



Student Handbook 2021-2022

This Handbook, like the Catalog/Bulletin it supplements, does not constitute an offer of a contract that may be accepted by students through registration and enrollment in the School of Dentistry. The School reserves the right to change any provision, offering, procedure or requirement at any time within a student's period of study in the School of Dentistry. The term "student(s)" refers to an individual enrolled in any academic program at LSU Health New Orleans School of Dentistry (*Programs in Advanced Education, Dentistry, Dental Hygiene and Dental Laboratory Technology*).

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INTRODUCTION

PURPOSE OF THE STUDENT HANDBOOK

It is a pleasure to welcome you to Louisiana State University Health Sciences Center - School of Dentistry to begin your studies in preparation for your professional career. You have been carefully selected for a position in the entering classes. We believe you will find your course of study challenging and also rewarding as you acquire the knowledge, skills, and values that will enable you to attend to your patients' dental needs.

The **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 LSU Health Sciences Center - School of Dentistry. This handbook serves as a supplement to the LSUHSC Catalog Bulletin. Some policies are included in their entirety, others are summarized, and you are given a source for the complete policy.

Students should review each of these documents: the **LSUSD Student Handbook** and the **LSUHSC Catalog Bulletin**, carefully and thoroughly, to ensure that they are familiar with Health Sciences Center and School of Dentistry policies. Much of this information is available on the Internet at <http://www.lsusd.lsuhs.edu> and <http://www.lsuhs.edu>. Please refer to the Web Site for additional important LSUHSC Catalog Bulletin information.

Other information in this handbook is intended to acquaint you with services and resources available to you as a student. We hope it will be helpful to you.

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HISTORY OF LSUSD

The LSU School of Dentistry in New Orleans is one of six schools comprising the Louisiana State University Health Sciences Center. The schools of the Health Sciences Center are: Allied Health, Dentistry, Nursing, Public Health, Medicine, and Graduate Studies. The School of Dentistry is composed of educational programs for the Doctor of Dental Surgery degree in dentistry, a Bachelor of Science degree in dental hygiene, and an Associate and Bachelor 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 in 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. The combination of intensive training and modern equipment assures the student the best possible preparation for a career in dentistry. Many of the faculty have earned national and international reputations. The faculty is dedicated to the goal that all graduates will be competent professionals concerned for the health and well-being of their patients and society in general.

The School of Dentistry was established in 1966, 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 School of Dentistry are divided into two sections with connecting hallways on the basement, 2nd, 3rd and 4th floor levels. The smaller of the buildings, 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 dental school is to serve as a center for education, research, and service related to oral health. Although its primary obligation is to respond to the needs of the people of Louisiana, the school strives for national and international recognition. The LSU School of Dentistry has developed an educational environment that enables a student to achieve his or her maximum potential as a people-oriented health professional. The student acquires the skills to render intricate and demanding 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 NEW ORLEANS GUIDELINES AND POLICIES

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.

STUDENT RESPONSIBILITIES AND RIGHTS

Effective Date: March 11, 2014

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

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

The entire Policy is Chancellor's Memorandum #56 (CM-56) <http://www.lsuhs.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.

FITNESS FOR DUTY POLICY AND PROCEDURES

Effective 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.

The entire Policy is Chancellor's Memorandum #37 (CM-37) <http://www.lsuhs.edu/administration/cm/cm-37.pdf>

LSUHSC NO Administrative Referral Form

<http://www.lsuhs.edu/administration/cm/CM37-CM38-ADMINISTRATIVEREFERRAL.pdf>

GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL

Effective Date: June 16, 1999

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

The entire Policy is Chancellor's Memorandum #36 (CM-36) <http://www.lsuhs.edu/administration/cm/cm-36.pdf>

Note: All LSUSD class parties, on or off campus, must have prior approval of the Dean or his designee.

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

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

SUBSTANCE ABUSE POLICY AND PROCEDURES

Effective 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.

The entire Policy is Chancellor's Memorandum #38 (CM-38) <http://www.lsuhs.edu/administration/cm/cm-38.pdf>

SEXUAL HARASSMENT/GENDER DISCRIMINATION

Effective Date: May 5, 2015

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 sexual harassment. Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

The entire Policy is Chancellor's Memorandum #49 (CM-49) <http://www.lsuhs.edu/administration/cm/cm-49.pdf>

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.

The entire Policy is Chancellor's Memorandum #25 (CM-25) <http://www.lsuhs.edu/administration/cm/cm-25.pdf>

INSTITUTIONAL ROLE IN STUDENT ORGANIZATIONS

Effective 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.

The entire Policy is Chancellor's Memorandum #33 (CM-33) <http://www.lsuhs.edu/administration/cm/cm-33.pdf>

Request Forms for Recognized Student Organizations

<http://www.lsuhs.edu/administration/academic/docs/PoliciesProceduresFormStudentOrganizations.pdf>

INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE

Effective 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.

The entire Policy is Chancellor's Memorandum #42 (CM-42) <https://www.lsuhs.edu/administration/cm/cm-42.pdf>

OUTSIDE EMPLOYMENT POLICY

Effective date: May 12, 1993

PM 11 for Outside Employment of Resident

For this and other Permanent Memoranda (PM) visit:

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

Form PM 11 must be completed by each resident who engages in outside employment (moonlighting). The PM 11 must include the amount of time of employment (hours and days), the office name and address and be signed by the program. The PM 11 is to be submitted to the Office of Advanced Education who will forward it to the appropriate individuals. The PM 11 must be resubmitted every 6 months. The Office of Advanced Education will remind the Resident and Program Director when the 6 months re-submittal is due. For detailed information regarding this policy, refer to the website above.

OTHER LSUHSC POLICIES OF INTEREST TO STUDENTS

A number of LSUHSC-NO policies are of particular interest to students. They are contained in Chancellor's Memoranda located at <http://www.lsuhs.edu/administration/academic/policies.aspx>

LSU HEALTH NEW ORLEANS SERVICES AND RESOURCES

UNIVERSITY POLICE DEPARTMENT

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

This website has very important information about LSUH University Police

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

University Police Locations:

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

Resource Center
433 Bolivar Street
(504) 568-2156

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

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

FINANCIAL AID

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

This website has very important information about the LSUH Student Financial Aid Office

Financial aid (students loans, Federal Pell Grants, etc.) is handled through the Student Financial Aid Office, located at 433 Bolivar Street, Room 215, New Orleans, LA 70112, 504-568-4820. finaid@lsuhsc.edu

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

Refer to the LSUHSC Catalogue, General Information Section, for additional information and types of financial assistance available.

STUDENT HEALTH INSURANCE

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

This website has very important information about student health insurance

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

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

STUDENT HEALTH SERVICES

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

This website has very important information about student health services, clinics, and hours

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

Important Contacts

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

Student Health Coordinator: Phyllis Johnston, The Student Health Service is located on the 7th floor of the Lions/LSU Clinics Building, 2020 Gravier, New Orleans, LA 70112; Hours are 8:30 a.m. to 5:00 p.m., Monday – Friday, Phone: (504) 525-4839 Fax: 504-777-2922

CAMPUS ASSISTANCE PROGRAM

<http://www.lsuhs.edu/orgs/campushealth/cap.aspx>

This website has very important information about the Campus Assistance Program

(504) 568-8888

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

Off-Campus Professional Counseling provides free, confidential assessment, crisis intervention, referrals, and brief counseling for individuals, couples, and families. Long-term counseling services also available. For an appointment contact Bonnie Adelsberg, MN, CS at (504) 455-7296.

LSUSD GUIDELINES AND POLICIES

COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATIONAL PROGRAMS

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedures for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

QUALITY ASSURANCE

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

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 Louisiana State University HSC 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.

COMPUTER SERVICES

<https://www.lsuhs.edu/admin/it/Default.aspx?submenuheader=0>

This website has very important information about LSUH-IT services

School of Dentistry Computer Services

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

This website has very important information about LSUSD Computer Services Network Information

LSUSD 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 941-8217. You can also email questions to **ds-serve@lsuhsc.edu**. For after-hours support including password related problems, please call the LSUHSC Help Desk number at **568-HELP** or go to <https://www.lsuhs.edu/admin/it/helpdesk/>

PARKING

<http://www.lsuhs.edu/administration/ae/parking.aspx>

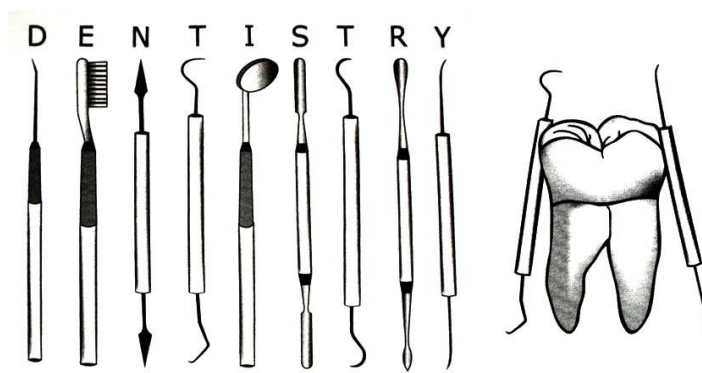
This website has very important information about Parking Services

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.

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.



ACADEMIC

ATTENDANCE

Program 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 the *LSUSD Student Handbook of Policies and Procedure*.

Didactic and Pre-clinical Courses:

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

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

Clinical Courses: (Program in Dentistry)

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

Clinical Courses: (Program in Dental Hygiene)

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

Laboratory Courses: (Program in Dental Laboratory Technology)

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

Approved Absences

The Dean or the Associate Dean for Academic Affairs may grant a petition for a short approved absence in the case of illness, participation at a professional meeting, or any emergency, with the explicit understanding that the student will arrange with the faculty involved to satisfactorily complete all course expectations.

Program in Advanced Dental Education

Leave of Absence

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

Extended medical or personal leaves of absence (more than 2 weeks or 10 working days) must be considered through the Office of Advanced Education on a case by case basis and must be submitted to the Dean's Office and the Registrar's Office. 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, he or she must put in writing why they are withdrawing for that semester and anticipated return. If he or she 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 will withdraw the resident from everywhere from the registrar's office, financial aid, etc. The individual department will cancel all stipends.

PROFESSIONAL CONDUCT

Each faculty member, student, resident, fellow and staff member of the LSUHSC School of Dentistry is expected to demonstrate professional conduct at all times. Individuals must exhibit courtesy toward one another, patients and guests. Each person must communicate effectively and appropriately at all times. Each person must demonstrate integrity, excellence in his/her work, responsibility, and accountability. No person shall jeopardize the well-being of another person under any circumstances. Reporting unprofessional conduct may be submitted by a faculty member, student, resident, fellow, staff member, patient or guest.

The Flow Sheet and the Unprofessional Conduct Report Form is located on the LSUSD Website Learning Center.

Flow Sheet: https://www.lsusd.lsuhsd.edu/intranet/lc/docs/FlowSheet-Unprofessional_Conduct.pdf

Unprofessional Conduct Report Form:

<https://www.lsusd.lsuhsd.edu/intranet/lc/Unprofessional%20Conduct%20Report%20Form%20revised%20and%20approved%20June%202019,%202019.pdf>

Any report submitted to the Office of Academic Affairs or the Office of Advanced Education citing unprofessional conduct demonstrated by a student is considered by the appropriate Academic Performance Advancement Committee (APAC).

As stated in the LSU Health New Orleans School of Dentistry catalog, "The School of Dentistry has four academic performance advancement committees (APAC), one each for the Programs in Advanced Education (APAC-Adv. Ed.), Dentistry (APAC-DENT), Dental Hygiene (APAC-DH) and Dental Laboratory Technology (APAC-DLT). The APACs are responsible for evaluating the student's scholastic performance and progress, which shall include the student's course, grade, compliance with TECHNICAL STANDARDS and demonstration of PROFESSIONAL CONDUCT expected of a dental professional. The committees meet on a regular basis throughout the year to evaluate student scholastic progress and professional behavior.

GRADING SCALE

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

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

A=90-100

B=80-89

C=70-79

F=69 and below

I=Incomplete

Notes:

Final grades are awarded by the assigned course director.

The "F" grade denotes failure of the course.

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

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

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

Pass/Fail Grades

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

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

NATIONAL BOARD EXAMINATION

National Board Dental Hygiene Examination: Each second-year student in the Program in Dental Hygiene is required to challenge this examination prior to the scheduled graduation date to be eligible for promotion to graduation in May of that academic year.

TEST DATE CHANGE

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

1. Written permission must be obtained from the professor giving the test and should be brought to the Office of Student Affairs.
2. The class president must clear the new date and time through the LSUSD web-site Room Reservation Request
3. A week’s notice must be given to the Office of Student Affairs in order for the ballots to be printed. The Office of Students Affairs will print the vote change ballot.
4. Voting will take place from 8:00 a.m. – 4:30 p.m. in the Office of Student Affairs on the date designated by the class president.
5. Ninety percent (90%) of the class must vote to change the date and ninety percent (90%) has to vote yes. Votes will be counted with a class president present. If the change date passes it is the responsibility of the class president to submit the Room Reservation Request through the LSUSD web-site.

COMPETENCY-BASED DENTAL EDUCATION DOCUMENT (Program in Dentistry)
Fall 2013

Competency Statements

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

- k. oral mucosal and osseous disorders;
- l. hard and soft tissue surgery;
- m. dental emergencies;
- n. malocclusion and space management; and
- o. evaluation of the outcomes of treatment, recall strategies, and prognosis

OUR GOAL CAN ONLY BE REACHED THROUGH A VEHICLE OF A PLAN,
IN WHICH WE MUST FERVENTLY BELIEVE, AND UPON WHICH WE MUST
VIGOROUSLY ACT. THERE IS NO OTHER ROUTE TO SUCCESS.

~ PABLO PICASSO

Competency Examinations (Program in Dentistry)

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

| LSUSD Comp. | CODA Std. | Competency | Exam | Objective | Course |
|-------------|-----------|--|------|---|--|
| 1 | 2-15 | Comprehensive Examination of the Pediatric Patient | C | Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient. | Pediatric Dentistry DENT 3108 |
| | | Oral Hygiene Instruction | C | Successfully assess a patient's periodontal condition, identify etiologic factors, formulate and effectively communicate home care plan to address the condition. | Periodontics DENT DENT 2106 |
| | | Caries Risk Assessment | C | Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient. | Clinical Oral Diagnosis and Treatment Planning DENT 3112 |
| 2 | 2-14 | Infectious Disease Control | W | Successfully pass written competency exam on applying biomedical science concepts regarding infectious disease control in the delivery of patient care. | Intro to Oral Diagnosis DENT 1123 |
| | | Dental Grand Rounds | W | Successfully pass the portion of Dental Grand Rounds presentation addressing the application of knowledge of biomedical sciences to the delivery of patient care. | Dental Grand Rounds DENT4112 |
| 3 | 2-16 | Multicultural Communication | W | Successfully pass the written competency exam consisting of questions concerning how to communicate effectively in a diverse and multicultural work environment. | Prof Development 2 DENT 2111 |
| | | | C | Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient. | Clinical Oral Diagnosis and Treatment Planning DENT 3112 |
| 4 | 2-18 | Legal, Regulatory, and Practice Management | W | Successfully pass a written competency exam on practice management, models of oral health care delivery, and functioning as the leader in oral health care team. | Prof Development 4 DENT 4103 |
| 5 | 2-17 | Legal, Regulatory, and Practice Management | W | Successfully pass a written competency exam on legal and regulatory concepts included in the Louisiana Dental State Practice and other concepts such as HIPAA, OSHA, informed consent and dental malpractice. | Prof Development 4 DENT 4103 |
| 6 | 2-19 | Case Communication | W | Successfully pass a written competency examination involving a medically complex patient with proper referrals. | Clinical Oral Dx and TP DENT 3112 |
| | | Applied Oral Medicine Case | W | Successfully pass a written competency examination involving a medically complex patient with proper referrals. | Applied Oral Medicine DENT 3116 |

| LSUSD Comp. | CODA Std. | Competency | Exam | Objective | Course |
|--------------------|------------------------|--|-------------|--|---|
| 7 | 2-20 | Ethical and Professional Series | W | Successfully pass a series of exams constructed by the ADA concerning ethics, advertising, professionalism and standards of the profession. | Professional Development 3 DENT 3122 |
| 8 | 2-9 | Advanced Treatment Planning | W | Successfully pass written competency exam on developing a treatment plan on a complex case. | Advanced Treatment Planning DENT4108 |
| | | Dental Grand Rounds | W | Successfully pass the portion of Dental Grand Rounds presentation addressing critical thinking. | Dental Grand Rounds DENT 4112 |
| 9 | 2-21 | Literature Assessment | W | Successfully pass written competency exam on accessing, appraising and applying literature as it relates to evidence-based patient care. | APL DENT 2131 |
| 10 | 2-24 | Assessment of Special Needs Patient (pediatric) | W | Successfully pass a written competency exam on assessing the needs of a special needs patient. | Pediatric Dentistry DENT 3102 |
| | | Assessment of Special Needs Patient (adult) | C | Successfully assess the medical history, identify chief complaint, examine, and formulate treatment options for a specials needs patient. | Rural Practice Rotation DENT 4107 |
| 11 | 2-22 | Comprehensive Examination of the Pediatric Patient | C | Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient. | Pediatric Dentistry DENT 3108 |
| | | Geriatric | W | Successfully pass a written competency exam on unique treatment needs of geriatric patients. | Internal Medicine DENT 2129 |
| 11/1 2 | 2-22 2-23e 2-23f | Treatment of a Primary Tooth on Pediatric Patient | C | Successfully prepare and restore or extract a primary tooth | Pediatric Dentistry Clinic DENT 4114 |
| 12 | 2-23a 2-23b | Oral Diagnosis and Treatment Planning | C | Successfully examine, diagnose, and formulate a treatment plan on an adult patient. | Clinical Oral Dx and Treatment Planning DENT 3112 |
| | | Dental Radiology | C | Successfully take a full mouth series of diagnostic quality radiographs on a dentulous patient. | Dental Radiology DENT 3113 |
| 12 | 2-23c | Advanced Treatment Planning | W | Successfully pass written competency exam on developing a treatment plan on a complex case. | Advanced Treatment Planning DENT4108 |
| 12 | 2-23d | Caries Risk Assessment | C | Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient. | Clinical Oral Dx and Treatment Planning DENT 3112 |
| 12 | 2-23e | Extraction and Local Anesthetic | C | Successfully anesthetize a patient for an extraction. | Oral Surgery DENT 3120 |
| | | Nitrous Oxide | | Successful administration of Nitrous Oxide to a patient for a clinical procedure. | Comprehensive Dentistry DENT 4101 |

| LSUSD Comp. | CODA Std. | Competency | Exam | Objective | Course |
|--------------------|------------------|--|-------------|--|-----------------------------------|
| 12 | 2-23f | Class 1 Amalgam | C | Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with amalgam. | Operative Dentistry DENT 2105 |
| 12 | 2-23f | Class 1 Resin | C | Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with resin. | Operative Dentistry DENT 2105 |
| 12 | 2-23f | Class 2 Resin | C | Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with composite resin. | Operative Dentistry DENT 3105 |
| 12 | 2-23f | Class 2 Amalgam | C | Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with amalgam. | Operative Dentistry DENT 3105 |
| 12 | 2-23f | Class 3 Resin | C | Successfully diagnose, prepare and restore a tooth with a Class 3 lesion with composite resin. | Operative Dentistry DENT 3105 |
| 12 | 2-23f | Crown | C | Successfully diagnose, prepare, impress, temporize, and restore a tooth with a crown. | Prosthodontics DENT 3107 |
| 12 | 2-23g | Student Dental Laboratory Evaluation | W | Successfully complete the laboratory evaluation form for a removable prostheses | Comprehensive Dentistry DENT 4101 |
| 12 | 2-23h | Fixed Partial Denture | S | Successfully prepare, impress, temporize, and restore an edentulous space with a fixed partial denture, including proper communication with laboratory on a typodont. | Prosthodontics DENT 3107 |
| 12 | 2-23h 2-23i | Removable Prosthodontic Combination Case | C | Successfully diagnose, impress, and restore a partially edentulous patient with an upper complete denture and lower partial denture. | Comprehensive Dentistry DENT 4101 |
| | | Implant | S | Successfully identify and manipulate all implant parts on a typodont to successfully make an impression. | Prosthodontics DENT 3123 |
| | | Periodontal Examination and Diagnosis | C | Successfully perform on a patient a comprehensive periodontal exam, classify and diagnose the patient, and formulate a periodontal treatment plan with prognosis with all necessary documentation. | Periodontics DENT 3106 |
| 12 | 2-23i 2-23j | Scaling and Root Planing | C | Successfully diagnose, scale and root plane one quadrant on a patient with periodontal pocketing and soft and hard deposits. | Periodontics DENT 3106 |
| | | RCT on Multi-rooted Tooth | C | Successfully diagnose, treat, and temporize a multi-rooted tooth with root canal therapy. | Endodontics DENT 4113 |
| 12 | 2-23k | Mucosal and Osseous Disorders | W | Successfully pass written competency exam on identifying mucosal and osseous pathology. | Oral Pathology DENT 3125 |
| 12 | 2-23l | Extraction and Local Anesthetic | C | Successfully diagnose and extract a tooth, with proper tissue management. | Oral Surgery DENT 3120 |

| LSUSD Comp. | CODA Std. | Competency | Exam | Objective | Course |
|------------------------|----------------------|---|-------------|---|---|
| 12 | 2-23m | Dental Emergencies | C | Successfully assess, diagnose, propose treatment, and successfully perform that treatment on a patient with a dental emergency. | Comprehensive Dentistry DENT 4101 |
| 12 | 2-23n | Ortho | W | Successfully pass written exam on malocclusion and space management. | Orthodontics DENT 3101 |
| 12 | 2-23c 2-23o | Evaluation of Outcomes of Treatment | C | Successfully assess the outcomes of treatment with regard to disease control, surgical, endodontic, restorative, and removable prosthodontic treatment, and identify and recommend a plan for any problem identified. | Comprehensive Dentistry DENT 4101 |

COMPETENCY-BASED DENTAL HYGIENE EDUCATION DOCUMENT

July, 2015

Competency Examinations (Program in Dental Hygiene)

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

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

PROGRAMS IN ADVANCED DENTAL EDUCATION

COMMISSION ON DENTAL ACCREDITATION STANDARDS FOR PROGRAM DURATION AND ATTENDANCE

Endodontic Standard

- 4-1 An advanced specialty education program in endodontics must encompass a minimum duration of 27 months (116 weeks) of full-time study.

Intent: The intent is to ensure that during the 104 weeks it is expected that endodontic students/residents will have a maximum of 8 weeks available for vacations, legal holidays, sick leave and personal time.

Orthodontics Standard

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

Pediatric Dentistry Standard

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

Periodontics Standard

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

Prosthodontics Standards

- 4-1 A postdoctoral program in prosthodontics must encompass a minimum of 33 months. 4-2 postdoctoral program in prosthodontics that includes integrated maxillofacial training must encompass a minimum of 45 months.
- 4-2 A 12-month postdoctoral program in maxillofacial prosthetics must be preceded by successful completion of an accredited prosthodontics program.

ADVANCED EDUCATION COMMITTEE

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

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

LSUHSC CIPECP

LSUHSC Center for Interprofessional Education and Collaborative Practice

The Center for Interprofessional Education and Collaborative Practice (CIPECP) was established in April 2015 to coordinate student education by utilizing a team-based, patient-centered approach which delivers the highest quality of care resulting in improved health outcomes. Interprofessional education offers students the opportunity to learn from, about and with each other to enable effective collaboration and communication. Students enrolled in the Health Sciences Center will have the opportunity to engage in interprofessional education throughout their academic programs. The larger scale interprofessional experience offered at the Health Sciences Center is “Team Up: Commit to compassion, communication and collaboration.” Team Up is a two year interprofessional education experience for all first and second year students enrolled in all six schools (Allied Health, Dentistry, Graduate Studies, Medicine, Nursing and Public Health), and is a required component in over 30 academic programs. Faculty have also integrated small group interprofessional experiences including two to four health professional programs into specific courses. For more information about interprofessional education at the LSU Health New Orleans, please visit <http://www.lsuohsc.edu/administration/academic/cipecp/>

Success is not the key to happiness.

Happiness is the key to success.

If you love what you are doing, you will be successful.

Albert Schweitzer

CONDUCT CODE AND PROCEDURES FOR REPORTS OF DISCIPLINARY MISCONDUCT

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

I. INTRODUCTION

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

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

II. DEFINITIONS

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

III. CONDUCT - RULES AND REGULATIONS

A. MISCONDUCT

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

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

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

B. VIOLATION OF LAW AND THE SCHOOL OF DENTISTRY

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

IV. CHARGES AND HEARINGS

A. INITIATION OF CHARGES

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

B. PRE-HEARING REVIEW

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

meeting with the charged student. At this meeting, the Chairperson shall present the charged student with a copy of the Charges and shall advise the student of the following due process rights:

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

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

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

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

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

C. HEARING PROCEDURES

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

The hearing shall be conducted as follows:

The Chairperson of the Committee shall conduct the hearing. The hearing shall not be open to the public, provided, however, that the charged student is allowed to have up to five (5) non-participating observers in the hearing. Each party shall have the right to appear, to present a reasonable number of witnesses (subject to the right of cross-examination by the Committee), to present documentary evidence, to cross-examine witnesses, and to be accompanied by an advisor. However, the parties may be excluded when the Committee meets in executive

session. If the accused student's advisor is an attorney, the charging party may also be accompanied by an attorney. The attorneys for the parties may confer and advise their clients upon adjournment of the proceedings at reasonable intervals to be determined by the Chairperson, but may not question witnesses, introduce evidence, make objections, or present argument during the hearing. Rules of evidence and procedure are not applied strictly, but the Chairperson of the Committee shall exclude irrelevant or unduly repetitious testimony. The Chairperson shall rule on all evidentiary and procedural matters and may be accompanied and assisted by University counsel.

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

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

V. APPEALS

If the Committee finds that the student has violated the Student Conduct Code, and the student is dissatisfied with the decision reached by the Committee, the student may appeal to the Dean. The student shall deliver Notice of Appeal to the Dean within five (5) school days after receipt of the Committee's decision. The Notice of Appeal shall include a copy of the Charges, a copy of the Committee's decision, and a statement of the grounds on which the appeal is based. Except as required to explain the basis of new evidence as set forth below, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents. The Dean may grant or deny the appeal in whole or in part. If the Dean grants the appeal, an Ad Hoc Panel may be established to consider the appeal. The Panel shall consist of three (3) tenured faculty members with five (5) or more years of service at the LSU School of Dentistry. A faculty member who was present for any phase of the hearing, has a law degree, or has attended law school may not serve on the Panel. The Ad Hoc Panel shall be selected in the following manner:

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

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

After reviewing all of the evidence, the Panel shall render a written report to the Dean. The report shall include the Panel's finding as to whether or not the student's due process rights have been protected, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred and the appropriateness of the

sanctions. The Dean shall review the Panel's report and shall accept, reject, or modify the Panel's findings. The Dean shall render a decision within thirty (30) days of receipt of the Panel's report. The decision shall be in writing and shall be mailed or hand delivered to the parties. The Dean's decision represents the highest level of appeal in the School of Dentistry.

VI. PENALTIES

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

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

Penalty:

- a. First offense:

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

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

- b. Second offense:

- i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.

2. Violation: Intentionally impeding or damaging the academic work or projects of others.

Penalty:

- a. First Offense:

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

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

- b. Second offense:

- i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.

3. Violation: Committing fraud against the School of Dentistry, forgery, misuse or alteration of any School of Dentistry document or records, misuse of restricted information, or knowingly furnishing false information to the School of Dentistry including, but not limited to, testimony before the Committee.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

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

Penalty:

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

Penalty:

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

Penalty:

- a. First offense:

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

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

- b. Second offense:
 - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 7. Violation: Using threats concerning the terms or conditions of an individual's education, employment, or participation in the School of Dentistry as a way to gain sex and/or sexual favors.

Penalty:

- a. First offense:

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

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

Penalty:

- a. First offense:

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

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

Penalty:

- a. First offense:

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

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

Penalty:

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

Penalty:

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

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

VII. INTERIM SUSPENSION

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

DRESS CODE

Approved by Faculty Assembly

Effective July 1, 2014

INTRODUCTION

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

Dental Students

A. Male and Female Students (see introduction above)

Students must wear: 1) the appropriate color scrub shirt 2) tan or black dress pants or matching color scrub pants, 3) shoes and 4) socks. Shoes must be clean, neat and of the following types: 1) dress shoes or boots, 2) athletic-type shoes or 3) medical-type clog shoes if no perforations are present on the top of the shoe. All shoes must cover the upper part of the foot. 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. Plain white T-shirts may be worn under the scrub shirts. If optional white t-shirt is worn under the scrub top, it cannot hang below the level of the bottom of the scrub shirt. Short, white blazer jackets or lab coats that are clean and pressed may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No jeans, shorts, capri pants, skirts or hats are permitted.

B. Male and Female Dental Student in Clinic

When students enter the clinical area to treat patients or to assist, a stricter set of guidelines applies, in addition to those above. Disposable gowns must be donned over the scrub shirt. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair must be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, nondistracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

Dental Hygiene Students

A. Male Students (see introduction above)

Students must wear the appropriate color scrub shirt and scrub pants, neatly pressed and clean. Shoes may be dress shoes, or clean, neat, leather tennis or athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Shoes must be worn with socks. Plain white T-shirts may be worn under the scrub shirts. Clean, pressed, lab coats may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No hats are permitted.

B. Female Students (see introduction above)

Students must wear the appropriate color scrub shirt and scrub pants (or scrub skirt), neatly pressed and clean. Shoes must be clean, neat leather tennis, athletic or nurse's shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. Shoes must be worn with socks or stockings. Plain white T-shirts may be worn under the scrub shirts. Clean, pressed, lab coats may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No hats are permitted.

C. Male and Female Dental Hygiene Students in Clinic

When students enter the clinical area to treat patients or to assist, a stricter set of guidelines applies, in addition to those above. Disposable gowns must be donned over the scrub shirt. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair must be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, non-distracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

Dental Laboratory Technology Students

A. Male Students (see introduction above)

Students must wear the appropriate color knit, collared "golf" shirt and khaki pants (no jeans or shorts), neatly pressed and clean. Shoes must be worn with socks. Shoes may be dress shoes, or clean, neat athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Clean, pressed lab coats of the appropriate color may be worn over knit shirts. Name are to be embroidered on all lab coats. No hats are permitted.

B. Female Students (see introduction above)

Students must wear the appropriate color knit, collared "golf" shirt, and khaki pants (no jeans, shorts or capri pants), neatly pressed and clean. Shoes must be worn with socks or stockings. Shoes may be flat dress shoes but must cover the upper part of the foot, or clean, neat, athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Clean, pressed lab coats of the appropriate color may be worn over knit shirts. Names are to be embroidered on all lab coats. No hats are permitted.

C. Dental Laboratory Technology Students in Clinic

When dental laboratory technology students enter the clinical area, a stricter set of guidelines applies, in addition to those above. If there is any potential contact with bodily fluids, disposable gowns must be donned. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair should be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, non-distracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

SGA CONSTITUTION AND BY-LAWS

ARTICLE I:

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, hereinafter referred to as the “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.

ARTICLE II:

MEMBERSHIP RIGHTS AND RESPONSIBILITIES

Any student (dental students, dental hygiene students, dental laboratory technology students) of the LSUSD is a member of the SGA. Every dental student of LSUSD is a member of ASDA. Each member is privileged to contribute whatever he feels 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 his professional status and the guidelines set forth in this Constitution. Each member is expected to abide by the decision of the executive council majority. Inasmuch as ASDA differentiates between dental and parodontal 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.

ARTICLE III:

THE EXECUTIVE COUNCIL, OFFICERS, AND DUTIES OF EACH

SECTION I:

Purpose of the Executive Council

- A. To facilitate communication between Faculty and Students.
- B. To facilitate communication between each class.
- C. To organize social and community events and consider any business of the SGA.
- D. To establish dues in order to maintain functions of the members.

SECTION I-A:

Members of the Executive Council

Consists of The elected officers of the SGA (President, Vice-President, Secretary-Treasurer), Dental, Dental Hygiene, and Dental Laboratory Technology Class Presidents, ASDA/SGA Class Representatives, and Dental School Yearbook Editor.

SECTION 1-B:

Voting

Each member of the Executive Council shall have one (1) vote, except the President, who shall vote only to break a tie.

SECTION 1-C:

OFFICERS AND DUTIES OF EACH

A. Officers of the SGA

Elected officers of the SGA are President, Vice-President, and Secretary-Treasurer. The Senior Class Dental Yearbook Representative will be appointed the Dental School Yearbook Editor. One member only shall hold each office. A class officer may not hold the above-mentioned offices simultaneously.

The President of SGA shall:

- a. preside at all general and executive council meetings.
- b. be an ex-officio member of all committees.

- c. present any opinion discussed by the SGA to Faculty.
- d. appoint any SGA officer or any national student representative upon approval of the executive council should he fail to complete his term.
- e. be a non-voting student representative on the LSUSD Alumni Association Board of Directors. (Refer to Appendix I: By-Laws-VI.-C)

The Vice-President of SGA shall:

- a. assume the President's duties in case of the latter's absence.
- b. be an ex-officio member of all committees.
- c. in the absence of the Secretary-Treasurer, or by request of the President, assume some duties of the Secretary-Treasurer.
- d. report to the Council the activities, accomplishments, and suggestions of the standing committees.

The Secretary-Treasurer of SGA shall:

- a. handle all correspondence of the SGA and/or make provisions to expedite such correspondence efficiently.
- b. take the minutes of the Executive and General meetings, and make the necessary arrangements to have the minutes posted in conspicuous places of student activity except the clinics no later than two weeks following such meetings and filed in the SGA's file.
- c. act as custodian for the SGA's funds with Presidential approval for any expenditures.
- d. to oversee and delegate the necessary authority and funds required to maintain the SGA's office.
- e. contact the appropriate Administrative personnel within the LSUSD to provide for the needs of the SGA's office space, maintenance and furnishings.

The Dental School Yearbook Editor shall:

- a. compile class pictures and other memorabilia contributed by each yearbook class representative.
- b. submit dental school pictures according to the LSUSHC Yearbook Editor for that year.
- c. be appointed after senior class elections.

*All of the above SGA representatives, with the exception of the Yearbook Editor, shall meet with the ASDA and ADEA Delegates and Representatives a minimum of three times each year for the purpose of communication between the groups. The meetings shall take place in August, January and April. The same group shall also meet with the dean of the dental school at least twice each year.

B. Class Officers

Each class will annually elect a Class President, Vice-President, Secretary-Treasurer, one ASDA/SGA Class Representative and a Dental School Yearbook Representative. Standards for the elections of these officers are stipulated in the by-laws of this Constitution.

The Class President* shall:

- a. preside at all class meetings.
- b. attend all meeting of the Executive Council or appoint the Vice-President to do so in case of necessary absences.
- c. report to the class on business of the Executive Council.
- d. along with the Class Representative, present the views of the class to the Executive Council.
- e. represent his/her class in relations with the Faculty.
- f. be a non-voting student representatives on the LSUSD Alumni Association Board of Directors. (Refer to Appendix I: By-Laws-VI.-C) * Dental 4, Dental Hygiene 2 and Dental Lab Tech 2 class presidents only

The Class Vice-President shall:

- a. assume the President's duties in case of absence.
- b. shall oversee and delegate operation of the note service as each class sees fit.

The Class Secretary-Treasurer shall:

- a. take minutes of all class meetings.
- b. act as custodian of class funds with Presidential approval for any expenditures.
- c. handle all class correspondence.

The Class Representative to ASDA and the SGA shall:

- a. represent his class at all ASDA and/or Executive Council meetings.

- b. report to his/her class on the business of ASDA and/or the Executive Council.

The Class Dental Yearbook Representative shall:

- a. take class pictures and other memorabilia to be contributed to the LSUHSC Yearbook.
- b. submit class pictures and other memorabilia to the Dental School Yearbook Editor.

ARTICLE IV:

AMENDMENTS

Amendments to this constitution may be made in the following manner.

1. Any person calling for an Amendment will present his/her motion to the Executive Council and it shall be handled by parliamentary procedures.
2. On the first school day after fourteen (14) days, the referendum shall be put to vote before student membership.
3. The Amendment shall be incorporated into the constitution if the questions yield two-thirds of student membership vote on said referendum.

BY-LAWS

By-laws may be added to this Constitution in the following manner:

1. A simple majority of the Executive Council shall serve to incorporate any by-law into this constitution.
2. By-laws shall be revoked by a simple majority vote of the membership of the SGA.

RATIFICATION

Ratification of this Constitution requires a two-thirds approval of all student members. There shall be no limit to the number of times this Constitution shall be subjected to ratification. Once ratified this Constitution can be revoked by a two-thirds vote of all student members.

ARTICLE V:

REMOVAL FROM OFFICE

Violation of the articles, by-laws, or amendments of this Constitution shall be grounds for the removal from office any officers of the SGA. The decision for such an action shall be the sole prerogative of a two-thirds majority of the Executive Council.

APPENDIX I

BY-LAWS

- I. All meetings shall be conducted according to Robert's Rules of Order.
- II. One Faculty member shall be approached by the Executive Council to serve as an advisor to the SGA. His appointment is subject to approval by the Dean. His tenure is left to the discretion of the Executive Council. His presence is requested at all meetings.
- III. Election of officers shall follow these standards:
 - A. SGA and ASDA Officers
 1. The Offices of Association: President, Vice-President, Secretary-Treasurer, as well as the ASDA First Delegate (only Second Year students are eligible for nomination), ASDA Second Delegate (only First Year students are eligible for nomination), and a Dental School Yearbook Editor are to be filled annually, on a date selected by the Executive Council not prior to March 15 and no later than May 1. ASDA Alternate Delegate (only incoming First Year students are eligible for nomination) will be elected no later than one week prior to First Year Class Officer elections in a separate election held by the ASDA Leadership Committee no later than the October 1st.
 2. ASDA elections may be on the same ballot as SGA but only votes from Dental Students are registered.
 3. Communication of this date must be conspicuously posted in areas of student activity except the clinics. It is the responsibility of the Executive Council to verbally announce the election dates and to post the dates of elections ten (10) school days prior to those dates.

4. Primaries and run-offs shall be held on two consecutive school days. Run-offs will be held in races where one candidate does not receive greater than fifty percent (50%) of the votes. The two candidates receiving the most votes will enter a run-off.
5. Candidates must present their names for office within five (5) school days of the posted dates.
6. Candidates may only run for one office. A candidate may only hold one office whether it is SGA, ASDA, ADEA, or Class office.
7. The Officers-Elect will assume their respective offices within seven (7) days after being elected
8. Unopposed candidates shall have their names presented on the ballot as such and be acclimated to the position.

B. Class Elections

1. Within ten (10) school days after the elections for the SGA, officers will be determined for each class and will hold elections for President, Vice-President, Secretary-Treasurer, ASDA/SGA Representative, and Dental School Yearbook Representative.
2. Election dates shall be posted at least three (3) school days prior to the election.
3. Elections shall proceed only when two-thirds or more of the class are present.
4. A simple majority shall elect class officers.

C. Incoming Freshman Elections

1. Within ten (10) school days, a temporary class spokesperson shall be elected until new permanent representatives and officers are elected.
2. The freshman classes shall elect officers and representatives by October 1. The newly elected officers will assume their duties immediately and perform them until elections are held for the second year.
3. ASDA may hold elections for the Alternate Delegate and the Freshman Class ASDA/SGA Representative prior to class officer elections.

IV. Committees:

A. Standing committees are defined as those committees organized to serve a permanent function. They are:

1. The Academic Evaluation Committee-organized to evaluate the academic achievement of both students and faculty during the course of the year and at the end of the year. The particular objective of this committee is to attempt to insure cohesiveness between students and faculty essential for academic achievement. The chairman of this committee is to be elected from and by the Executive Council. The Committee Chairman will serve the President in an advisory capacity. It is the responsibility of the President to see that all committees meet on a reasonable regular basis and that they are serving the functions for which they were organized. Its standing members of the Academic Evaluation Committee are:
 - a. Representative to the Curriculum Committee for each class
 - b. Class President

The responsibilities of the committee are:

- a. to consolidate student opinion in written form about specific courses and to pass this information on to the
 1. Department heads
 2. Associate Dean for Academic Affairs
 3. Office of Instructional Services
 4. Executive Council
 - b. to discuss problems inherent in certain courses and to attempt to provide reasonable constructive alternatives to the problems in the form of written recommendations to the department heads.
 - c. to discuss and offer reasonable and constructive criticism on the methods of grading in the form of recommendations to the department heads.
2. Ad Hoc Committees are defined as those committees formed for temporary functions. They may be formed at the discretion of the Executive Council.

V. Document Placement

This Constitution will be permanently placed in the Office of Student Affairs and the Dental School Library for review. A copy of this Constitution will be in the LSUSD Student Handbook of Policies and Procedures.

VI. SGA Associates

A. The American Student Dental Association (ASDA)

1. Mission Statement:

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

2. ASDA Leadership Positions:

The ASDA Leadership Committee consists of ASDA First, Second, Alternate Delegates, and the Legislative Liaison.

The ASDA First Delegate shall:

1. represent the local ASDA chapter at ASDA meetings and the ASDA House of Delegates.
2. be elected for a two (2) year term, serving the first year as First Delegate and the following year (senior year) as the Local/State Dental Society Legislative Liaison
3. be a second year (rising third year) dental student.
4. occupy one of two ASDA seats on the Floor of the LDA House of Delegates Annual Session.
5. report to the student body no later than thirty (30) days after the ASDA meeting all pertinent information concerning the student body.
6. be a non-voting student representative on the LSUSD Alumni Association Board of Directors

The ASDA Second Delegate shall:

1. represent the local ASDA chapter at ASDA meetings and the ASDA House of Delegates.
2. be elected for a one (1) year term.
3. be a first year (rising second year) dental student.
4. report to the student body no later than thirty (30) days after the ASDA meeting all pertinent information concerning the student body.

The ASDA Alternate Delegate shall:

1. be elected for a one (1) year term.
2. election to be held with or prior to the freshman class officer elections.
3. be an incoming first year dental student.
4. represent the local ASDA chapter at the ASDA meetings and the ASDA House of Delegates in the event that either Delegates #1 or #2 are unable to attend.

The ASDA Local/State Dental Society Legislative Liaison shall:

1. be the immediate past First Delegate, after serving the previous year as First Delegate.
2. be responsible for fostering a relationship with the ADA local and state societies.
3. represent the local ASDA chapter at State Dental Society (LDA) Executive Board meetings and at the Louisiana Dental Association House of Delegates.
4. be a fourth year dental student.
5. serve a one (1) year term.
6. occupy one of two ASDA seats on the Floor of the LDA House of Delegates Annual Session.
7. report to the student body no later than thirty (30) days after the LDA meetings all pertinent information concerning the student body.
8. serve as LSUSD Alumni Representative

The ASDA/SGA Class Representative shall:

1. be elected for a one (1) year term by his/her class.
2. while carrying out ASDA duties will serve as a liaison between the local Leadership Committee and classmates, and assists in membership recruitment and retention, and chapter activities.

The ASDA Senior Chapter Advancement Consultant shall:

1. be appointed for a one (1) year term by the Leadership Committee.

2. assist the Leadership Committee in carrying out ASDA duties, and assist in membership recruitment and retention, and chapter activities.

3. Replacement of Leaders due to Election to ASDA National Leader Positions:

1. in the event that a delegate wins election to serve as a national leader, his/her position will be filled by promotion of subordinate positions with the newly vacated ASDA Alternate Delegate position being filled at the discretion of the ASDA Leadership Committee through appointment, election, or promotion of the Class ASDA/SGA Representative from the freshman or sophomore class.

* All of the above ASDA Delegates and Representatives shall meet with the SGA and ADEA Delegates and Representatives a minimum of three times each year for the purpose of communication between the groups. The meetings shall take place in August, January and April. The same group shall also meet with the dean of the dental school at least twice each year.

B. The American Dental Education Association (ADEA)

There will be four appointed ADEA delegates, one person from each class. The D1 alternate delegate will be appointed by current delegates, and the student should be appointed by January of the student's first year. Delegates are appointed on a roll-over or continuity basis, whereby, once chosen as a delegate, that student will remain as an ADEA delegate for his remaining years as a dental student. Should the student decide that they do not want to be an ADEA delegate in the following years, they may choose to withdraw from the position. The remaining delegates will appoint another student from the same class to replace the position. The fourth year student will be the First Delegate. The third year student will be the Second Delegate. The second year student will be the Third Delegate. The first year student will be the Alternate Delegate. All delegates will meet with the SGA and ASDA student officials three times (August, January, and April) a year to communicate and discuss pertinent information concerning the student body, and all ADEA, SGA, and ASDA student officials will meet with the dean twice a year.

The First ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. handle all ADEA correspondence.
3. report to the student body no later than thirty (30) days after the ADEA meeting all pertinent information concerning the student body.
4. report to the dean no later than thirty (30) days after the ADEA meeting all pertinent information concerning the school.
5. be a voting member of the curriculum committee.
6. be a non-voting student representative on the LSUSD Alumni Association Board of Directors. (Refer to Appendix I: By-laws-VI.-C)

The Second ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. assist the First ADEA Delegate with his responsibilities.
3. be a voting member of the curriculum committee.

The Third ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. assist the ADEA First and Second Delegates with their responsibilities.
3. be a voting member of the curriculum committee.

The ADEA Alternate Delegate shall:

1. be appointed for a three (3) year term.
2. be a first year dental student.
3. represent LSUSD at ADEA meetings in the event that either the First, Second, or Third Delegates are unable to attend.
4. be a voting member of the curriculum committee.

C. The Alumni Association Student Representative shall:

1. represent the student body on the LSUSD Alumni Association Board of Directors as a non-voting member.
2. be comprised of: SGA President, Senior Class President, ASDA First Delegate and Legislative Liaison, ADEA First Delegate, 2nd year Dental Hygiene Class President and 2nd year Dental Laboratory Class President.
3. act as a student advisor to the LSUSD Alumni Association Board.
4. represent the association at alumni association and school events.
5. be supportive of the mission and goals of the Alumni Association.
6. be a passionate advocate for LSUSD alumni Association among fellow students and with dental constituents throughout the community.
7. be an outstanding representative of LSUSD through being well informed about current programs that best advance the mission of the LSUSD Alumni Association.

Amended May 4, 2005

COMMITTEES AND STUDENT REPRESENTATIVES

Student Leaders

The Student Government Association is the organization for all students enrolled at Louisiana State University School of Dentistry.

Officers for the 2021-2022 academic year include:

| | |
|----------------|---------------------|
| President | Blake Vidrine |
| Vice President | Gabrielle Ingram |
| Secretary | Alexandra Berthelot |
| Treasurer | Levi Procell |

Dental School Committees

Students have the opportunity to serve on various committees within the Dental School. The Chairperson of each committee selects the student representative/s.

| | |
|--|--|
| Advanced Education Curriculum | Two resident representatives (1 school-based; 1 hospital-based) ADEA Delegates #1, #2, ADEA Alt. Delegates #1, #2 |
| Dental Laboratory Technology Advisory | One dental laboratory technology student. |
| Parking, Buildings and Grounds | One dental student. |
| Quality Assurance | Two dental students. |
| Infectious Disease Control | Four dental students; one from each class |
| Student Affairs | Class Vice Presidents of Dental 2,3,4, Dental Hygiene II, Dental Laboratory Technology II, ASDA Senior Rep |
| Strategic Planning | Two dental students. |
| Technology Fee Oversight Committee | SGA President, ASDA Senior Rep, D2 Class President, DHII Class President |
| Allen Copping Excellence in Teaching Award | Class Presidents Dental 1, 2, 3, 4, DH II, DLT II, III |
| Peer Advocate Liaison (PALs) | One or more dental students from each class, one or more dental hygiene students from each class |

LOCKERS, CUBICLES AND LAB BENCHES

Each student is assigned a locker in which they may store equipment, books, etc. Lockers are assigned at registration and each student must 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 the 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, the administration reserves the right to break the lock to enter the locker.

Agreement

1. Locker assignments, 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 School or other persons is not to be stored in the areas at any time. The areas should be kept clean, orderly, and be in compliance with all other School 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 LSU School of Dentistry. These property/equipment are needed by others in order to properly perform services required by the patients. Their unavailability causes unnecessary delays, inconveniences, and loss of valuable time in tracing their whereabouts.
3. The School of Dentistry 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 telephone immediately prior to the search of the areas, he or she will be requested to be present when the areas are open.
 - 3.2 If the student is unavailable, another student (from the Student Affairs Committee, mini-clinic member, or any other available student) will be present when the areas are opened.
 - 3.3 Notwithstanding the foregoing, should any student fail to be present when the areas are opened, or should exigent circumstances exist, the areas may be opened by any member of the staff or faculty of the LSU School of Dentistry when there is reason to believe that any item described in paragraphs one or two may be contained therein.

SOCIAL EVENTS

The Office of Student Affairs must receive a written request for student sponsored social activities whether they are held on-campus or off-campus. Before alcoholic beverages may be served at any student event on-campus or off-campus, the sponsoring organization or individual must complete a REQUEST FOR AUTHORIZATION TO SERVE ALCOHOL form and submit it to the Office of Student Affairs at least 48 hours prior to the scheduled event. A copy of this form is found in the LSU Health Sciences Center Guideline and Policies: Guidelines for the Responsible Use of Alcohol section of this handbook. 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.

LSUSD SERVICES AND RESOURCES

DENTAL BOOKSTORE

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

All students are required to purchase, annually through the bookstore, an entire class kit as specified by the Instrument Committee.

The bookstore is open 8:00 a.m. to 4:00 p.m. Monday through Friday and accepts Visa, Master Card, American Express, Discover and Pay Paw. Phone: 504-941-8130, e-mail: aedbs@lsuhsc.edu

BURSAR OPERATIONS OFFICE

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

The LSUHSC Bursar Operations Office is located at 433 Bolivar St, Room 144, New Orleans, LA 70112. The phone number is 504-568-4694 or email nobursar@lsuhsc.edu. The Bursar Operations Office assesses and collects tuition and fees and processes financial aid overpayments via our 3rd party vendor, BankMobile. All account activity including tuition and fees as well as financial aid status and record information can be reviewed on academic self-service. Bursar Operations is also responsible for verifying personal health insurance coverage as well additions to and changes to coverage through the university. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday to accommodate your needs.

A branch of the LSUHSC Bursar Operations Office is located on the second floor of the Dental School Administration Building, Room 2102. This branch of Bursar Operations is open 8:00 a.m. to 4:00 p.m. on Tuesday and Thursday. This schedule is flexible and will change as business changes. Schedule changes will be posted at the Bursar Operations Office. The dental school phone number is 941-8104.

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 24/7 Online and Mobile Banking 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 community faculty, staff, students and alumni, to build solid foundations.

The Campus Federal Dental School ATM is located on the third floor of the LSU Dental School Administration Building in front of the book store. 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.

LIBRARY

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

- A comprehensive collection of print and electronic publications in dentistry and oral medicine; selected materials in basic sciences and general medicine; selected instructional multimedia programs
- Innopac, the online catalog for the LSUHSC libraries, with holdings for books and journals at the dental school and Isché libraries. Innopac also provides access to full-text electronic journals and books.
- Reserve collection of required textbooks
- Free reference service and assistance with database searching
- A computer lab with 5 workstations, scanner, and printing via PayPaw
- Off-campus access to electronic resources, requiring a library patron record and barcode

- Databases and search systems and databases including PubMed, Embase, Scopus, and EBSCOhost, and many others
- RefWorks, a free web-based bibliography and database manager
- Use of the services and resources at the Isché Medical Library (main LSUHSC library), located in the Resource Building at 433 Bolivar Street
- Access to materials at other libraries via ILLiad, a web-based system for ordering and tracking interlibrary loan requests
- LALINC reciprocal borrowing card for checking-out books from participating academic libraries in Louisiana
- Services for LSUSD distance education students and students on off-site rotations
- Six small rooms for individual and group study

Circulation policy: (Registration required)

Books: 2 weeks, one renewal

Bound journals: 1 week, no renewal

Unbound journals: 1 day, no renewal.

Hours:

Sunday, 11:30 – 8:00 p.m.

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

Friday, 8:00 a.m. – 5:00 p.m.

Saturday, Closed

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

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

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

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 4-6 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. Tom 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 a 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. Students are also eligible to apply for up to \$1500 in research funding to conduct any research they may be participating in. Interested students should contact Dr. Paul Fidel, Associate Dean for Research, Director of Honors in Research (pfidel@lsuhsc.edu) with questions regarding the 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. Paul Fidel, Associate Dean for Research (pfidel@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, Chair of the Resident Research Committee, coordinates resident research activities (zwen@lsuhsc.edu). There is a research proposal template that can be obtained from the Center of Excellence in Oral and Craniofacial Biology - Research Resources website. Funding is available to conduct research projects. Residents are eligible to apply for up to \$1500 for their project. The Resident Research Committee reviews proposals and recommends funding.

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. Fidel (pfidel@lsuhsc.edu) with any questions regarding research opportunities.

STUDENT ORGANIZATIONS

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 credits toward their AGD Fellowship awarded after graduation. The Fellow Track program sponsors continuing education classes 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. The AGD Faculty Coordinator is Kay Jordan, DDS, Assistant Clinical Professor, Comprehensive Dentistry (kjord3@lsuhsc.edu) The Student Liaison is Adrienne Ware (asmi39@lsuhsc.edu)

American Dental Education Association (ADEA)-devoted to the advancement of dental education, research and service. Members receive the *Journal of Dental Education* and *Dental Student News*. Representatives from the dental school 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.

American Student Dental Association (ASDA)-is the student organization of the American Dental Association. ASDA was established in 1971 to represent, serve, and support the needs and interests of dental students. Two delegates at each dental school chapter serve as voting members in the ASDA House of Delegates. ASDA and ADA offer students the opportunity to purchase several types of insurance protection plans that cover instruments and equipment.

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

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

Omicron Kappa Upsilon-Theta Kappa chapter-a national honorary dental society. Members, elected from the top 20 percent of the graduating class, show potential for professional growth and serve as examples among their peers.

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

Student National Dental Association (SNDA)-is the student organization of the National Dental Association. SNDA was established in 1970 to promote, aid, and support the academic, moral, ethical and social environment of minority students. It strives to establish opportunities for its members to develop stronger alliances amongst one another and develop a sense of community in the dental schools. The organization provides dental education, access to care information, and community service through various outreach efforts, with emphasis on the minorities and the underserved. Officers are elected and act as delegates to the SNDA's House of Delegates.

Student American Dental Hygienists' Association-an affiliate of the ADHA. In addition to learning about the ADHA, students participate in professional meetings and discussion groups locally, regionally, and nationally. A faculty advisor for the Dental School chapter is designated each year.

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

WHERE TO GO?

The following list identifies individuals whose responsibilities encompass the areas mentioned. You should always feel free to contact them if you have a problem.

| | |
|----------------------------|---|
| Academic Affairs: | Sandra C. Andrieu, PhD, Associate Dean for Academic Affairs |
| Admissions: | Toby Cheramie, DDS, Director of Admissions |
| Certificate of enrollment: | Student Self-Serve portal |
| Change of Legal Address: | Office of the Registrar |
| Change of Name: | Office of the Registrar |
| Clinical Affairs: | John Gallo, DDS, Director of Clinical Education |
| Alumni Affairs: | Joanne Courville, Director |
| E-mail Accounts: | Derrick Salvant, Computer Services |
| Lockers: | Office of Student Affairs |
| Student Affairs: | Darlene P. Brunet, RDH, MEd, Director of Student Affairs |