC sponsored functions off campus.

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

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

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

CM-37: LSU HEALTH SCIENCES CENTER NEW ORLEANS CAMPUS FITNESS FOR DUTY

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.lsuhs.edu/administration/cm/cm-37.pdf>

LSUHSC NO Administrative Referral Form - [Administrative Referral ByHand.pdf \(lsuhsc.edu\)](#)

LSUHSC NO Supervisor's Instructions for Drug Testing and Fitness for Duty - [Supervisor Instructions DT FFD.pdf \(lsuhsc.edu\)](#)

LSUHSC Employee, Faculty, Resident, and Student Instructions Drug Testing & Fitness for Duty Referral - [EFRS Instructions DT FFD.pdf \(lsuhsc.edu\)](#)

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.

Staff, researchers, clinicians, students, and faculty depend on the SYSTEM IT Infrastructure for the electronic classroom, telemedicine, healthcare, clinical and administrative database applications, high-speed data and image exchange, and collaborative initiatives with both internal and external entities.

Mobile devices such as smartphones (e.g. iPhone®, Android™ ...) and tablets (e.g. iPad®, Samsung Galaxy Tab, or Google Nexus ...) use the SYSTEM IT Infrastructure to improve the delivery of information for the purposes outlined above by combining significant computing and communication capabilities with portability and ease of use. At the same time, these devices introduce new risks to the integrity, availability and confidentiality of Data.

The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and availability of vital services that rely on the SYSTEM IT Infrastructure through good citizenship and legal and ethical use and to provide guidelines for the appropriate use and configuration of personal computers, laptops, and mobile devices as necessary to protect the SYSTEM IT Infrastructure from unauthorized access or disclosure.

Chancellor's Memorandum (CM-42) - <https://www.lsuhschool.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.lsuhschool.edu/administration/cm/cm-44.pdf>

CAMPUS VIOLENCE RISK REDUCTION PLAN - [violencereduction.pdf](https://www.lsuhschool.edu/violencereduction.pdf) (lsuhsc.edu)

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.lsuhschool.edu/administration/cm/cm-49.pdf>

CM-56: STUDENT RIGHTS, ROLES AND RESPONSIBILITIES

Revised Date: September 05, 2023

LSU Health Sciences Center at New Orleans (LSUHSC-NO) is dedicated to providing an environment of respect, dignity, inclusivity, and support for all members of its student community, and to ensuring honesty, fairness, and respect for students' physical, educational, and emotional well-being. Likewise, as integral members of the LSUHSC-NO community, students have certain rights, roles, and responsibilities to themselves, the institution, their peers, faculty, staff, and patients. This policy describes the rights, roles, and responsibilities of LSUHSC-NO students. It also defines the processes and procedures for both student complaints and disciplinary proceedings, including those required for compliance with the "Louisiana Student Due Process and Protection Act" (La. R.S. 17:3394), to sustain a professional, ethical, and equitable learning community at LSUHSC-NO.

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)

**Contained in (CM-67) Work-Related Off-Campus Activity Policy – <https://www.lsuhscc.edu/administration/cm/cm-67.pdf>
Revised Date: August 15, 2019**

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-67 and PM-11.

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 STUDENT SERVICES AND RESOURCES

BURSAR'S OFFICE

https://www.lsuhscc.edu/administration/accounting/bursar_operations.aspx

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

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

Hours of Operation:

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

CAMPUS FEDERAL CREDIT UNION

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 Clicksm 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.

A representative from Campus Federal is at the School of Dentistry on Wednesdays from 12:00 pm to 2:00 pm in Room 2211.

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 service provided by LSU Health Sciences Center at New Orleans to assist faculty, staff, residents, students, and their immediate family members in resolving personal, academic, or work-related problems. Faculty, staff, or residents who are enrolled or employed with LSUHSC-NO programs in other cities are also eligible for CAP services.

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 from 9:00 am to 1:00 pm in Room 2211.

Campus Assistance Program (CAP)
Human Development Center
411 S. Prieur St., Suite 233
New Orleans, LA 70112
Office (504) 568-8888
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.

Compliance with such requirements is vital to the organization's operations to avoid administrative sanctions ranging from stringent program oversight to the suspension of Federal program funding and criminal /civil prosecution. Federal Sentencing Guidelines provide for the mitigation of penalties to organizations that have an effective program in place for detecting and preventing violations of law and regulations.

Continuing Compliance Education

As part of your 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

COMPUTER SERVICES/INFORMATION TECHNOLOGY

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

School of Dentistry Computer Services

<https://www.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 submit an online ticket at <https://solutions.lsuhs.edu/> or 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 (4357) or go to <https://solutions.lsuhs.edu/>.

DENTAL BOOKSTORE

<https://lsuhsc.edu/administration/ae/dbs.aspx>

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. They offer a variety of services, including orders for books, scrubs, and cap and gown orders for graduation. The Bookstore manages the student hand piece repair program and any warranties associated with study supply kit items. The Bookstore also operates as a convenience store with

assorted snacks and drinks. Methods of payment include all major credit cards and Pay Paw. All students are required to purchase, annually through the Bookstore, an instrument kit as specified by the program and year of study.

Hours of Operation: Phone: (504) 941-8130
Monday – Friday Email: aedbs@lsuhsc.edu
8:00 am – 4:00 pm

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 electronic and print publications in dentistry and oral medicine with selected materials in basic sciences and general medicine.
- Access to the Dental and Isché libraries' ebook, book, and journal holdings through the LSUHSC Libraries Discovery Service.
- Reserve collection of most of the required textbooks.
- Free research assistance and assistance with database searching.
- A computer lab with 4 workstations. Printing, scanning, and copying via PayPaw.
- Off-campus access to electronic resources including access to databases, journal articles, and ebooks.
- Databases and search systems including PubMed, Embase, Scopus, EBSCOhost, and many others.
- RefWorks, a free web-based bibliography and reference manager.
- Use of the services and resources at the Isché Medical Library, located on the third floor of 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 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 – 8:00 pm

Friday, 8:00 am – 5:00 pm

Saturday - closed

Sunday, 11:30 am – 8:00 pm

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

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

FINANCIAL AID

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

The Student Financial Aid Office administers grants, loans, scholarships, and part-time employment. Students interested in receiving financial aid should contact this Office well in advance of their expected enrollment. Each student's need for aid will be evaluated on information supplied and in accordance with the Financial Aid Policy of the Health Sciences Center. Representatives of the Office are available for consultation with all candidates for admission and with students.

Although the primary responsibility for financing an education rest with the student and the student's immediate family, it is recognized that many students require additional assistance in order to meet their educational costs.

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.

[Louisiana State University Health Sciences Center at New Orleans - Acalog ACMS™ \(lsuhsc.edu\)](https://www.lsu.edu/ombuds/index.php) – click on Financial Aid & Services

Student Financial Aid Office
LSU Health Sciences Center in New Orleans
433 Bolivar Street, Room 215
New Orleans, LA 70112-2223
(504) 568-4820
finaid@lsuhsc.edu

OMBUDS OFFICE

<https://www.lsu.edu/ombuds/index.php>

The LSU University Ombuds Office is a confidential, impartial, independent, and informal process for faculty, staff, medical residents, and graduate and undergraduate students to seek assistance and guidance to resolve barriers to productivity and to increase the quality of their experience at LSU. The Ombuds encourages fairness and equity through issue resolution, communication and outreach, and systemic change and issue prevention identification. Through its mission, the University Ombuds Office helps to further LSU's commitment to pursuing educational excellence.

The Ombuds Process:

- 1.) Listen to Concerns, 2.) Gather Information, 3.) Propose Solutions, and 4.) Follow Up

The Ombuds Office is not aligned with any person or department and is not an advocate for any person, group, or organization. The ombuds does not offer legal advice or mental health counseling. The Ombuds Office is independent and reports to the General Counsel for administrative and budget purposes.

The University Ombuds Office serves all campuses including Baton Rouge, Alexandria, Eunice, Shreveport, AgCenter, LSU Health New Orleans, LSU Health Shreveport, and Pennington Biomedical.

The LSU University Ombuds Office is an LSU designated confidential space, and, as such, the Ombuds practitioners are not mandatory reporters under LSU policies including, but not limited to PM 73, PM 55, and Titles II, VI, VII, and IX.

Telephone, Zoom, and In-Person Meetings are available.

To make an appointment, contact:

Associate Ombuds – LSU Health New Orleans and Shreveport
Catherine Briley, JD
catherinebriley@lsu.edu
ombuds@lsu.edu
225-578-3429

PARKING SERVICES

<https://www.lsu.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@lsuhsc.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

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

The Office of the Registrar is committed to providing faculty, staff, and students with 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 <http://catalog.lsuhs.edu/>

Degree Verification

LSUHSC New Orleans has authorized the National Student Clearinghouse 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. Outside agencies requiring a verification of enrollment should contact the Clearinghouse online at 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
Hours: 9:00 am - 4:00 pm (M-F)

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

STUDENT HEALTH INSURANCE

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

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

https://www.lsuohsc.edu/orgs/studenthealth/insurance/docs/LSU_Health_Brochure.pdf

STUDENT HEALTH SERVICES

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

The Louisiana State University Student Health Clinic offers a variety of health services. Physicians and Nurse Practitioners in the Student Health Clinic are board certified. We provide primary health care, mental health assistance, immunizations, lab tests and x-rays, women's health exams, and exams for away rotations/residency.

No matter who your insurance carrier is, there's no charge for a student health visit in the student health clinic. Other services within the Louisiana State University Healthcare Network do generate a charge.

Student Health Services provides services by appointment only. If you need emergency care, you should go directly to an emergency room as the student health clinic is not equipped to provide emergency care.

Services provided: medical care, laboratory tests and x-rays, immunizations, mental health counseling.

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, 3rd Floor, Room 307. Hours are Monday – Friday 8:00 am - 4:30 pm, Phone: (504) 568-1800, Email: dmari1@lsuohsc.edu or StudentHealthStaff@lsuohsc.edu

Frequently asked questions:

<https://www.lsuohsc.edu/orgs/studenthealth/faq.aspx>

TITLE IX/CAMPUS SAVE ACT

<https://www.lsuohsc.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, gender, sexual orientation, gender identity, & pregnant/parenting status as well as sexual misconduct which includes sexual harassment, dating violence, domestic violence, sexual assault, and stalking.

Prohibiting Power-based Violence, including Sex-and Gender-based Harassment and Discrimination, and Sexual Misconduct - [pm-73.pdf \(lsu.edu\)](#)

LSUHSC New Orleans Title IX Coordinator:

Leigh Smith-Vaniz (she/her/hers)

Resource Center Building

433 Bolivar Street, Ste. 826A

New Orleans, LA 70112

(504) 568-2211

titleix@lsuohsc.edu

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.lsuhsu.edu/administration/vcaca/emergency.aspx>

The mission of the LSUHSC Police Department is to provide our students, faculty, staff and visitors a crime free environment and promote a safe environment through transparency and awareness. Our focus is Risk Reduction, Deterrence and Avoidance as a comprehensive approach to meet the goals of the Department and the University.

Each commissioned member of the Office of University Police Department is a Louisiana Post Certified officer who holds a State of Louisiana University Police Commission. Although the commissions authorize University Police Officers to be armed and to apprehend persons who have been observed committing criminal acts, the primary mission of the University Police Department is to prevent and serve as a deterrent to criminal activities within our jurisdiction.

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 (Emergency – 6 am to 6 pm)

LSU HEALTH SCIENCES CENTER 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, constituent dental societies, state boards of dentistry, patients, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation regarding any Commission accredited dental, allied dental or advanced dental education program, or a program which has an application for initial accreditation pending. An appropriate complaint is one that directly addresses a program's compliance with the Commission's standards, policies and procedures. The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

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

General Information for Filing a Complaint through CODA: [File a Complaint | Commission on Dental Accreditation \(ada.org\)](https://www.ada.org/coda)

Guidelines for Filing a Formal Complaint through CODA: [CODA: Guidelines for Filing a Formal Complaint Against an Educational Program \(ada.org\)](https://www.ada.org/coda)

CODA Complaint Policy: [coda_complaint_policy.pdf \(ada.org\)](https://www.ada.org/coda)

QUALITY ASSURANCE

[QA Manual 2023-24.pdf \(lsuhsc.edu\)](https://lsuhsc.edu/qa-manual-2023-24.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. Additionally, nothing should be taped to walls, windows, or doors. This policy is established by facilities and will be enforced. Facilities has full authority to remove materials in prohibited areas. It is best to utilize easels or other displays. Please contact the Office of Student Affairs if you have any questions.

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) 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. Paul Fidel (pfidel@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).

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), course director of the Research Methodology section of DENT 5510. There is a research proposal template that can be obtained from the Department of 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) 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 for learning and 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. Clothing 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 established dress code, which has been approved by the General Faculty Assembly. The dress code must be adhered to while in class, laboratory, or clinic. Students in violation of the dress code will be subject to referral to the Office of Student Affairs or the Committee on Professional Conduct for disciplinary action.

Scrubs:

Landau scrubs are the official brand of the LSU Health Sciences Center School of Dentistry. Scrub styles are of personal preference but must fit appropriately and must adhere to the established dress code.

Scrub Colors:

Dental (DDS)

- Steel Grey: CLASS of 2025/CLASS of 2029
- Hunter Green: CLASS of 2026/CLASS of 2030
- Wine (Burgundy): CLASS of 2027/CLASS of 2031
- Navy Blue: CLASS of 2028/CLASS of 2032

Dental Hygiene (DH)

- Teal: CLASS of 2024/CLASS of 2026
- Caribbean Blue: CLASS of 2025/CLASS of 2027

Dental Laboratory Technology (DLT)

- Pewter: All Classes

Outside of clinic, students must wear:

- The appropriate color scrub top.
 - Names are to be embroidered on all scrub tops in white font.
 - Plain white t-shirts may be worn under the scrub top. If optional white t-shirt is worn under the scrub top, it cannot hang below the level of the bottom of the scrub top.
- 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-toe/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 tops when in lab or class. Names are to be embroidered on all lab coats in white font.
- Sweatshirts are optional over scrub top. Must be clean.
- No hats are permitted.

In 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 top.
- 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 piercings 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 School of Dentistry 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 included in their respective course outlines.

There are no excused absences with this policy. The only exception is an APPROVED ABSENCE as determined by the Office of Academic Affairs.

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).

Clinical Courses: (Program in Dentistry)

Dental students are required to attend all scheduled clinic sessions as a requirement of each specific clinical course.

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.

Laboratory Courses: (Program in Dental Laboratory Technology)

Dental Laboratory Technology students are required to attend 90% of all scheduled laboratory sessions. Students who exceed the 10% missed-session limit shall have their final laboratory grade reduced according to the respective course outline.

APPROVED ABSENCES

The School of Dentistry does not have excused absences for individual days missed. Such absences are addressed in the Attendance Policy and referred to in each course syllabus.

The Dean or Academic Dean may grant a formal request for an Approved Absence for medical, personal, or professional (*to represent the school at a professional meeting*) reasons for absence requests encompassing a period of five (5) consecutive school days or more. The student should contact the Office of Academic Affairs for the criteria for consideration of such an Approved Absence.

When requesting an Approved Absence, the request:

- Must be in writing (email is acceptable) and addressed to the Academic Dean.
- Must include the reason for the requested absence, the 'start date' and 'expected' date of return. If the request is for:
 - Medical Reasons, a note from the treating physician recommending/ordering the time to be missed is required.
 - Personal Reasons, an explanation is required and the decision to grant is under the Academic Dean's purview.
 - Professional Reasons, the request must include the name of the professional meeting being attended, the student's role in the meeting (officer or official representative of the school or organization) and support for the request must be submitted by the:

- Faculty Advisor for the organization;
- Office of Student Affairs; or
- Office of the Dean,
whichever is appropriate; and
- Must be for at least five (5) consecutive school days if the request is for either an Approved Absence for medical reasons or for personal reasons.

If the time away does not meet the criteria for an approved absence, then the course directors are free to count the time missed against your allowed absenteeism as stated in each course outline.

Should such a request be granted, a note will be sent from the Office of Academic Affairs to all involved course directors informing them of the approved absence. Please understand that the student is responsible for all work missed. It is highly recommended that the student keeps in touch with each of the involved course directors during the absence to make certain that course obligations are met.

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 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.

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

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

ACADEMIC PERFORMANCE ADVANCEMENT COMMITTEES

The School of Dentistry has four Academic Performance Advancement Committees (APACs), one each for the Programs in Dentistry (APAC-DENT), Dental Hygiene (APAC-DH), Dental Laboratory Technology (APAC-DLT) and for the Programs in Advanced Education (APAC-Adv. Ed.).

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. Each student must continue to meet the requirements of SATISFACTORY PROGRESS as defined herein. Students who are found to be experiencing difficulty in maintaining the required standards are informed in writing or through personal counseling by the Chair of the respective committee and/or by the Academic Dean.

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 (APACs) evaluate the qualitative and quantitative academic progress of each student on a regular basis throughout the academic year. The APACs allow the student's continued enrollment in the School of Dentistry when the student is making satisfactory progress. In order to achieve the status of satisfactory academic progress, the student must meet the following minimum standards.

- The student must satisfactorily complete all requirements in each course.
- The student must maintain a 2.0 grade point average for each term of the program (3.0 for the Programs in Advanced Education).
- The student must satisfactorily meet all TECHNICAL STANDARDS.
- The student must maintain professionalism and compliance with the LSU Health New Orleans Code of Conduct [Code of Conduct \(lsuhsc.edu\)](http://lsuhsc.edu).

A student not satisfactorily completing all course requirements may be permitted, *by the course director with support of the department chair*, to remediate deficiencies prior to the end of the course, may be required, *by the respective APAC*, to retake the course, may be required to repeat the entire academic year of study or may be dismissed from the School of Dentistry. The APACs continuously review student progress and therefore, may make recommendations for remediation, retake, repeat or dismissal at any time during the student's enrollment in the School of Dentistry. A student not satisfactorily meeting all the TECHNICAL STANDARDS and PROFESSIONAL STANDARDS 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.

PROMOTIONS

After a student has been admitted to the School of Dentistry, the student's promotion to the next class and ultimate graduation depends on their demonstration of SATISFACTORY PROGRESS in their courses, and the recommendation and approval of the Academic Performance Advancement Committees (APACs) and faculty of the School of Dentistry for graduation. All students must satisfactorily complete all requirements in all of their courses. The APACs will consider for promotion a student who has achieved a grade point average of 2.0 or better (3.0 for Advanced Education) in all courses, has not failed any 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 (3.0 for Advanced Education) and has incurred academic deficiencies that the committee has not considered excessive may be allowed to remove the deficiencies to be considered for promotion. The APACs may drop from the rolls, at any time during the academic year, a student who has incurred excessive academic deficiencies and has failed to satisfactorily meet the required TECHNICAL STANDARDS.

Excessive academic deficiencies can include but are not limited to excessive remediations or retakes of exams, lab tests, or other coursework, a lack of professionalism, or observed, continuous behaviors that violate school or institutional codes of conduct. The APACs may recommend that a student be dismissed at any time during the academic year when the student has incurred excessive academic deficiencies and has failed to satisfactorily meet the required TECHNICAL STANDARDS of the School of Dentistry.

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 APAC 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 student enrolled in the Program in Dentistry 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 student enrolled in the Program in Dental Hygiene must complete the two-year Bachelor of Science Degree program curriculum in no more than three years after initial enrollment. Each student enrolled in the Program in Dental Laboratory Technology 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 counted in the maximum time period for completion of the respective program.

The APACs will not approve the promotion of a student to the next succeeding class or for graduation until the student has demonstrated SATISFACTORY PROGRESS in their course of study. When a student has incurred deficiencies in any course, the course director and department chair involved will specify, with the approval of the relevant APAC, the method of removing deficiencies.

COURSE EXAMINATIONS

Examinations may be written, oral, practical, or a combination of all three. Failure to pay fees may cause a student to be prevented from taking examinations. Examination materials will be retained by the course director/department until after registration for the next academic year unless a grade appeal has been filed. Materials will be retained by the course director/department as long as an appeal is in progress. The department chair or the course director, with approval of the department chair, has the option to re-examine any student at any time or to give the student any additional test or tests other than those regularly scheduled, with the objective of arriving at a more accurate evaluation of the student's academic performance.

GRADING SCALE

The School of Dentistry uses the letter grades of "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. The LSUSD Grading Scale is:

A= 90-100

B= 80-89

C= 70-79

F= 69 and below

I= Incomplete

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 student’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 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 a “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.

ACADEMIC APPEALS

FINAL GRADES

Appeals of final course grades must be initiated by the student within five (5) working days of receipt of the disputed grade. The five working day time period may be extended by the School of Dentistry for good cause documented by the student.

The official date of receipt for a disputed grade shall be determined as the date when the student receives an automated enrollment change notification email from PeopleSoft reflecting their updated course grade.

To appeal a final course grade, the student 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 and the course director and the student wishes to pursue the appeal, he/she must then make an appeal in writing to the chair of the department in which the course was taught requesting a meeting with the department chair.

Upon receipt of a written appeal of a final course grade from a student, the department chair shall arrange a meeting with the student within ten (10) working days of receipt of the request. The only parties to the meeting are the department chair and the student. At this meeting, the student shall be given the opportunity to be heard in regard to the written appeal that he/she filed. Within five (5) working days of the meeting, the department chair shall render a decision that accepts or rejects the appeal. The decision of the department chair shall include written reasons for the acceptance or rejection of the appeal.

If the student is dissatisfied with the decision of the department chair, he/she may submit notification and justification of his/her dissatisfaction to the Academic Dean in writing. The student’s written appeal of the department chair’s decision must be submitted to the Academic Dean within five (5) working days after notification of the department chair’s decision.

The Academic Dean 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 and offer the student 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 only parties in the meeting are the members of the Ad Hoc Academic Appeals Committee and the student. The Ad Hoc Academic Appeals Committee can meet with the department chair or course director to ask questions or obtain other information.

The Ad Hoc Academic Appeals Committee shall render a recommendation in writing to the Dean within fifteen (15) working days from its appointment. The decision of the Ad Hoc Academic Appeals Committee shall include written reasons for their decision.

The Dean shall consider the recommendation of the Ad Hoc Academic Appeals Committee and render a decision on the appeal within thirty (30) days from the date of receipt of the recommendation. The dean may elect to meet with the student, the course director and/or the department chair prior to rendering a decision. The decision of the Dean shall be in writing to the student 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 School of Dentistry.

ACTION OF ACADEMIC PERFORMANCE ADVANCEMENT COMMITTEES

Appeals of action(s) taken by any of the APACs must be initiated within five (5) working days after receipt of notification of the committee action(s). The five working day time period may be extended by the School of Dentistry for good cause documented by the student. The initiation of the appeal must be in writing to the Academic 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.

Upon receipt and review of a written appeal by a student of an action taken by the APAC, the Dean, or the Dean's designee, may reject the appeal or may accept the appeal. The decision of the Dean, or the Dean's designee, in rejecting or accepting the appeal shall include written reasons for the acceptance or rejection of the appeal. The decision of the Dean or the Dean's designee shall be in writing and copies of the decision shall be given to all parties. If the Dean, or the Dean's designee rejects the appeal, the matter is closed. If the Dean or the Dean's designee accepts the appeal, then the matter shall be referred back to the relevant APAC for re-consideration of any procedural or substantive issue noted by the Dean, or the Dean's designee. The relevant APAC shall re-convene for reconsideration. At the reconvened meeting of the APAC, the committee members will review the written statement of appeal submitted to the Dean and the written decision of the Dean or the Dean's designee. The student will be offered the opportunity to address the reconvened committee to personally present the statement of appeal and answer questions of the committee members for clarification.

The APAC shall make its recommendation to the Dean or the Dean's designee within five (5) working days of this reconvened meeting. The Dean or the Dean's designee 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 or Dean's designee 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 School of Dentistry.

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 through the Academic Dean for consideration by the APAC 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.

LSU SCHOOL OF DENTISTRY COMPETENCY-BASED DENTAL EDUCATION DOCUMENT (PROGRAM IN DENTISTRY)

Ratified by the LSUSD Curriculum Committee and Faculty Assembly Fall 2023

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 2-16)
- LSUSDCS-2** Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care. (CODA 2-15)
- 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 2-17)
- 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 2-19)
- LSUSDCS-5** Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services. (CODA 2-18)
- 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 2-20)
- LSUSDCS-7** Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. (CODA 2-21)
- 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 2-10)
- 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 2-22)
- LSUSDCS-10** Graduates must be competent in assessing the treatment needs of patients with special needs. (CODA 2-25)
- 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 2-23)
- 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 2-24):
- 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

LSU SCHOOL OF DENTISTRY COMPETENCY-BASED DOCUMENT (PROGRAM IN DENTAL HYGIENE)
JULY 2021

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

Endodontics Standard

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

General Practice Residency Standard

2-14: The program must be one or two calendar years in length.

2-15: Programs must be designated as either a one-year program, a one-year program with an optional second year or a mandatory two-year program.

Oral and Maxillofacial Surgery Standard

4-1: An advanced dental education program in oral and maxillofacial surgery must encompass a minimum duration of four (4) years of full-time study.

4-2: Each resident must devote a minimum of 120 weeks to clinical oral and maxillofacial surgery.

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

4-3: 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, two resident representatives (one school-based and one hospital-based elected by the resident body) and the Resident Research Coordinator.

The Advanced Education Committee is charged with the preparation, evaluation, and supervision of all advanced dental education programs at LSUSD. The Committee accepts the role of monitor in assuring that these advanced education programs are maintained as high quality, academically sound programs that strengthen the quality of the undergraduate dental program, increase the general reputation of the school of dentistry and assist in meeting the health needs of the citizens of the State of Louisiana. In addition to curriculum review for all advanced education programs, the committee is also responsible for reviewing and approving new program proposals for submission to the Commission on Dental Accreditation.

INTERPROFESSIONAL EDUCATION AND COLLABORATIVE PRACTICE OFFICE

The Interprofessional Education and Collaborative Practice Office (IPECP) was established in April 2015 as a result of the SACSCOC Quality Enhancement Plan. The IPECP has adopted the World Health Organization's definition and statement of interprofessional education (IPE) – *“Interprofessional education occurs when students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes. Once students understand how to work interprofessionally, they are ready to enter the workplace as a member of the collaborative practice team. This is a key step in moving health systems from fragmentation to a position of strength.”*

The IPECP structure includes a director, TEAM UP™ Specialist and 6 Faculty Council members, representing each of the six LSUHNO Schools. The office has four main programs :

1. TEAM UP (required curriculum)
2. Interprofessional Scholars Program (extracurricular learning)
3. Building Health Teams (pre-health enrichment program)
4. CLARION Case Competition (extracurricular learning)

To learn more about the office, please visit our [website](#).

STUDENT PROFESSIONAL CONDUCT

Chancellor's Memorandum (CM-56): Student Rights, Roles, and Responsibilities
[CM-56 – Student Responsibilities and Rights \(lsuhsc.edu\)](#)

LSU Health Sciences Center at New Orleans (LSUHSC-NO) is dedicated to providing an environment of respect, dignity, inclusivity, and support for all members of its student community, and to ensuring honesty, fairness, and respect for students' physical, educational, and emotional well-being. Likewise, as integral members of the LSUHSC-NO community, students have certain rights, roles, and responsibilities to themselves, the institution, their peers, faculty, staff, and patients.

This policy describes the rights, roles, and responsibilities of LSUHSC-NO students. It also defines the processes and procedures for both student complaints and disciplinary proceedings to sustain a professional, ethical, and equitable learning community at LSUHSC-NO.

Student Responsibilities:

1. Students shall conduct themselves appropriately, lawfully, and with the highest standards of personal, academic, professional, and ethical behavior, always demonstrating the integrity and honesty required in the health sciences professions.
2. Students shall treat faculty, staff, peers, clients, patients, and all others with dignity and respect, and shall abide by the LSUHSC-NO Code of Conduct as well as any applicable code of conduct of their respective professional discipline. Ignorance of a professional standard is not a defense for unprofessional behavior. Professionalism is a criteria upon which students are evaluated and graded as they matriculate in the School of Dentistry.
3. Students shall comply with all LSUHSC-NO and individual School codes of conduct, professional standards, policies, procedures, rules, regulations and other applicable information published on institutional and school websites, which may be updated from time to time.
4. Students who fail to adhere to these responsibilities, whether on or off campus, may be subject to disciplinary action, with the disciplinary pathway determined by whether their alleged infraction is academic or non-academic in nature. Examples of LSUHSC-NO academic infractions can include but are not limited to cheating, falsification of data, and plagiarism. Examples of LSUHSC-NO non-academic infractions can include but are not limited to the following: possession of dangerous weapons/devices; distribution, manufacture, or possession of drugs or driving under the influence of alcohol/drugs; making false accusations; creating a hostile educational environment for others; misrepresentation of facts; physical violence/assault; technology misuse; and theft/robbery.

Acknowledging the significance of professionalism and its necessity within a dental education setting, the School of Dentistry shall be guided by value-based principles identified by the American Dental Education Association (ADEA). The value-based principles in which to support professionalism are outlined below. Each principle is in alignment with the ADA Principles of Ethics, the ADHA Code for Dental Hygienists, and the ASDA Student Code of Ethics.

- Competence: Acquiring and maintaining the high level of special knowledge, technical ability, and professional behavior necessary for the provision of clinical care to patients and for effective functioning in the dental education environment.
- Fairness: Demonstrating consistency and even-handedness in dealings with others.
- Integrity: Being honest and demonstrating congruence between one's values, words, and actions.
- Responsibility: Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.
- Respect: Honoring the worth of others.
- Service-mindedness: Acting for the benefit of the patients and the public we serve, and approaching those served with compassion.

[ADEA Statement on Professionalism in Dental Education](#)

Students who violate any of the above when involved in any school or school related activity/function, whether on or off campus, will be subject to disciplinary action.

PROFESSIONAL CONDUCT CODE AND PROCEDURES

A. INTRODUCTION

It is the duty and responsibility of all students to acquaint themselves with all provisions of the Code of Conduct established by LSU Health New Orleans [Code of Conduct \(lsuhsc.edu\)](https://lsuhsc.edu). Every student will be conclusively presumed to have knowledge of all rules and regulations contained in the Code of Conduct and must maintain professionalism and compliance with the LSU Health New Orleans Code of Conduct. 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.

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 the 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.

COMMITTEE ON PROFESSIONAL CONDUCT

A. CHARGE

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.

As such, the Committee on Professional Conduct, a subcommittee of the Student Affairs Committee, is charged with ensuring that the LSUHSC Code of Conduct is being upheld by all members of the dental school community. Reports of unprofessional conduct will be reviewed by the committee while protecting the right to due process of all members of the School of Dentistry.

Individuals displaying unprofessional conduct will be subject to disciplinary action. Reports of such conduct will be reviewed by the Committee on Professional Conduct according to the Rules of Procedure described herein. Recommendations made by the Committee on Professional Conduct will be presented to the Dean for approval.

B. MEMBERSHIP

The Committee on Professional Conduct consists of twenty-six (26) members. The student body is represented by twelve (12) members. The term for student membership is one (1) year. A student may serve more than one year if approved by the Dean and the Chairperson of the Committee on Professional Conduct. The faculty is represented by fourteen (14) members. Seven (7) faculty are members of the Student Affairs Committee, and seven (7) faculty are appointed by the Chairperson of the Committee on Professional Conduct. The term for faculty membership is three (3) years. The Chairperson of the Committee on Professional Conduct is appointed by the Dean and the members are approved by the Dean.

Members of the Committee on Professional Conduct are expected to uphold the LSUHSC Code of Conduct themselves and will not be eligible to serve on the committee if they are in violation. The Chairperson of the Committee on Professional Conduct, with the approval of the Dean, will remove any member in violation. If a member is removed from the Committee on Professional Conduct, the Dean shall appoint a successor who shall serve the remainder of the removed member's term.

C. DEFINITIONS

1. **Student** – refers to an individual enrolled in any academic program at the LSUSD (Programs in Advanced Education, Dentistry, Dental Hygiene, and Dental Laboratory Technology).
2. **Faculty** – refers to full-time or part-time personnel holding a level of academic rank and are employed by LSU Health New Orleans School of Dentistry or LSU Health New Orleans. Faculty include gratis or emeritus appointments.
3. **Dean** - refers to the Dean of the LSU Health New Orleans School of Dentistry or their designee.
4. **Days** - refers to calendar days when the term “Calendar Days” is used; refers to any day in which classes are held at the School of Dentistry when the term “School Days” is used; refers to any day in which the

administrative or clinical offices are open when the term “Business Days” is used; and refers to calendar days if the term “Day” or “Days” is used without an adjective.

5. **Academic Infraction** - Any action, omission, or failure to act by a student that relates to an academic task for which a student will be evaluated by the LSUHSC-NO faculty and/or an affiliate, or relates to the professional conduct standards of the school, department, profession, and/or field in which the student is studying, including but not limited to improper or inappropriate use of social media in a professional setting.
6. **Non-Academic Infraction** - Any action, omission, or failure to act by a student that does not relate to an academic task or a professional conduct standard and also is unlawful or inappropriate, which may include but is not limited to violations of federal, state, and local law, improper use of social media for bullying, stalking, threatening, doxing, or otherwise, or disrespectful treatment of individuals, groups, institutions, organizations, or property.
7. **Chairperson** - refers to the Chairperson of the Committee on Professional Conduct appointed by the Dean.
8. **Committee on Professional Conduct (CPC)** - refers to the committee responsible for investigating and resolving academic infractions. The CPC shall consist of an ex-officio, the Associate Dean for Admissions, Student Services, and Alumni and fourteen (14) voting faculty members and twelve (12) voting student members appointed by the Dean.
9. **Preliminary Review Panel** – refers to the panel responsible for determining if the charges of misconduct have merit. The panel shall consist of two (2) faculty members and one (1) student member recommended by the Chair of the CPC and appointed by the Dean. The Preliminary Review Panel is chosen from members of the Committee on Professional Conduct. A member of the Preliminary Review Panel cannot serve on the Formal Hearing Panel or the Appeals Committee of the same inquiry, investigation, hearing, or appeal.
10. **Formal Hearing Panel** – refers to the panel responsible for hearing the case of unprofessional conduct when the student presents a defense to the charges at a hearing before the CPC. The Formal Hearing Panel is recommended by the Chair of the CPC and appointed by the Dean. The panel shall consist of four (4) faculty members and three (3) student members (excluding student members from the same class as the accused). The Formal Hearing Panel is chosen from members of the Committee on Professional Conduct. In order to maintain that student members from the same class will not be part of the Formal Hearing Panel, the Chair of the CPC shall recommend students from the Student Affairs Committee. A member of the Formal Hearing Panel cannot serve on the Preliminary Review Panel or the Appeals Committee of the same inquiry, investigation, hearing, or appeal.
11. **Appeals Committee** – refers to the committee appointed when the student is dissatisfied with the decision of the Dean and would like to make a formal appeal. The Appeals Committee shall consist of four (4) faculty members and three (3) student members. The faculty members will be comprised of: one (1) representative selected by the student requesting the appeal, one (1) representative selected by the Dean, and two (2) representatives selected by the Chair of the CPC. The three (3) student members will be selected from the presidents of the dental, dental hygiene, and dental laboratory technology classes and the advanced education programs. A member of the Appeals Committee cannot serve on the Preliminary Review Panel or the Formal Hearing Panel of the same inquiry, investigation, hearing, or appeal.

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 on Professional Conduct (CPC), 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. The outlined misconduct is intended to provide examples, and is not intended to be exhaustive as different scenarios and situations may arise.

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 CPC.
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. Engaging in inappropriate personal habits including the use of any tobacco or other product(s) in any lab, lecture, clinic or any other area of the Campus where such product use is prohibited, and /or failing to strictly adhere to the established 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 CPC may be convened and disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the School of Dentistry and/or LSU Health New Orleans. Interim steps, such as counseling or suspension may be recommended, pending results.

C. INTERIM SUSPENSION

In certain circumstances, the Dean, Associate Dean for Academic Affairs, Associate Dean of Admissions, Student Services & Alumni, or Associate Dean of Clinical Affairs may impose a School of Dentistry suspension prior to the hearing before the CPC. The Chair of the CPC will be notified of the interim suspension.

Interim suspension may only be imposed when there is an immediate threat to person(s) or property. In determining whether to impose an interim suspension, the Dean, Associate Dean for Academic Affairs, Associate Dean of Admission, Student Services & Alumni, or the Associate Dean of Clinical Affairs will consider: a) the safety and well-being of students, faculty, staff, and/or guests of the School of Dentistry community; b) preservation of the School of Dentistry property; c) the student's own physical or emotional safety and well-being; or d) if the student poses a definite threat of disruption of or interference with the normal operations of the School of Dentistry. Furthermore, for the duration of an interim suspension, the student will be denied access to the School of Dentistry and cannot engage in any activities or privileges associated with being a student at the School of Dentistry, but accommodations will be made so that the student can participate in the inquiry, investigation, hearing, and appeal of his or her alleged misconduct.

D. RULES OF PROCEDURES

The information outlined in this section of the Student Handbook is meant to provide a structure for the formal application of the Student Code of Conduct. However, students are allowed alternative channels in which they may bring concerns involving students, residents, fellows, faculty, and staff. Students are encouraged to bring issues to the ombuds

person, faculty, course directors, clinic supervisors, or the Office of Student Affairs depending on the location, type of complaint, and involved parties. All attempts will be made to investigate and resolve the issue if possible. Only when the alleged misconduct is a violation of the School of Dentistry or LSU Health Policy, or when the student is dissatisfied with informal discussion, will the formal procedures outlined in these Rules of Procedure be applied.

E. REPORTING STUDENT MISCONDUCT

Reports of student unprofessional conduct may be submitted by a student, resident, fellow, faculty or staff member, patient, or guest. Reports should be made through LSUHSC Cares, which serves as a centralized reporting website through the LSUHSC Office of Academic Affairs. [LSUHSC Cares](#)

The forms associated with student misconduct are: **Academic Misconduct & Complaint Incident Report and Non-Academic Misconduct Incident Report**.

1. **Academic Misconduct & Complaint Incident Report** – This form is to be used to report student-related incidents pertaining to academic tasks such as cheating, plagiarism, falsification, etc, as well as unprofessionalism. It is also used to report any complaints of an academic nature or connected to an academic setting such as a classroom, laboratory, clinic, etc. This form will be routed to the Chair of the LSUSD Committee on Professional Conduct for review. Academic misconduct definitions: [Academic Misconduct Definitions.pdf \(lsuhsc.edu\)](#)

2. **Non-Academic Misconduct Incident Report** – This form is to be used for any action, omission, or failure to act that does not relate to an academic task or a professional conduct standard and also is unlawful or inappropriate, which may include but is not limited to violations of federal, state, and local law, improper use of social media for bullying, stalking, threatening, doxxing, or otherwise, or disrespectful treatment of individuals or property. This form will be routed to the Office of Student Advocacy and Title IX for review.

Nonacademic misconduct definitions: [Nonacademic Misconduct Definitions.pdf \(lsuhsc.edu\)](#)

1. The report of misconduct must be submitted through the online reporting system, LSUHSC Cares, using the appropriate form within fifteen (15) school days of the discovery of the alleged misconduct. The report of misconduct shall consist of:
 - a. A detailed description of the alleged misconduct (who, what, where, when, why, and how).
 - b. If applicable, physical evidence of the alleged misconduct.
 - c. If applicable, the name(s) of any witnesses or individuals who may have knowledge of the alleged misconduct.
 - d. Supporting documentation may be submitted (photos, video, email).
2. The Chairperson of the CPC will discuss the charge of misconduct with the author(s) within five (5) school days of the formal report of unprofessional conduct submission.
3. After meeting with the author(s), the Chairperson of the CPC shall gather all information related to the alleged misconduct and arrange for further investigation within five (5) school days of discussion with the author(s).
4. A report of misconduct does not automatically mandate or necessitate a formal investigation. Proceeding with an investigatory process through the CPC will be determined by the gravity of the misconduct and if a student has a history of repeated violations of misconduct. If possible, it is desirable to resolve matters at the individual level. The Chair of the CPC shall have the right to consult with other School of Dentistry administrators including the Dean, Associate Dean for Academic Affairs, Associate Dean of Admissions, Student Services & Alumni, and Associate Dean of Clinical Affairs. If a decision has been reached to handle the report of misconduct at the individual level, the following will be employed:
 - a. Discuss the misconduct with the student against whom the complaint is made.
 - b. Involve the author/author(s) as part of the resolution and management plan.
 - c. Student will be held accountable and must adhere to management plan determined by those deemed suitable to determine the assigned management plan.

5. If the misconduct is considered a non-academic infraction, as defined by CM-56: Student Rights, Roles, and Responsibilities, the report will go to the LSUHSC-NO university-wide Student Discipline Committee (SDC) which shall have exclusive jurisdiction over all LSUHSC-NO students and student organizations in the investigation of all allegations of non-academic infractions. An alleged non-academic infraction received by or referred to the VCAA will be assigned a responsible party to investigate the matter which may be either (a) an applicable school committee, (b) an institutional office, such as Human Resources Management, Title IX, or Disability Services, or other applicable office, or (c) the SDC. The accused student or student organization shall have five (5) business days from the date of the VCAA's written notice to appeal the responsible party assigned to investigate. After consideration of any such appeal, the VCAA will select the final responsible investigating party and will notify, in writing, the complainant, the accused, if one, and the responsible investigating party to begin their work.

F. INVESTIGATION OF STUDENT MISCONDUCT

If the charge of misconduct necessitates an investigation, the Chairperson of the CPC will inform the reported student of the allegation of misconduct. The Chairperson of the CPC will appoint a Preliminary Review Panel which are members of the CPC. The Preliminary Review Panel will consist of two (2) faculty members and one (1) student member. When possible, the members of the Preliminary Review Panel will not be faculty members responsible for teaching the student and student members will not be from the same class.

Investigation of an allegation of unprofessional conduct is performed in confidence. Inquiries by the Preliminary Review Panel are strictly confidential as well as the author(s) of the report of the unprofessional conduct and any information obtained during the investigation. The period of investigation is limited to ten (10) working days after the Preliminary Review Panel is appointed by the Chair of the CPC. The ten (10) working day time period may be extended for an additional ten (10) working days by the Chairperson of the CPC upon a showing of good cause for the extension that is made by the Preliminary Review Panel. The student who is the subject of the inquiry shall be notified in writing of any extension of time that is granted by the Chairperson of the CPC.

The main goal of the Preliminary Review Panel is 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 Preliminary Review Panel. After discussing the case with the Preliminary Review Panel, the Chairperson of the CPC may discuss the facts of the case with the Dean and appropriate administrators and department heads at any point during these proceedings to determine if the matter can be disposed of by mutual consent of the author(s), the student(s) and the School of Dentistry. If the matter cannot be disposed of by mutual consent and a majority of the Preliminary Review Panel concludes that the charge is properly filed and a hearing is required, the Chairperson of the CPC shall arrange a meeting with the charged student. At this meeting, the Chairperson of the CPC shall present the charged student with a copy of the charges against them.

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 CPC. The CPC shall assess appropriate penalty(ies) as outlined in this document. The Chairperson of the CPC shall notify the accused student in writing of the sanction(s) imposed. The student may appeal the issue of penalty only, and any such appeal shall be directed to the Dean. 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 written decision within thirty (30) school days from receipt of the student's appeal. The Dean's decision in regard to a penalty imposed, if any, is considered final.

G. HEARING PROCEDURES

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 formal hearing.

The Chair of the CPC is responsible for establishing the hearing date, informing concerned parties, and designating the members of the CPC that will comprise the Formal Hearing Committee. The concerned parties shall receive written notification of the informed date, time, and place of the formal hearing.

The Formal Hearing Committee will consist of four (4) faculty members and three (3) student members (excluding student members from the same class as the accused). The members of the Preliminary Review Panel are not members of the Formal Hearing Committee, but, instead, will present to the Formal Hearing Committee their findings. Other integral members that shall be present for the hearing include: the Chair of the CPC, the Associate Dean of Admissions, Student Services & Alumni or his designee, and designated witness(es). Each party shall provide the Chair of the CPC 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 five (5) school days prior to the hearing. In addition, the Preliminary Review Panel shall provide to the student all documents that it reviewed on the matter, including but not limited to any notes taken or made by the members of the Preliminary Review Panel.

The formal hearing shall be conducted as follows:

The Chair of the CPC shall conduct a hearing that is both thorough and fair for all parties. The Preliminary Review Panel will present the case, in the form of its findings, to the Formal Hearing Committee. Presentation of the case will include introducing tangible evidence and calling witness(es) against or for the accused since the results of these proceedings only result in recommendations to the Dean and are not legally binding,

Each party shall have the right to appear, to present a reasonable number of witnesses (subject to the right of cross-examination by the Formal Hearing Committee), to present documentary evidence, to cross-examine witness(es).

Only the Preliminary Review Panel and the student appearing before a Formal Hearing Committee will be allowed to present any evidence, argument, or cross-examination of witnesses to the Formal Hearing Committee. A student appearing before a Formal Hearing Committee may consult with an advisor, and may ask a member of the School of Dentistry faculty to serve as an advisor if he or she chooses. However, no advisors will be allowed into the hearing because the hearing is a process that involves only the Formal Hearing Committee, the Preliminary Review Panel, and the student.

The Chair of the CPC shall exclude irrelevant or unduly repetitious testimony. The Chair of the CPC shall rule on all evidentiary and procedural matters. University counsel can make recommendations to the Chair of the CPC regarding evidentiary and procedural matters only. University counsel is prohibited from advocating or arguing at the hearing before the Formal Hearing Committee. The Chair of the CPC is free to accept or reject any recommendations from University counsel on evidentiary and procedural matters.

The proceedings of the hearing are confidential. A member of the CPC will take accurate minutes of the proceedings, which will be maintained in confidence by the Formal Hearing Committee. Any notes taken by the Formal Hearing Committee member during the hearing are considered personal possession. Any member of the Formal Hearing Committee may keep or destroy the notes at his or her discretion, but at all times, any member of the Formal Hearing Committee taking notes must preserve the confidentiality of the process and refrain from any unfettered distribution of the notes.

H. RECOMMENDATION OF THE FORMAL HEARING COMMITTEE

Following the presentation of all evidence and testimony, the Formal Hearing Committee shall meet privately for deliberation. During deliberation, the Formal Hearing Committee shall determine whether the case should be dismissed for insufficient evidence or if the charged student is in violation of the Student Code of Conduct. If the student is charged with violating more than one section of the Student Code of Conduct, each violation shall be considered separately, and the Formal Hearing Committee shall determine an appropriate penalty as outlined in this document. Previous charges of violation of the Student Code of Conduct, or unprofessional conduct may be considered during the penalty assignment. The Formal Hearing Committee shall render a decision within five (5) 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 Code of Conduct has occurred, minutes of the proceedings, and the disciplinary action imposed, if any. The decision and recommendation(s) of the Formal Hearing Committee should be presented to the Dean in writing by the Chair of the CPC within four (4) school days.

Any member of the Formal Hearing Committee who dissents from the decision and recommendation(s) provided to the Dean may submit a written narrative with an explanation of their dissent.

I. ACTION BY THE DEAN

The Dean must act within fifteen (15) days of receiving the decision and recommendation(s) from the Formal Hearing Committee. The Dean may accept, reject, or modify the recommendation(s) of the Formal Hearing Committee and may determine when or if sanctions will be imposed. The Dean's decision should be distributed in writing to the charged student, the CPC, and appropriate administrators.

J. APPEALS

The student has the right to appeal the decision of the Dean. If the student is dissatisfied with the decision reached, the student may present a formal appeal to the Dean within five (5) school days after receipt of the decision. The appeal must be in writing and include a copy of the charges, a copy of the 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 original hearing and supporting documents. No new evidence shall be allowed in an appeal unless such new evidence a) was not found until after the Formal Hearing concluded, b) there was no dilatory purpose or action associated with the finding of new evidence, c) a reasonable person would believe that the new evidence could have changed the outcome of the Formal Hearing, and d) prohibiting the introduction of new evidence would result in a substantial injustice to any student, faculty, staff, or member of the School of Dentistry community, or the School of Dentistry itself. If new evidence meets all four of these requirements for introduction into the process after the Formal Hearing has concluded, then the Dean shall decide whether to consider the new evidence and proceed with the matter, or re-start the matter at the Preliminary Review Panel stage. If the matter is re-started at the Preliminary Review Panel stage, every attempt will be made to retain the same committee members. However, if student or faculty members who were previously on the committee are no longer studying or working at the School of Dentistry, substitute members shall be appointed by the Dean.

The Dean may grant or deny the appeal in whole or in part. If the Dean grants the appeal, an Appeals Committee will be established within ten (10) school days to consider the appeal. The Appeals Committee shall consist of four (4) faculty members and three (3) student members. The faculty members will be comprised of: one (1) representative selected by the student requesting the appeal, one (1) representative selected by the Dean, and two (2) representatives selected by the Chair of the CPC. The three (3) student members will be selected from the presidents of the dental, dental hygiene, and dental laboratory technology classes and the advanced education programs. The president of the accused student's class and presidents who may have served as the author, accused, or witness during the hearing will not be eligible to serve on the Appeals Committee. Once the Appeals Committee is formed, the Dean shall forward to the Appeals Committee a copy of all evidence, including the documents and the notes from the hearing for review. The Appeals Committee shall not perform any further investigation of the case. The Appeals Committee's responsibility is to review the factual and procedural record and determine if, for any reason, the conclusion of the Formal Hearing Panel should be changed.

The proceedings of the Appeals Committee are confidential. A member of the Committee will take accurate minutes of the proceedings, which will be maintained in confidence by the Appeals Committee. Any notes taken by the Appeals Committee member during the hearing are considered personal possession. Any member of the Appeals Committee may keep or destroy the notes at his or her discretion, but at all times, any member of the Appeals Committee taking notes must preserve the confidentiality of the process and refrain from any unfettered distribution of the notes.

After reviewing the information, the Appeals Committee shall meet privately for deliberation. The Appeals Committee shall render a written report to the Dean within four (4) school days. The report shall include the Appeal Committee's findings 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 Code of Conduct occurred and the appropriateness of the sanctions. The Dean shall review the Appeal Committee's report and shall accept, reject, or modify the Appeal Committee's findings. The Dean shall render a decision within ten (10) days of receipt of the Appeal Committee's report. The decision must be communicated promptly to the accused, the Appeals Committee, and the Chair of the CPC. The Dean's decision represents the highest level of appeal in the School of Dentistry and is considered final.

K. PENALTIES

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

1. Suspension.
2. Remediation.
3. Final grade changed.
4. Restitution
5. 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 by the Office of Student Affairs and shall be removed upon the student's graduation from the School of Dentistry. 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 shall be subject to review should any subsequent infraction of regulations occur. Department Heads, Deans, and Student Affairs shall be notified of any violation of the Student Code of Conduct and resultant penalty imposed against a student.

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. 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 event, a "Request for Authorization to Serve Alcohol" form must be submitted by the Office of Student Affairs prior to 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.

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

STUDENT LEADERSHIP

Students are required to be in good academic standing and have no violations of professionalism to be considered for leadership positions within the School of Dentistry and/or the Health Sciences Center. Students serving in a leadership role, whether elected or appointed, are subject to the same standards. Students will be informed of their termination by the Director of Student Affairs. Eligibility for future leadership opportunities will be considered on an individual basis.

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 at <https://agd.org>

Aesculapian Society – was founded at LSUSD in 2019 as a liaison between students and faculty members. This student-run organization selects one representative from each class who is tasked with maintaining a discerning voice for their class's feedback in curriculum committee meetings. Each semester, Aesculapian Society representatives work alongside faculty in collecting and compiling anonymous course evaluation survey data to generate reports. Aesculapian Society hosts biannual meetings where course evaluation reports are presented to course directors in an effort to improve educational outcomes.

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 Association of Public Health Dentistry (AAPHD) Student Chapter - AAPHD accepts the challenge to improve total health for all citizens through the development and support of effective programs of oral health promotion and disease prevention. The mission of the AAPHD Student Chapter at LSUSD is to promote community awareness to future dental professionals, engage students in dialogue about current dental public health issues, and provide dental public health service opportunities for members of the organization. <https://www.aaphd.org>

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.adea.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.

Catholic Student Association (CSA) – is an organization that will explore dental and medical topics in the contents of Catholic teachings. CSA will fulfill its mission through meetings with Catholic dental professionals, Bible studies, catechetical presentations, masses, and charities.

Christian Medical & Dental Associations (CMDA) - is a nationwide organization that was founded in 1931. CMDA educates, encourages, and equips Christian healthcare professionals to glorify God. Christian healthcare professionals glorify God by following Christ, serving with excellence and compassion, caring for all people, and advancing Biblical principles of healthcare within the Church and throughout the world. <https://cmda.org>

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. <https://www.deltsig.com>

Digital Dentistry Interest Group - is an interest group dedicated to promoting education and awareness of digital dentistry innovations while fostering a collaborative environment for students to explore and engage with cutting-edge dental technologies.

Latin American Student Association (LASA) - is an organization committed to educating the dental school community regarding Hispanic and Latin American language, traditions, holidays, foods, and music through culturally-enriching meetings.

Muslim Students Association (MSA) - the organization aims to facilitate informative programs for people of all backgrounds, levels of knowledge and piety to learn about Islamic traditions and beliefs.

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.

Periodontics Interest Group – is an interest group dedicated to educating the current students on the specialty of periodontology, and to provide resources and experiences for students who are interested in applying to a periodontal residency.

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 percent of the class. <https://sigma-phi-alpha.org/index.html>

Special Care Dentistry Association (SCDA) - is a unique international organization of oral health professionals and other individuals who are dedicated to promoting oral health and well-being for people with special needs. The Special Care Dentistry Association serves as a resource to all oral health care professionals who serve or are interested in serving patients with special needs through education and networking to increase access to oral healthcare for patients with special needs. <https://www.scdaonline.org>

Student American Dental Hygienists' Association (SADHA) – 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 provides various philanthropic activities throughout the year. <https://www.adha.org/student-membership>

Student Government Association (SGA) - 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. Many leadership opportunities are available.

Student National Dental Association (SNDA) - is the student organization of the National Dental Association. The SNDA is committed to the improvement of the delivery of dental health to all people, with an emphasis on 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. <https://sndaonline.net>

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. <https://speadental.org>