

# Cover Sheet: Request 10913

## DEN8709L Community Dentistry II

### Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Abare,Censeri P cabare@dental.ufl.edu
Created	4/6/2016 3:34:42 PM
Updated	4/6/2016 4:17:43 PM
Description	change grading to S/U

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	DEN - Community Dentistry and Behavioral Sciences 313404000	Tomar, Scott		4/6/2016
Added DEN8709L.pdf					4/6/2016
College	Approved	DEN - College of Dentistry	Sposetti, Venita J		4/6/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/6/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

# Course|Modify for request 10913

## Info

**Request:** DEN8709L Community Dentistry II

**Submitter:** Abare,Censeri P cabare@dental.ufl.edu

**Created:** 4/6/2016 3:34:42 PM

**Form version:** 1

## Responses

**Current Prefix**DEN

**Course Level**8

**Number** 709

**Lab Code** L

**Course Title** Community Dentistry II

**Effective Term** Fall

**Effective Year** 2016

**Requested Action** Other (selecting this option opens additional form fields below)

**Change Course Prefix?**No

**Change Course Level?**No

**Change Course Number?**No

**Change Lab Code?**No

**Change Course Title?**No

**Change Transcript Title?**No

**Change Credit Hours?**No

**Change Variable Credit?**No

**Change S/U Only?**Yes

**S/U Only Status**Change to S/U Only

**Change Contact Type?**No

**Change Rotating Topic Designation?**No

**Change Repeatable Credit?**No

**Change Course Description?**No

**Change Prerequisites?**No

**Change Co-requisites?**No

**Rationale**This is an experiential rotation in dental clinics around the state. Pass/fail grading is more appropriate for this type of course.

## DEN8709L: Community Dentistry II

### Fall 2016

#### Course Description:

Application of principles of community dentistry, management, interpersonal relations, communications, prevention, professionalism, and decision making in the clinical care of patients at both the parent institutions and extramural sites. This clinical course emphasizes the integration of knowledge and skills necessary to practice dentistry effectively and efficiently.

#### I. General Information

Course Director: Micaela B Gibbs  
 Office: Room 5180, 1329 SW 16th St  
 Email: mgibbs@dental.ufl.edu  
 Phone: 1 352 2736801  
 Course Credits: 2  
 Semester: Fall

#### Contributing Faculty

##### Support Staff

Jennifer Brock	1 352 2736800	jbrock@dental.ufl.edu	TA / Syllabus / Grade Administrator
Johnna Lechler	1 352 2735971	jlechler@dental.ufl.edu	TA / Syllabus / Grade Administrator
Jennifer Brock	1 352 2736800	jbrock@dental.ufl.edu	TA / Grade Administrator
Anthony M Licari	1 352 2735950	ALicari@dental.ufl.edu	TA / Grade Administrator
H Blake Kisshauer	1 352 2735699	hbkisshauer@ufl.edu	TA
Marc G Turchin	1 352 2736589	mturchin@dental.ufl.edu	TA
Robert A Witt	1 352 2736589	acciogo@ufl.edu	TA

#### II. Course Goals

The intent of the extramural assignments is to facilitate your growth and maturation in the profession of dentistry and assist your transition from the status of dental student to that of practitioner. Data indicates that students returning from well-conducted experiential educational assignments demonstrate improved communication, organizational, and decision-making skills. Additionally, not only has clinical competence progressed, but also, self-evaluation and accountability have been enhanced. The key elements of a successful extramural experience include:

1. The facilities (the design of the dental clinic, the equipment, the instruments, the supplies; plus the housing!)
2. The staff (the supervising dentists and the auxiliaries).
3. The diversity of patients treated, as well as the diversity of services provided.
4. The overall management of the dental practice.
5. The planning of the experience itself by the student.

#### III. Course Overview

This is a two week extramural rotation course in Senior Fall semester.

An orientation session will be held in your junior year prior to your assignment to provide current information and answer any questions you may have about the rotation sites. All pertinent information can also be found on ECO. **You may contact us anytime at the 1329 Building - Ste 5180 or at 273-6800** if you need information. **In an emergency or after hours, please contact Dr. Gibbs on her cell- 352.514.7988**. In addition, you will receive a brief orientation once you have arrived at each site. The faculty and staff at the sites are eager to facilitate your learning and are pleased to have you as a guest at their clinics.

There are 6 basic requirements of this course. They are:

1. Presence at each assigned rotation with a desire to learn and make the most of each clinical experience.
2. Accurate completion **procedures and input daily into extramural rotations database**
3. Evaluation of Clinical Assignment upon completion of the rotation
4. Evaluation of Clinical faculty upon completion of the rotation
5. Completion of "In Depth Look at Community Programs" worksheet
6. In semester 11, Post rotation reflective paper

Each 2 week rotation equals 2 credit hours and requires satisfactory completion of above requirements.

**Current sites:**

Langley Dental Center, Ocala and Brooksville

Eastside Azaleah Health

Immokalee/Naples (Collier County)

Winter Garden/Groveland (Orange County)

Apopka Family Health

ACORN Clinic (Brooker – Alachua County)

Leon County Health Department (Tallahassee)

Sulzbacher Clinic (Jacksonville)

AEGD. St. Petersburg

AEGD Hialeah

Other sites may become available in the future.

Travel and housing support are provided by the University of Florida College of Dentistry, I. M Sulzbacher Center for the Homeless, Big Bend AHEC, Community Health Centers inc. and Healthcare Centers of Sothwest Florida. **There is no housing available at the St. Pete and Hialeah sites.**

Given these various opportunities, the student will be punctual, perform willingly the tasks assigned, be well prepared and well organized, demonstrate responsiveness and sensitivity to the attitudes and values of the population addressed, and apply appropriate resources as needed.

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**IV. Course Outline**

This course consists of one assigned extramural rotations 2 weeks in length in each of semesters 9, 10 & 11, for six weeks total extramural time.

Expectations:

Semester 9: Two weeks, all forms and evaluations completed

Semester 10: Two weeks, all forms and evaluations completed

Semester 11: Two weeks, all forms and evaluations completed, **Final Reflection Paper completed for competency.**

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**V. Course Material**

**Prior to your extramural rotation assignments, it is CRITICAL to review the rotation information in the "Documents" section regarding:**

- Descriptions of the sites, including directions from Gainesville.
- Information on housing and reimbursement for travel expenses.
- Travel reimbursement when applicable.
- Miscellaneous administrative information concerning your assignment.
- Directions for completing your on-line evaluations

At your rotation site you will also be given an information packet and a more detailed description of the learning objectives for teach extramural experience, along with performance criteria.

**Student Safety**

Clinical experiences by their nature involve students in a variety of settings, locations and communities, as well as with a variety of patients/clients. Students are expected to exercise good judgment and reasonable caution in insuring their own safety during clinical experiences (e.g., lock car doors, travel with classmates when possible, be aware of security services). Patient care areas may have the potential for exposure to hazardous substances such as radioactive materials. Students who

require protection beyond those of all staff are to notify faculty prior to any clinical assignments. If at any time students believe the clinical setting is unsafe, student should take appropriate steps to protect themselves and their patients, including leaving the setting if necessary. Contact the Clinic Director, Director for Community Based Programs or any college administrator immediately so that appropriate arrangements can be made.

## VI. Course Objectives

To achieve the goals of this course you have a major role and responsibility. Identification and self assesment of your strengths, weaknesses and interest areas will help you to grow more effectively as a practioner while on rotation. This is a great oppourtunity to get a huge amount of clinical experience while working side by side with a mentor. Make the most of it!

Extramural sites are excellent laboratories and opportunities to work on the improvements you identify. You will be expected to function more independently than you do at the dental school; yet, because the faculty at the site will be ultimately responsible for the quality of care rendered by you, they will be eager to assist you in your efforts to improve. Take advantage of this opportunity. These extramural experiences have been designed to facilitate your growth. IF YOU DO NOT IMPROVE, GROW, AND MATURE AS A RESULT OF THESE EXPERIENCES, IT IS AS MUCH YOUR FAULT AS IT IS THE PLANNERS OR THE MENTORS AT THE SITES. The latter two groups have worked hard "to set up the laboratory" for you; enter the "lab" well prepared and determined to learn something!

### Goals and Objectives

The goal of this assignment is to reinforce your knowledge and skills in clinical and community dentistry through a series of educational experiences. Effort will be made to instill a sense of community that you will hopefully carry over into your future practice of dentistry. Our goal is to expose you to a variety of clinical experiences with a diverse population, to include age, ethnic and cultural diversity as well as medically compromised individuals. In addition, you will have opportunities to interact with other health professionals and community leaders on individual clinical care as well as health care issues facing the community-at-large.

### Objectives:

Delivery of routine clinical comprehensive and emergency care in a community health setting. While delivering dental services to patients the student will:

- **Demonstrate interpersonal skills**  
Criteria for evaluation: Chairside manner, interpersonal skills, compassionate to the needs of others and ability to get along with fellow students, residents, faculty, staff and patients.
- **Exhibit the proper attitude toward work.**  
Criteria for evaluation: Caring, shows integrity, understands patient's rights, sensitive to cultural diversity, energy, enthusiasm, and conscientiousness.
- **Demonstrate professionalism.**  
Criteria for evaluation: Ethical behavior, respectful, truthful, honest, conduct, appearance, and response to constructive criticism.
- **Demonstrate effective communication.**  
Criteria for evaluation: Verbal skills, ability to effectively communicate and establish rapport with faculty, staff and patients (i.e. treatment plan presentation, OHI, informed consent, post-op instructions).
- **Demonstrate reliability.**  
Criteria for evaluation: Acceptance of responsibility, assumption of authority, efficient delivery of treatment, adaptability, promptness, and thoroughness.
- **Demonstrate proper response to clinical routine.**  
Criteria for evaluation: Conformity to administrative procedure, efficient DA utilization, understanding the necessity for cooperative effort, and compliance with OSHA guidelines.
- **Demonstrate appropriate clinical knowledge.**  
Criteria for evaluation: Integration of didactic knowledge into clinical setting, decision making, clinical judgment, ability to generate a differential diagnosis, critical thinking skills, information management skills and treatment planning.
- **Demonstrate clinical skills.**  
Criteria for evaluation: Technical expertise and psychomotor skill.
- **Keep records.**  
Criteria for evaluation: Ability to keep neat, organized, accurate, and easily understood records.
- **Return any keys and complete evaluation materials within a timely manner.**  
Criteria for evaluation: Keys must be returned within one week of completion of rotation. Evaluation materials, including Evaluation of Assignment, and Faculty Evaluations must be submitted within two weeks of completion of rotation. Failure to complete either of these will affect your grade for the rotation assignment.
- **Participate in Community Experiences**  
Students will have opportunities to participate in community activities which serve to expose them to

community health care issues, particularly in rural and medically underserved communities, and to focus on individual and group health promotion. In addition, opportunities will be provided to participate in interdisciplinary health care teams.

## VII. Course Competencies

This course contributes to teaching to the following competencies.

- **Domain I: Professionalism** – Apply standards of care in an ethical and medicolegal context to assure high quality patient care, appropriate informed consent, risk management, quality assurance and record keeping and delivered within the scope of the dentist's competence in a patient-centered environment that interfaces with diverse patient populations.
  - **2. Legal Standards:** Apply legal standards (state and federal regulations) to professional practice.
- **Domain II: Health Promotion and Maintenance** - Educate patients and the community, based upon scientific inquiry, critical thinking and outcomes assessments, about the etiology of oral disease. Promote preventive interventions and effectively work with patients and other health care professionals to achieve and maintain a state of optimal oral health through evidence-based care.
  - **6. Practice Management:** Apply business principles, human resource skills, and the human and technologic resources to evaluate and manage oral health care delivery models and function as the leader of the oral health care team.
  - **7. Patient Management:** Apply behavioral and communicative management skills during clinical patient care.
  - **8. Community Involvement:** Communicate and collaborate with individuals from other professions in the protection, promotion and restoration of oral health of the community.
- **Domain III: Health Assessment** – Recognize systemic diseases, substance and patient abuse and evaluate the patient's medical and oral condition, plan treatment needs and refer, when appropriate.
  - **9. Examination of the Patient:** Perform an evidence-based comprehensive patient evaluation to include patient history including medications, chief complaint(s), medical, oral and extraoral conditions, biological, behavioral, cultural, socioeconomic information and consultations(s) to assess the patient's prognosis and treatment risks.
  - **10. Diagnosis:** Interpret and correlate findings from the patient history, interview, clinical and radiographic examinations, and other diagnostic tests to accurately assess patients with special needs and for all other patients across the lifespan determine a differential, provisional, or definitive diagnosis.
  - **11. Treatment Planning:** Develop properly sequenced treatment and/or referral plan options, as appropriate, to achieve patient satisfaction that includes obtaining informed consent; and modify the accepted plan, when appropriate.
  - **12. Emergency Treatment:** Prevent, recognize and manage dental and medical emergencies in the office.
- **Domain IV: Health Rehabilitation** – Using universal infection control guidelines and managing the patient's anxiety and pain, perform procedures and restore the patient to oral health or refer appropriately.
  - **13.:** Prescribe and/or apply clinical and/or home therapies for the management of dental caries and monitor their effect on the patient's oral health.
  - **14.:** Perform restorative and esthetic procedures that preserve tooth structure, prevent hard tissue disease, promote soft tissue health and replace missing teeth with prostheses.
  - **15.:** Prevent, diagnose and manage periodontal diseases.
  - **17.:** Diagnosis and manage temporomandibular disorders.
  - **18.:** Diagnosis and manage limited developmental or acquired occlusal abnormalities.
  - **19.:** Prevent, diagnose, and manage pulpal and periradicular diseases.
  - **20.:** Manage oral mucosal and osseous diseases or disorders, including oral cancer.

## VIII. Evaluation

Assignment of this course will occur through Censeri Abare in the office of education.

All senior dental students will complete **one 2 week xtramural rotation per semester in their senior year, starting with the summer semester.**

- DEN 8708L-First Extramural Rotation - two weeks
- DEN 8709L-Second Extramural Rotation- two weeks
- DEN 8710L-Third Extramural Rotation - two weeks and reflection paper (competency assessment)

**Assigning Grades:** Grades are assigned on a S/U basis for each extramural rotation and are based on 3 criteria, all of which must be completed to receive an "S" grade in the course.

1. Clinical Productivity (Attendance and effort)
2. Professionalism and Faculty Evaluation

### 3. Administrative Compliance

A "U" grade will be issued if any of the above is not completed by the end of the course and/or you receive a report of unprofessional behavior. Additionally, students who exhibit unprofessional conduct, unethical decision-making, or any behavior, which is below the acceptable level of a dentist, will be referred to the Assistant Dean of Clinical Affairs for appropriate action.

**Clinical Productivity:** All clinical experiences (RVU's) while on extramural rotation will be recorded electronically and approved daily by the attending faculty on rotation. By the completion of each rotation, all data entered by you will be collected for verification. At the end of each semester, production data will be gathered from each rotation site and your productivity will be compared to only those students that rotated at your particular site. Successful completion of all assigned rotation days with appropriate clinical production will fulfill the clinical productivity portion of this course.

**Professionalism and Faculty Evaluation of Student Performance:** The clinical evaluation will be done by the primary covering faculty during your rotation. They will rank you from poor to excellent based on the following criteria:

- communication and interpersonal skills
- professionalism and ethics
- clinical knowledge and skills

**Administrative Compliance:** (i.e. return of keys and forms) You are required to return all evaluative forms found on-line (Evaluation of Faculty, An in Depth Look at Community Programs, and Evaluation of Rotation) **within two weeks** of your return from the extramural experience. **Until all forms are returned, grade for course will be I (Incomplete).**

All instructions on evaluation forms and other administrative tasks can be found on ECO or WebCT. Spend some time looking this information over before going to your rotation assignment. If you have any further questions, please contact Jennifer Brock at (352) 273-6800, or HYPERLINK "mailto:jbrock@dental.ufl.edu" jbrock@dental.ufl.edu for assistance.

Apartment keys MUST be returned within ONE WEEK of the last day of the assigned rotation or you will lose all of the 10 administrative points. In the event that an apartment key is lost, you will be responsible for the cost of having the locks at the apartment changed as well as the cost of replacing the keys. This amount may be as much as \$300.00.

#### Important Rotation Information

- **Before the rotation:**  
You are **required** to attend all days of your scheduled extramural rotations. If an emergency occurs that requires you to change a rotation or miss some days after the schedule has been printed, contact Censeri Abare in the Office of Education to explain the reason and she will assist you.
- **Once the rotation begins:**  
Scheduling appointments or other activities during the rotation is **not** permitted. You will be required to be present at each site based on their clinic schedule, not that which you are accustomed to at UFCD. Should a scheduling situation which is out of your control occur, immediately notify the Office of Community Based Programs and the clinic in question. Failure to get pre-approval from both parties for a missed day or part of a day of the rotation will result in an automatic failure for this rotation.

Should an emergency happen during the rotation, you are responsible for contacting the clinic and clinic director as soon as possible and give the reason for which you are unable to attend clinic. It is important that the clinic knows your whereabouts so they are not concerned for your safety. Additionally, it is important to notify the director so patients can be advised of the situation. You will also need to contact the Office of Community Based Programs, Jennifer Brock by phone 352-273-6800 or e-mail HYPERLINK "mailto:jbrock@dental.ufl.edu" jbrock@dental.ufl.edu in order to prevent a grade of "E" for the course. You are expected to make these necessary phone calls as soon as you are aware of the fact that you will be absent, but definitely before 8:00 AM.

**If you miss more than 1 day per rotation, regardless of reason, it is required that you make up missed time.** You will be assigned makeup days based upon clinic availability and may not necessarily be at the clinic site that you missed.

**Course Remediation:** A student that receives a "U" grade in the course must meet with the Course Director to evaluate the area(s) of deficiency. An additional activity and time line will be developed which may include an additional rotation. **Options for course remediation on the student's own time (ie, during break) with a successful evaluation from the faculty at the site.** When successfully completed the student would receive a remediated "RS" grade.



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**IX. Administrative Practices**

Administrative practices for all UFCOD courses are universally applied. Exceptions to or deviations from these practices are stated in the individual syllabi by the course director. When not individually stated in the syllabus, course administrative practices default to those identified under "Administrative Practices" in the ECO sidebar for each electronic syllabus. These practices include: Professional Behavior, Student Responsibilities in the Classroom, Attendance, Dress Code, Email Policy, Tutoring, Academy Honesty and the Student Honor Code, Student Accommodations, Post-exam Review, Grading System, Remediation, Student Evaluation of Instruction, Student Complaints, University Counseling Services and Mental Health Services and Electronic Course Material and Social Media.

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**X. Grade Scale**

This course uses a Satisfactory/Unsatisfactory grade scale.



My ECO	Calendar	Class Composites	Courses	Contact	Dictionary	Instructional Support	Publications	Log Out	UF Copyright	Help
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Search courses:  GO! Filter by:  Course ID  Department  Semester  Add Course

**Courses > DEN8708L Community Dentistry I > Syllabus > Administrative Practices**

Communication ▾	<p><b>Administrative Practices</b></p> <p>For further information on any of the practices listed below, consult the <a href="#">UFCD Student Handbook</a>.</p> <p><b>A. Attendance</b></p> <p>Student attendance during school hours (7:25 am - 4:55 pm) is <u>required</u> on all days officially scheduled on the annual school calendar. For any deviation from this policy, the procedures described in the <i>Student Handbook</i> must be followed. Leaves of absence, except for emergencies and religious holidays, will be granted only to students in <u>good academic standing</u>. Students must obtain signed approval from each course director for any non-emergency absence. Students with an excused leave of absence must report to the course director within 48 hours of their return to arrange for any necessary make-up. While some course directors will not mandate attendance for lectures, attendance is mandatory for all basic science and clinical simulation laboratory sessions, all intramural and extramural rotations, special education events, testing sessions, and lectures/seminars mandated by the course director.</p> <p><b>B. Dress Code</b></p> <p>The dress code shall apply to all students while in the Health Science Center during usual business hours, from 7:30 a.m. - 5:30 p.m. Monday through Friday. The dress code will apply to all usual academic activities, including didactic lectures and exams, preclinical simulation classes, and clinical patient care activities during the four-year curriculum, <b>and includes wearing their UFID badge</b>. For special events and invited presentations by nationally recognized experts, the event organizer may require that students wear business attire.</p> <p><b>C. Email Policy</b></p> <p>Within the College of Dentistry, email is the primary mode of communication between faculty, administration, staff, and students. Students are required to check their email daily, on all scheduled school days. A Gatorlink account is required as each student's primary email address.</p> <p><b>D. Professional Behavior</b></p> <p>The College of Dentistry expects all dental students to be professionals in their dealings with patients, colleagues, faculty and staff and to exhibit caring and compassionate attitudes. Professionalism encompasses altruism, accountability, compassion, duty, excellence and respect for others. Attitudes and behaviors inconsistent with compassionate care, refusal by or inability of the student to participate constructively in learning or patient care, derogatory attitudes or inappropriate behavior directed at patient groups, peers, faculty or staff, or other unprofessional conduct can be grounds for dismissal.</p> <p><b>E. Student Responsibilities in the Classroom</b></p> <ol style="list-style-type: none"> <li>1. It is both the responsibility of the students and faculty to ensure that decorum in the classroom is maintained at all times. Students who cannot conduct themselves appropriately should be asked, by the teacher, to leave the room.</li> <li>2. Out of courtesy to student peers and faculty, disruption in the classroom, i.e. talking, reading of newspapers, etc., is forbidden.</li> <li>3. All audible communication devices, i.e. cell phones, beepers, etc., should be turned off before entering the classroom.</li> <li>4. Students are responsible for attending lectures on time and for their entirety; ensuring that conflicts in class times arising out of special circumstances such as patient scheduling, seminars or courses should be discussed before start of class with the instructor or course director.</li> <li>5. Students are expected to complete all assigned readings before class and be prepared to answer questions related to the assigned material.</li> <li>6. Learning is an active behavior. Accordingly, students are expected to participate in classroom discussion.</li> <li>7. Laptop computers may be used for note-taking or accessing course-related materials during lectures and class sessions. Violations of this policy, such as sending or reading emails or text messages, accessing websites unrelated to the course, or use of the computer for purposes other than for the class in progress will result in loss of the privilege to bring a laptop computer to class.</li> <li>8. Students must request permission of each faculty member prior to tape recording a class session.</li> </ol> <p><b>F. Academic Honesty and the Student Honor Code</b></p> <p>On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:  <i>"On my honor, I have neither given nor received unauthorized aid in doing this assignment."</i>                  Alleged violations of the Student Honor Code will be handled by the UF Dean of Students Office.</p> <p>More information can be found at <a href="#">Student Conduct &amp; Honor Code</a>.</p> <p><b>G. Tutoring</b></p> <p>A tutoring program is available to any student who fails an examination or whose performance ranks in the bottom ten percent of the class in multiple courses. Students are advised of this tutoring program during orientation and then occasionally reminded. Course directors are also aware of the program and can make a referral. Student performance is monitored by the Assistant Dean for Student and Multicultural Affairs in conjunction with the Associate Dean for Education and course directors following each block examination period. The Coordinator of Student Affairs will contact the student, provide counseling and advisement, and offer tutoring. Upon a request for tutoring by the student, the Assistant Dean for Student and Multicultural Affairs will contact the tutor (an upper class student who excelled in the course, is available and interested, and seems like the best fit for the struggling student). The student then contacts the tutor and together they work out a schedule and activity plan that is reported to and approved by the Office of Student and Multicultural Affairs. The tutor is compensated by an hourly wage. Each semester, several students take</p>
Syllabus ▾	
Course Description	
Course Goals	
Course Overview	
Course Outline	
Course Material	
Course Objectives	
Course Competencies	
Evaluation	
Clock Hours	
Administrative Practices	
Print Syllabus	
Documents	
Grades ▾	
Roster ▾	
Schedule ▾	
Tools ▾	

advantage of this program and student performance has been shown to improve in future examinations. Students referred for tutoring are asked to sign a tutoring agreement form so they are clearly aware of their request in the tutoring process.

#### H. Americans with Disabilities Act (ADA) - Student Accommodations

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565, ③) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the Assistant Dean of Student and Multicultural Affairs when requesting accommodations. Students with disabilities should follow this procedure as early as possible in the semester.

Students requiring special testing accommodations will be handled through the Assistant Dean of Student and Multicultural Affairs. The following procedure will be followed:

- a. Students requesting testing accommodation must be tested by the Disability Resources Program at Peabody Hall. Students qualifying for accommodations will receive an Accommodation Memo from that office which must be presented to the Assistant Dean of Student and Multicultural Affairs.
- b. The Assistant Dean will identify the student and the specific accommodation need(s) in the course roster feature in ECO. This information can only be viewed by the course director and test administrators. The student will also be identified in the Grade Book feature of ECO viewable only by grade coordinators and course directors. Access to this information will permit test administrators to schedule and set-up the appropriate accommodation. This process replaces the former procedure of students personally informing each course director of their need for testing accommodation and securing their signature.

Students receiving special testing accommodations will be handled in manner that protects their privacy and confidentiality. Computerized testing conditions will mimic those provided in the Testing Center using similar equipment. Scheduling of accommodated examinations will occur simultaneously during regularly scheduled block examinations in a location outside of the Testing Center. When scheduling conflicts prohibit synchronous testing, the examination will be scheduled prior to the regular examination time. The College of Dentistry provides special testing accommodations for those students providing documentation. Common test accommodations include providing a scribe, a reader, extended time, quiet and separate environment, and assistive technology. Disability Resources is located within the Dean of Students Office.

#### I. Post-Examination Review

To facilitate and reinforce effective learning, dental students are encouraged to review any omission in knowledge through channeled and secured examination feedback following item analysis by the course director. Following thorough analysis of the test items and adjustment for any identified aberrant items, the individual examination scores are posted on the grade book feature of ECO and the examination is released for student review in the testing center within one week of its administration.

The review session will be scheduled by the Office of Education, posted on ECO, managed by IT staff, and monitored by the course director. The course director must be present or provide for a suitable faculty substitute (staff should not be involved). Other course faculty are encouraged to attend but, if they chose not to attend, must be responsive to any student's written inquiry or challenge of the test items. Students are permitted into the testing center under the same rules as for taking examinations - no materials will be permitted in or out of the center and talking will not be permitted so as not to interfere with other students' review and learning.

For the first and second year curriculum, all examinations from the block session will be available for review during this one session but only the questions with incorrect responses will be accessed by the student (unless the faculty indicates otherwise). The course director will not answer student questions about a particular item unless he/she was the author. Paper forms including space for the student's name, email address, course #, question #, and the student's inquiry about the item will be distributed. These forms will be collected by the course director or IT staff upon the student's exit from the testing center. The course director will then review, sort and distribute the inquires to the individual faculty responsible for the test item(s) in question. The faculty member responsible for the item will respond to the student by email or request that the student make an appointment to address the concern.

For the third and fourth year curriculum, as there are no block examinations, review sessions will be scheduled for each course that utilizes the computer testing center. The same guidelines as above will be employed.

#### J. Grading System

Student performance in academic coursework and clinical requirements is evaluated by letter grades (A to E). The S/U grading system is used for select courses so designated by the College and for all elective courses. Grade point averages will be derived from the numerical equivalents of the letter grade. For example, a grade of A for a three-hour course yields 12 grade points.

##### Passing Grades - Grade points:

Letter Grade	Grade Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D/R <sub>1</sub>	1.00
S <sub>2</sub> S/R <sub>3</sub>	None

<sup>1</sup> A grade of D/R is issued only when a student successfully remediates a course he/she previously failed with an E grade. See section on Remediation below.

<sup>2</sup> A grade of S is equal to a C or better grade, but is not calculated in the grade point system.

<sup>3</sup> A grade of S/R is issued only when a student successfully remediates a S/U course he/she previously failed.

##### Failing Grades:

E	Failure
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	A failing grade awarded in any course will remain on the permanent record if the student fails to successfully remediate the course and is equivalent to 0.0 grade points. Any grade achieved after re-enrollment in the course will be listed separately.
U	Unsatisfactory A failing grade assigned only when an entire course is graded S/U. No grade points are calculated and course credit is not awarded.

#### Non-Punitive Grades (no grade point value):

**W:**Withdraw: Assigned for any course dropped when the student was in good academic standing. This grade requires College approval and is assigned to students withdrawing enrollment due to personal and/or medical problems resulting in an excused extended leave of absence.

**WF:**Withdraw Failing: Assigned to any course dropped when the student was not in good academic standing.

**I:**Incomplete: Assigned to a student who is capable of achieving a passing grade in the course but who could not complete the course requirements because of extenuating circumstances. Arrangements must be made with the course director to complete the work by the end of the next semester or earlier. This grade must be rectified by the end of the next semester. An I grade may be assigned at the discretion of the course instructor as an interim grade for a course in which the student has (1) completed a major portion of the course with a passing grade, (2) been unable to complete course requirements prior to the end of the term because of extenuating circumstances, and (3) obtained written agreement from the instructor as to the arrangements for resolution of the incomplete grade. Instructors are not required to assign I grades.

More information on UF Grading policies can be found at [Grades and Grading Policies](#).

#### K. Remediation

Students failing any course will be awarded an "E" grade, referred to the Student Performance Evaluation Committee (SPEC), and automatically placed on academic probation. The student must meet with the course director to develop a remediation plan within one week of receiving the failing final grade. The remediation activities are at the discretion of the course director and may consist of a comprehensive examination with emphasis on those areas in which the student failed to achieve a grade of "C" or better. Faculty are available to assist students preparing for this examination, but the responsibility for learning the material resides with the student. The remedial activity will include no formal instruction. The time and place of the remediation examination will be arranged individually. Please note that if the course director determines that the student failed the coursework to such an extent that remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, the course director can recommend that the student repeat the course as the remedial activity.

The passing grade in the remediation program is a "C"; however, the highest grade attainable in a remediated course is a remediated "D/R." Students failing to satisfactorily complete the remediation program will maintain the "E" grade and be referred to SPEC for consideration for dismissal or retracking. Re-enrollment will be as soon as deemed feasible by the course director in concert with the Associate Dean for Education and the SPEC. The highest final grade attainable when repeating a course in its entirety is an "A." Students failing to satisfactorily complete a course at the second offering will be referred to SPEC for further evaluation and possible action. A failing grade awarded in any course will remain on the permanent record. Any grade achieved after re-enrollment will be listed separately.

#### L. Student Evaluation of Instruction

The faculty members of the College of Dentistry seek to continually improve the quality of its instructional program. The College evaluates instruction through faculty evaluations, course evaluations and student debriefings. Students are expected to evaluate courses and faculty each semester. Completion of these evaluations are voluntary, however as part of your professional commitment to the program we strongly and encourage you to participate. Electronic course and faculty evaluation forms are updated each semester and posted on the College's website. All responses are confidential and the administration maintains state of the art electronic security measures to ensure this. Your thoughtful responses and comments serve as a basis for future planning.

#### M. Complaint Process

External complaint process:

The University of Florida's DMD program is accredited by the Commission on Dental Accreditation (CODA). If a student, faculty, patient or other individual has any complaints or concerns about the college's accredited educational programs, those issues and concerns can be directed to the Commission.

CODA will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interred in the 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 procedure 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 4563.


Internal complaint process:

1. Informal: UFCD recognizes that health care professionals should learn to address disagreements and conflicts in a mature and responsible manner. Often relational problems may be resolved best informally between the parties involved. Students who wish to make a complaint about an issue related to the College of Dentistry should first contact their class president, vice president, or Student Affairs committee representative. The class officer can advise the student on how to best seek resolution. Oftentimes, the class officer has heard the same complaint from other classmates and will then proceed by advocating for their class as a whole rather than for one individual. Class officers may seek the help of the Assistant Dean for Student Affairs, their Class Advisor or TEAM leader. Students who do not feel comfortable discussing their concern with their class officers should discuss the complaint with the Assistant Dean for Student and Multicultural Affairs, or Associate Dean for Education.

2. Formal: If the informal procedure has been followed and a student still feels the issue is unresolved the student may initiate a formal complaint. This process may be accessed at: [dental.ufl.edu](http://dental.ufl.edu).

The form asks for a description of the complaint including the circumstances regarding the complaint, previous efforts to resolve and restitution sought. The grievance is forwarded to the appropriate person or committee who has been designated to handle a certain type complaint. For example, the Facilities Manager would receive all complaints involving the physical plant/infrastructure of the College. A timely acknowledgement of the submission will be sent by email.

**N. University Counseling Services and Mental Health Services**

The Counseling and Wellness Center is located at 3190 Radio Road and can be reached at 352-392-1575 .

**O. Electronic Course Material and Social Media**

Recordings are for educational use only and are to be considered confidential. No recorded lecture material, university maintained or otherwise, may be shared (e.g., copied, displayed, broadcast or published) with any individual or organization within or outside the UFCD without prior written permission from the lecturer and without giving proper attribution. UFCD will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the web site on which the recorded lectures are posted, but cannot guarantee against possible misuse. This prohibition includes placing the recording on any web page or the Internet for use by, or access to, any person, including the student. In addition to any legal ramifications, misuse of recordings will be considered as unprofessional behavior and appropriate disciplinary action will be taken according to UF policy and procedures. Materials contained within lectures may be subject to copyright protection. Please review Copyright Information for more information.

Unauthorized Recordings. A student shall not without express authorization from the faculty member and, if required by law, from other participants, make or receive any recording, including but not limited to audio and video recordings, of any class, co-curricular meeting, organizational meeting, or meeting with a faculty member. Refer to Student Conduct & Honor Code for more information.

**Social Media**

Social networks provide fun and exciting ways to connect with others who share common interests. Use of social media, even in a personal capacity, must comply with state and federal law concerning intellectual property, restricted records, and patient information. Text, photos, videos, and other material posted on social media pages, including personal ones, should be in keeping with generally accepted professional and/or ethical standards for one's field(s) of work and/or study. For example, patient information, even if it has been "de-identified" may not be posted. This includes photos or videos as part of medical, research, or other international humanitarian educational experiences. UF has explicit student guidelines to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. Refer to UF Social Media Use, Guidelines and Policy Implications for more information.