The ECU School of Dental Medicine

Welcome to the ECU School of Dental Medicine!

The guidelines and procedures outlined in this Handbook are designed to enhance your progress and help create balance in your student life. The Office of Student Affairs at the ECU School of Dental Medicine is dedicated to supporting the success of all students throughout the curriculum. If you have any questions that are not answered by this Handbook, please feel free to come by our office and speak with us.
On behalf of our faculty, staff and students, welcome you to the East Carolina University School of Dental Medicine. This milestone in your professional journey is marked by a transition from undergraduate student to dental student, from learning with a goal of gaining acceptance to dental school to learning with a goal of gaining the knowledge, skills and experience to improve oral health by serving others — our patients and members of underserved communities across the State of North Carolina.

East Carolina University has a distinguished history of serving the region, initially as a teachers’ college and more recently as an emerging research institution that committed to its vision of leadership, service and regional transformation. As a university, ECU has steadfastly adhered to its motto, Servire (To Serve), and we believe our dental school embodies that spirit.

ECU is the third largest university in the sixteen campus University of North Carolina system. It is located in the Coastal Region of our state and has an enrollment of 27,000 plus, confers more than 5,800 degrees annually, has in excess of 140,000 alumni, a workforce of 5,600 and a budget of more than $750 million dollars. Our School of Dental Medicine is the newest professional school on campus and along with the Brody School of Medicine, shares a common focus of primary care for the rural and underserved areas of the state.

This Student Handbook was developed with your success in mind. Please take a few minutes to familiarize yourself with the Handbook and use it as a guide. It will be a tremendous resource to you now and in the future, if you take the time to read it and refer to it. If you find areas that may be missing or need to be improved, please let us know because we want this to be a reference source for you throughout your dental school career.

Again, welcome to the ECU School of Dental Medicine. We are delighted you are joining us for a remarkable four-year journey. It is our collective goal to help you succeed and enjoy your dental school experience and ultimately serve the people of North Carolina.

Best wishes for your success!

Greg Chadwick, DDS, MS
Dean
Accreditation Standards

The predoctoral educational program at the East Carolina University School of Dental Medicine is accredited by the Commission on Dental Accreditation. The Commission on Dental accreditation is the specialized accrediting agency recognized by the United States Department of Education to accredit programs that provide basic preparation for licensure or certification in dentistry and the related disciplines.

It is the policy of this institution and the Commission on Dental Accreditation that all students should know how to contact the Commission to obtain a copy of the Accreditation Guidelines and/or to file a complaint. The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards.

The Commission is interested 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 60611-2678 or by calling 1-800-621-8099 extension 4653, or at the following websites: http://www.ada.org/en/coda/current-accreditation-standards/ and http://www.ada.org/en/coda/policies-and-guidelines/.
VISION:
Improving the health and quality of life of all North Carolinians by creating leaders with a passion to care for the underserved and by leading the nation in community-based, service learning oral health education.

MISSION:
The mission of the East Carolina University School of Dental Medicine is to:
• Prepare leaders with outstanding clinical skills, an ethical bearing, sound judgment, and a passion to serve.
• Provide educational opportunities for academically qualified individuals from historically underrepresented groups, disadvantaged backgrounds, and underserved areas.
• Provide and enhance oral health services for underserved North Carolinians through implementation of community-oriented service learning and interprofessional collaborations.
• Foster a learning environment where collaboration, creativity, diversity and professionalism are embraced.
• Influence future clinical practice and dental education through research, innovation and discovery.

VALUES:
Excellence
• Set the highest standard in achievement and performance
• Delight all those we serve
• Realize our full potential through continuous self-assessment and lifelong learning

Leadership
• Demonstrate responsibility, initiative, and accountability
• Seek collaborations to make transformative change
• Promote resourcefulness and stewardship

Professionalism
• Promote the highest ideals of our profession
• Demonstrate integrity and the courage to do what is right
• Model ethical behavior, using trust, fairness, and honesty

Service
• Show compassion in all interactions
• Contribute to the betterment of society
Diversity

• Embrace the value and strength of diversity
• Build trust within our relationships and among all constituencies
Introduction
To facilitate the achievement of its mission of educating dentists who will serve the citizens of North Carolina, the School of Dental Medicine has established the following Technical Standards. This document delineates the non-academic qualifications that the faculty consider essential for successful completion of the educational objectives of the curriculum, in conjunction with the required academic and clinical achievements.

It is the responsibility of the School’s admissions committees, exercising judgment on behalf of the faculty, to select candidates who have the ability to become highly competent practitioners.

Attitudinal, Interpersonal and Emotional Attributes
As an aspiring member of the dental profession, a dental student must subscribe to the same high ethical values, principles and ideals, as well as state and federal laws that govern the profession. A student must be able to interact with patients and colleagues with integrity, honesty and a willingness to put the needs of others first.

A student must be able to:
Tolerate demanding workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients;
Display compassion, integrity, and concern for others;
Manage apprehensive patients presenting with a range of moods and behaviors in a tactful, congenial manner, so as not to alienate or antagonize them; and
Adhere to the appropriate standards of professional conduct and ethical behavior.

Communication Skills
A student must be able to: communicate effectively and sensitively with patients in order to; convey or exchange information at a level allowing the development of a health history and identify problems presented. A student must be able to: explain alternative solutions and give directions during treatment and after treatment. Communication includes at a minimum, speaking, reading, and writing. Students must be able to communicate effectively and efficiently in spoken and written English with patients and with all members of the health care team.
A student must be able to:

- Speak intelligibly, understand spoken words, and observe patients by sight in order to elicit information, describe changes in appearance, and perceive changes in nonverbal communications;
- Obtain a health history and other pertinent information from patients;
- Review and complete appropriate health care records and documents and plans according to protocol, and in a complete and timely manner;
- Understand and apply clinical instructions given by others; and
- Communicate efficiently and effectively in oral and/or written form with patients, families of patients, and all members of the health care team, during both emergencies and non-emergency situations.

Observation Skills
A student must be able to acquire defined levels of required information and skills as presented through demonstrations and experiences in the basic, behavioral, and dental sciences. A student must be able to observe patients accurately, at a distance and close at hand, and observe and understand verbal as well as non-verbal communications when assessing a patient’s oral and craniofacial conditions and providing treatment. Observation necessitates functional use of the sense of vision and other sensory modalities.

A student must be able to:

- Observe a patient accurately, at a distance, and close at hand, with or without standard instrumentation;
- Acquire information for written documents;
- Visualize information presented in images from paper, film, slides, computer displays, and video;
- Interpret radiographic or other digital images; and
- Perform visual and tactile dental examinations and treatment including use of visual acuity, accommodation, and vision to discern differences and variation in color, shape and general appearance between normal and abnormal, soft and hard tissues, including variations in shade along the black-grey white scale.

Sensory and Motor Coordination and Function
A student must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment for patients. Such actions require coordination of both gross and fine muscular movements and equilibrium. A student must have functional use of the senses of touch and vision.

A student must be able to:

- Perform palpation and other diagnostic and therapeutic maneuvers;
• Perform basic laboratory procedures and work with standard laboratory materials;
• Operate controls utilizing fine movements, operate high or low speed handpieces requiring controlled dental movements of less than 0.5 millimeter, and utilize hand instrumentation (including scalpels for surgical procedures);
• Reach and manipulate equipment to all positions in order to control the operating environment; and
• Execute motor movements required to provide general and emergency care in a timely and efficient manner, including activating the emergency medical system, performing Basic Life Support, administering appropriate emergency medical treatment (including CPR) and assisting attending with Advanced Life Support.

**Behavioral and Social**

A student must possess the physiological and psychological stamina required for full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and treatment of patients, and the development of mature, sensitive, and effective relationships with patients. A student must be able to interact with faculty and colleagues, use good judgment, and engage in the exchanging of ideas. A student must be able to accept suggestions and constructive criticism, and if necessary, respond by making appropriate behavioral or performance changes.

A student must be able to:

• Tolerate demanding workloads, adapt to changing environments, function effectively under stress, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients;
• Display compassion, integrity, and concern for others;
• Manage apprehensive patients presenting with a range of moods and behaviors in a tactful, congenial manner, so as not to alienate or antagonize them; and

**Intellectual, Conceptual, Integrative, and Quantitative Abilities**

A student must be able to measure, calculate, reason, analyze, integrate and synthesize information from a wide variety of sources, utilizing an effective, efficient learning style. Problem solving, a critical skill demanded of oral health practitioners, requires all of these intellectual abilities. A student must be able to perform these problem solving skills in a timely fashion.

A student must be able to:

• Comprehend three-dimensional relationships and understand the spatial relationships of structures; and

• Learn effectively through a variety of modalities, including but not limited to: classroom instruction, small group discussion, individual study of materials, preparation of written and oral reports, and use of digital technology.
• Adhere to the appropriate standards of professional conduct and ethical behavior.

Other Requirements
A student must comply with University and School of Dental Medicine immunization requirements.

Applicants and Enrolled Students with Disabilities
Admission to the School of Dental Medicine is open to all qualified individuals and complies with the 1973 Vocational Rehabilitation Act (29 U.S.C. §701 et seq.) and the Americans with Disabilities Act (42 U.S.C. §12101 et seq.). Prospective or enrolled students with disabilities who wish to receive accommodations should directly contact the East Carolina University Department for Disability Support Services.

Approved: ECU Office of Disability Support Services: September 13, 2010
Approved: ECU University Attorney: September 13, 2010
Revised and approved: ECU Office of Disability Support Services and ECU University Attorney: November 30, 2015
Student Education Records and Privacy

The University Registrar oversees the university policy regarding the privacy of student educational records. This policy can be found on the ECU website at https://www.ecu.edu/cs-acad/registrar/FERPA.cfm.

The University policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act, also known as the Buckley Amendment or FERPA. This policy provides that the student has a right of access to student educational records maintained by the University or any department or unit within the University. The policy also protects the confidentiality of personally identifiable information in student records. Except to the extent allowed by applicable law, personally identifiable information contained in a student educational record will not be disclosed. A copy of the University policy dealing with the privacy of student educational records is maintained by the University Registrar.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

In accordance with the Family Educational Rights & Privacy Act of 1974 (FERPA) guidelines, East Carolina University and the Office of the Registrar are not able to provide confidential information pertaining to students without one the following:

Written consent from student. This is done electronically through ECU OneStop. Students will log in with their Pirate ID and Pass phrase and click on BUCKLEY FORM to give authorization for third parties (including parents) to access their student record.

OR

Visual confirmation, (by way of a copy of an income tax form) that the parent(s) claim the student on the most recent tax return. All financial information may be suppressed, but the student’s name and social security number must be listed under the dependents section of the most recent Federal Income Tax Form 1040 or 1040A.

Once the University Registrar has received this information, they will be happy to comply with the request.
Please see the FLYER or STUDENT BROCHURE for additional information on FERPA.

**Access to Student Educational Records Maintained by the School of Dental Medicine:**

In compliance with the FERPA, it is the policy of the School of Dental Medicine that students have the right to inspect and review their official educational records, files, and data kept in the SoDM.

Student inspection of records kept in the SoDM is granted only upon written request presented in person, and must be made in the presence of designated personnel of the office maintaining the record.

**Access to Student Educational Records Maintained by the University:**

In compliance with the Family Educational Rights and Privacy Act of 1974, it is the policy of the university that students have the following rights in regard to official educational records maintained by the university.

1. Each student has the right to inspect and review any and all official educational records, files, and data maintained by the university and directly related to the student and not related to other students.

2. The university will comply with the request from a student to review his or her records within a reasonable time, but in any event not more than forty-five days after the request is made. Any inquiry pertaining to student records should be directed to the Office of the Registrar.

3. A student who believes that his or her educational records contain inaccuracies or misleading information or that his or her right of privacy is violated on the basis of information contained in such records has the right to a hearing to challenge such information and to have it removed from his or her record or to include in the record his or her own statement of explanation. Any complaint pertaining to student records should be made directly to the Office of the University Attorney, telephone 252-328-6940.

4. The university will not release any information from student records to anyone (except those agencies noted in item below) without the prior written consent of the student. The consent must specify the records or information to be released, the reasons for the release, and the identity of the recipient of the records.

5. Legitimate educational interest is a demonstrated “need to know” by those officials of an institution who act in the student’s educational interest. They include: faculty, administration, clerical and professional employees, student workers, and other persons who need student record information for the
effective functioning of their office or position. The following criteria shall be taken into account in determining the legitimacy of a University official’s access to student’s records:

a) The official must seek the information within the context of the responsibilities that he or she has been assigned.

b) The information sought must be used within the context of official University business and not for purposes extraneous to the official’s area of responsibility to the University.

6. Information from the student’s records may be released without the written consent of the student in the following situations:

a) In compliance with a court order or subpoena;

b) Requests from school officials who have a legitimate educational interest in the information (as determined by the Office of the University Registrar a school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position including student workers);

c) Requests from other departments or educational agencies who have legitimate educational interest in the information, including persons or companies with whom the University has contracted (such as an attorney, auditor, collection agent, Higher One or The National Student Clearinghouse);

d) Requests from officials of other colleges or universities at which the student intends to enroll or has enrolled provided the student is furnished with a copy, if he or she so requests, so that he or she may have an opportunity to challenge the contents of the record;

e) Requests from authorized representatives of the US Comptroller General or the administrative head of a federal educational agency in connection with an order or evaluation of federally supported educational programs;

f) Requests in connection with a student’s application for receipt of financial aid;

g) Requests from parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986; or

h) Requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

A student has the right to file a complaint at any time with the US Department of Education. However, it is expected that the student normally would exhaust the available administrative remedies for relief according to the university grievance procedures before filing such a complaint.
Please visit the U.S. Department of Education’s website for further information regarding FERPA or consult the Office of the Registrar’s website (https://www.ecu.edu/cs-acad/registrar/FERPA.cfm).
Ross Hall is open to the general public, Mondays through Fridays, from 7:30 AM until 5:30 PM. The building is locked between the hours of 5:30 PM and 7:30 AM on weekdays, and remains locked on holidays and weekends.

SoDM students may access Ross Hall when the building is closed to the public, using the ECU 1 Card, Mondays through Sundays, from 6:30 AM until 1:00 AM. Students should enter through the East entrance (facing 5th Street). During these extended hours, students may only access the student lounge/locker area, learning halls, seminar/conference rooms in non-faculty spaces on the second floor, as well as the technique and simulation labs on the third floors. Between the hours of 1:00 AM and 6:30 AM, Ross Hall is closed to students.

Ross Hall is locked and unlocked automatically by campus operations. Advance arrangements can be made to accommodate special events and functions that may extend beyond normal hours of operation.

Students experiencing difficulties with accessing Ross Hall using their ECU 1 Card should contact the SoDM Director of Student Services.
Building Safety:

All students, residents, faculty and staff should wear the ECU 1 Card/ID badge in a visible place while in Ross Hall. SoDM personnel encountering individuals who are not appropriately identified as SoDM or University personnel should politely approach the individuals and ask how they might assist them. In addition to patients, a fair number of visitors to the SoDM may need some assistance in finding their way. Individuals who do not have official business in Ross Hall should be politely escorted from the building. If there is a serious concern, the Campus Police should be contacted.

Evacuation and Emergency Lock-Down Procedures:

If the fire alarm sounds, all occupants of Ross Hall must exit the building as quickly as possible, closing and locking doors, where possible. All occupants will be instructed to not use the elevators in case of emergency. When Bunsen burners are in use in the Pre-clinical Technique Lab, all burners will be extinguished before vacating that space.

Assembly points are in front of the Allied Health Building under the archway or on the grass adjacent to the College of Nursing (across from the Ross Hall rotunda area). SoDM personnel should not congregate in the parking lots or along the roads, as emergency personnel may need to access these areas. No one may reenter the building until the ALL CLEAR sign is given by emergency personnel or someone from the ECU Facilities staff.

In the event of a fire, remember the acronym “RACE”.
1) Remove all persons in danger
2) Always dial 9-1-1 and pull alarm
3) Contain the fire by closing windows and door
4) Evacuate

Announcements regarding major emergencies, including severe weather alerts, campus-wide emergencies, and personal safety announcements, will be broadcast to all SoDM phones and e-mail accounts. SoDM personnel may also register personal cell phones to receive these messages at the following site: http://www.ecu.edu/cs-ecu/alert/register.cfm.
In the event of tornado warnings, all occupants of Ross Hall should move away from windows, and move to an interior hallway on the first floor until the threat has passed. Appropriate areas of refuge include inside hallways, stairwells and conference rooms and offices without windows.

In the event of immediate personal danger on either the east or west campus (e.g., shooter on campus), the Ross Hall and all other buildings with One Card electric locks will automatically be locked down once 9-1-1 is called. An alert will also be sent to all ECU phones, e-mail to ECU accounts, and to personal cell phone if registered with the ECU Alert System. If the emergency is not in Ross Hall, all occupants should stay away from all doors and windows. If the emergency is in Ross Hall, occupants must use their best judgment based on the current situation.
Chapter 2

Student Life

At the ECU School of Dental Medicine, we are committed to supporting the intellectual, physical, and emotional development of all of our students.

We understand that student success is not solely defined by grades, which is why the Office of Student Affairs has put together this chapter of the Handbook.

This chapter on Student Life serves as a guide to a variety of programs, services, facilities, and operations that are all designed to enrich the SoDM student experience.
The information in the SoDM Academic Calendar is subject to change without prior notification. Please consult with the Office of Student Affairs before planning any events or travel based on this information.

Please click the links below to view the academic calendar for the following years:

Student Lockers

Student lockers are located on the second floor of Ross Hall in the student lounge. Students will receive locker assignments, provided by the Office of Clinical Affairs, during orientation. Students are responsible for any damaged property and are expected to return their locker in the same condition as when it was assigned. If you have questions related to your locker, please contact the Director of Student Services.
Technical Support for Students

Students experiencing technical issues with the Apple technology bundle (including MacBook, iPad and iPhone) should immediately contact their DS Coordinator. The DS Coordinator will resolve the issue or make arrangements to have the equipment serviced for the student.

In the event that a student’s MacBook or iPad must be serviced over an extended period of time, a temporary device will be loaned to the student through the SoDM Central Storeroom, if one is available. Please refer to SOP # 2104.9.24

Items that are supported by Pirate Techs Support Center and SODM Informatics:

**Supporter Hardware**

- Student Technology Bundle equipment:
  - MacBook Pro, power cord, USB dongle, Apple dongle, and Ethernet cable
  - iPad (iOS software and SoDM apps only)
  - iPhone (iOS software and SoDM apps only)

Hardware issues are triaged by SoDM Informatics. If it is determined the issue is covered by the Apple Warranty, you will be directed to the Pirate Techs Support Center in Laupus Library. In the event that the repair is not covered by Apple or a third party warranty (if one was purchased) the equipment will be sent to Apple by SoDM Informatics and all costs associated with the repair will be at the expense of the user.

**Supported Software:**

- All SoDM required software:
  - axiUm
  - Aycan Osirix
  - Cisco Jabber
  - Citrix
  - Course Calendars
  - Dolphin
  - ECU Student Email (only)
  - Exam Master web plug-ins
  - EzMarkit
  - FireFox
  - Invivo
All software issues are triaged by SoDM Informatics. Some software such as the MAC OS X and Microsoft products are supported by the Pirate Techs Support Center in Laupus Library, and you may be directed there for those issues. All other SoDM specific software issues are fully supported by SoDM Informatics only.

NOTE: It is strongly advised that you backup your data on a regular basis (at least once a week). We are not responsible for recovering any data that is corrupt, lost, or deleted. If you need assistance with learning how to backup your data please contact your course coordinator.
Establishing a New Organization

New organizations must complete and submit the Dental Student Government (DSG) Student Association Recognition Form to the Executive Board of the DSG. Please see the Director of Student Services to receive this form.

Applications for new organizations can be submitted to the DSG for approval at any time during the academic year.

To become recognized by the DSG, each group must develop a constitution (please see the Sample Constitution), have at least five members and complete the Student Association Recognition Form. These documents should be submitted to the Executive Board of the DSG. The Executive Board will weigh the merits of the organization and determine whether to instate the group or not. Once a group has been instated, the group may submit funding requests through DSG, which will then request funding as a whole through the Graduate and Professional Student Senate (GPSS).

All SoDM student organization elections, fundraisers, and events must be coordinated through the ECU SoDM Office of Student Affairs. The DSG is responsible for sending information regarding student organizations, including a roster of members and the organization’s constitution, to the Office of Student Affairs.

Bank Accounts:

Organizations should open a private bank account that can be used to deposit any funds generated through fundraisers, donations, etc.

Establishing a private bank account:

Organizations will need to first obtain an Employer Identification Number (EIN) from the IRS. EINs can be requested either online at www.irs.gov, or via phone at 1-800-829-4933, requesting as a “school organization.”

Once an EIN is obtained, organizations can go to any bank of their choosing to set up the bank account. Often a bank will require a letter from the Assistant Director for Student Organizations (Development), in the ECU Students Activities and Organizations Office, verifying that the group is legitimate. Students may call 252-737-1808 for more information.
Dental Student Government Funding Information

Student organizations within the SoDM may seek funding from ECU only through the DSG. In order to apply for funding, a student organization must present the following to the DSG for review: (i) the organization’s constitution, (ii) a summary of its objectives, assets, membership, and achievements, and (iii) an organized budget outlining the amount of funding required and the objectives of said funds.

Funding requests should be submitted to the DSG by mid February of each academic year.

DSG Constitution

Article I – Dental Student Government

The official name of this organization shall be the Dental Student Government of the East Carolina University School of Dental Medicine.

Article II – Purpose

The purpose of this Dental Student Government ("DSG") is to provide a self-governing body that will represent the students of the School of Dental Medicine ("SoDM") and guide in all academic, social, and other affairs. It will function to accommodate the needs and address the concerns of the student body and will facilitate communication between and among students, faculty, and different organizations throughout the dental school community. The DSG will also work to devise, develop, and implement projects that will work towards the advancement of the good of the SoDM community and the profession overall.

Article III – Membership

Section 1. Membership in the DSG — meaning the opportunity to be elected or appointed to serve as a class officer under Article V of this constitution or as a member of the Executive Board under Article IV — is open to all SoDM students and will not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 2. Students in good standing with the SoDM, according to the Office of Student Affairs, are eligible to seek any office or position defined within this Constitution. Officers are required to attend DSG meetings regularly, pay dues as required, and actively support DSG projects.

Section 3. Faculty or Staff members may participate in all SoDM organizations as associate or guest members. Associate or guest members may participate in meetings and events but may not hold voting rights or be considered for office.

Article IV – DSG Executive Board

Section 1 – Membership and Elections. The DSG Executive Board ("Board") shall consist of the members listed in Sections 1
through 6 of this Article. Each Board position shall be elected by majority vote of all class officers listed under Article V of this Constitution one week following the elections taking place at the beginning of the academic year. The election of Board members must take place at an actual, physical meeting at which a quorum is present or through submission of virtual ballots as the majority of the class officers may agree in writing. In order to be eligible for consideration for election under this Article, the prospective candidate must submit to the Office of Student Affairs of the SoDM and to the DSG Advisor a candidacy statement indicating the position sought, summarizing the candidate’s qualifications, and consisting of sentence-form prose, not bulleted lists. The candidacy statement must be at least 150 words in length but not greater than 300 words in length, and must include a recent, professional photograph of the candidate. All candidacy statements must be submitted in electronic form no later than midnight on the day following class officer elections under Article V. The Office of Student Affairs or the DSG Advisor shall provide a compiled electronic reproduction of all candidacy statements to the elected class officers as soon as possible thereafter. The provisions of Article V, Section 1 pertaining to run-off votes shall apply to this section as well. The term of all Board members shall be one year, beginning upon their election and being coterminous with the term of the class officers elected under Article V, Section 1. Each Board member (i) shall have one vote in all matters put before the Board, (ii) shall exercise the powers and perform the duties described herein; and (iii) is subject to removal through a process substantially conforming with the provisions of Article V, Section 7.

Section 2 – Director. Beginning in the academic year immediately following initial ratification of this Constitution, in order to be eligible for election under this section, the candidate must be either a second-year, or third-year student of the SoDM in good academic standing. The duties and powers of the Director are to: (i) prepare the agenda for each Board meeting, (ii) preside over Board meetings by calling on members to speak and acting as moderator when necessary; (iii) make the final decision on voting matters brought before the Board which result in a tied vote; (iv) cosign DSG checks with the Treasurer; (v) appoint individuals to special committees created by the DSG; and (vi) represent the DSG on campus, liaise with the DSG adviser, and make reasonable efforts to ensure that the DSG operates in conformity with East Carolina University standards and the Student Activities and Organizations Office. The Director has, in addition to his or her vote under this Article, the power to decide a matter if normal voting by the Board results in a tied vote on that matter.

Section 3 – Vice Director. In the event of the death, illness, suspension, removal, or other absence of the Director that renders the Director unavailable and incapable of performing his or her duties under this Constitution, the Vice Director shall perform the duties described in Section 2 of this Article for as long as the Director’s absence persists or until a new Director is placed into office. At
these and all other times, the Vice Director shall (i) oversee and support all committee heads, (ii) schedule meetings or events with appropriate University offices as necessary, and (iii) coordinate organization, promotion, and publicity of DSG events.

Section 4 – Secretary. The Secretary shall (i) maintain, for all Board meetings, the minutes of those meetings, which must include a record of the substance of each meeting, the disposition of any matters put before the Board for voting, and a list of members in attendance at each meeting; (ii) make meeting minutes available online for review by all DSG members within seven days of each Board meeting; (ii) provide members with accurate and advance notice of the place and time of upcoming meetings; (iii) maintain an electronic membership directory and an alumni directory in conjunction with the Office of Student Affairs; (iv) correspond with University administration and other recognized organizations as necessary, and (v) maintain the “Orgsync” organization web page for the DSG, keeping it current.

Section 5 – Treasurer. The Treasurer shall (i) maintain accurate records of the DSG’s financial transactions; (ii) develop an organization budget as described in Article VIII of this Constitution; (iii) co-sign organization checks with the Director; (iv) arrange fundraising opportunities as directed by the DSG; and (v) solicit funding from the Student Government Association in conjunction with the Director.

Section 6 – Community Service Chair. The Community Service Chair shall (i) seek out, coordinate, and oversee community service activities for the DSG; (ii) coordinate with any committees involved in school-related service; and (iii) liaise between the Board, students, faculty, and the community regarding community service events.

Section 7 – Special Representation of Recognized Groups. Under the conditions prescribed in this section, student organizations at the SoDM may designate, by any voting or selection mechanism of their own choosing, a member of their group to serve as Special Representative on the Board. After being so designated, the Special Representative shall exercise the power to cast one vote on behalf of his or her student group in any voting matters put before the Board. In order to be eligible to designate a Special Representative under this section, a SoDM student organization must: (i) consist wholly of current SoDM students who are in good academic standing; (ii) be recognized and approved by the DSG pursuant to Article X of this Constitution; and (iii) demonstrate to the DSG and to the DSG Advisor, by a formal writing made available to the entire student body, that the officers appointed under Section 2 of this Article do not adequately represent the interests of the group and that designation of the Special Representative is necessary to preserve fair and effective student government.

Upon a compliant designation of a Special Representative by a group recognized and qualified under this section, the Director shall appoint the designee to the Board.
Article V – Class Officers

Section 1 – Candidacy, Elections, and General Duties. Candidacy for any office under this Article requires that the prospective candidate be in good standing with the SoDM. Each dental class of the SoDM shall hold elections to fill the offices defined in this Article. Candidates for class office under this Article must submit candidacy statements in the same manner as candidates for Board membership under Article IV, Section 1. However, the deadlines for class officer elections and submission of candidacy statements are to be determined by the DSG Advisor in consultation with the SoDM’s Office of Student Affairs. Election of a student candidate requires the majority vote of that student’s dental class. If no candidate receives a majority of the votes cast, a run-off election will be held for the two candidates that received the most votes in the initial election, and the winner of the run-off is the officer-elect. Once elected, the officer shall serve for a full academic year, and notwithstanding the timeframe of their nominal term of office, their duties under their respective office shall begin at the close of the annual meeting at which they are elected. Their nominal term of office is from September to September of the calendar year following the year in which they were elected. All officers shall serve as leaders of their class and as liaisons between the greater campus, other health science entities, the faculty, and the students that they represent.

Section 2 – President. The President of each class shall perform, with respect to his or her own class, substantially the same duties as those described in Article IV, Section 2 of this Constitution, as applicable, and shall interact with other officers of the class in substantially the same fashion in which the Board’s Director interacts with other members of the Board.

Section 3 – Vice President. The Vice President of each class shall perform, with respect to his or her own class, substantially the same duties as those described in Article IV, Section 3 of this Constitution, as applicable, and shall interact with other officers of the class in substantially the same fashion in which the Board’s Vice Director interacts with other members of the Board.

Section 4 – Secretary. The Secretary of each class shall perform, with respect to his or her own class, substantially the same duties as those described in Article IV, Section 4 of this Constitution, as applicable, and shall interact with other officers of the class in substantially the same fashion in which the Board’s Secretary interacts with other members of the Board.

Section 5 – Treasurer. The Treasurer of each class shall perform, with respect to his or her own class, substantially the same duties as those described in Article IV, Section 5 of this Constitution, as applicable, and shall interact with other officers of the class in substantially the same fashion in which the Board’s Treasurer interacts with other members of the Board.
Section 6 – Community Service Coordinator. The Community Service Coordinator of each class shall perform, with respect to his or her own class, substantially the same duties as those described in Article IV, Section 6 of this Constitution, as applicable, and shall interact with other officers of the class in substantially the same fashion in which the Board’s Community Service Chair interacts with other members of the Board.

Section 5 – Curriculum Coordinator. The Curriculum Coordinator of each class shall (i) facilitate communication between faculty and students; (ii) act as a liaison to faculty for student concerns and expectations in academic matters; (iii) act as a liaison to students for faculty concerns and expectations in academic matters; (iv) maintain open line of communication with the class; (v) coordinate and plan Curriculum Committee meetings pursuant to Article IX of this Constitution; (vi) notify and inform class of any academic schedule or curriculum changes; (vii) take reasonable efforts to ensure that all students are aware of the material to be covered on regularly-scheduled exams; and (viii) suggest, create, and implement measures for improving on educational issues of concern to the class.

Section 6 – Social Coordinator. The Social Coordinator of each class shall (i) cultivate an environment in which all students are aware of and excited about extracurricular activities; (ii) create and implement social events for classmates; (iii) bear responsibility for organizing informal events and outings as well as large scale, traditional events that may only happen once per year or per semester; and (iv) maintain a log of all activities and functions for reference by future holders of this office.

Section 7 – Removal. If a class officer’s conduct is deemed inappropriate by any member of the DSG listed in Article III, Section 1, that member shall notify the President of the offending officer’s class. The President, having been so informed, will then deliver an initial warning in writing or electronic mail to the offending officer. If the offending officer’s conduct does not improve after receiving the warning, the Board may call a disciplinary meeting to investigate the offending officer’s conduct and to determine if removal is appropriate. At the disciplinary meeting, the offending officer may respond to any claims made concerning his or her conduct and may call witnesses on his or her behalf to rebut those claims or explain the facts. However, the offending officer is not permitted to participate in the deliberations of the Board regarding whether to permit a vote to remove the offending officer. If the Board determines removal may be appropriate, it shall refer the case to the offending officer’s fellow officers for a vote. That officer may then be removed from office by a majority vote. In the event removal, resignation, or death of an officer creates a vacancy in any class office other than that of President, the President of the class in which the vacancy exists may nominate a student to hold the vacant office. That student must then be confirmed by majority vote of the officers in that class. If the student is not confirmed, a special election must be held to fill the vacant office. The special elec-
tion must conform substantially to the procedures set forth in Section 1 of this Article.

Article VI – Advisors

Section 1 – DSG Advisor. The DSG Advisor shall be the Associate Dean for Student Affairs at the SoDM. The Advisor shall (i) attend at least one Board meeting each month; (ii) attend on-campus events organized by the DSG; and (iii) serve in a consultative capacity for any situations that may arise.

Section 2 – Class Advisor. There shall be a Class Advisor for each year’s dental class at the SoDM. The class officers shall work with the Associate Dean for Student Affairs to choose a Class Advisor. The Class Advisor shall (i) attend at least one Board meeting each month; (ii) attend on-campus events organized by the class; and (iii) serve in a consultative capacity for any situations that may arise.

Article VII – Meetings

Section 1. The DSG shall hold regular, biweekly meetings of the members listed under Article III, Section 4 during the academic term except when holidays, examination periods, or other events make meeting impractical. The Board will determine the schedule of meetings at the beginning of each semester, after the academic calendar is made available by the SoDM. Students seeking to meet with the DSG can request a meeting through the Board’s Secretary.

Section 2. The Director or Vice Director may call additional or special meetings. The Board’s Secretary shall provide members with at least three days’ advance notice of these meetings.

Section 3. Attendance at organization meetings is expected. If a member must miss a meeting, he or she must notify the Board’s Secretary of their anticipated absence no later than twenty-four hours prior to the meeting. A quorum shall consist of fifty percent of the members listed under Article III, Section 4, plus one.

Article VIII – Finances

Section 1 – Class Dues. The members of each year’s dental class at the SoDM may be required to pay reasonable dues, the purpose for which would be to support class projects or class events. The amount of the dues for each class, if any, will be determined at the beginning of the academic year by each class’s respective officers. Dues must be paid within twenty-one business days after their announcement to the class unless the officers of that class determine by majority vote that a different deadline is warranted.

Section 2 – DSG Budget. The Board’s Treasurer, in addition to performing his or her duties under Article IV of this Constitution, shall update Board members regarding the status of any DSG accounts at the beginning of each semester. This update must include a summary of expenditures made and credits received during the previous semester. Within seven days of a request by any
Board member, the Treasurer must provide that member with an electronic copy of requested DSG account records.

Article IX – Standing Committees

Section 1 – Community Service Committee. This committee shall be led by the Community Service Chair and staffed by the Community Service Coordinators elected from each year’s dental class. In addition, the Community Service Chair may appoint up to two additional members from among the members listed in Article III, Section 4 of this Constitution to assist with day-to-day committee operations or secretarial needs, provided those additional members are not already members of a committee created by this Article. This committee’s function shall be to facilitate community service projects by the DSG and to liaise between appropriate SoDM personnel, students, faculty, and community leaders in furtherance of that function.

Section 2 – Curriculum Committee. This committee shall be composed of the Curriculum Coordinators that have been elected from each year’s dental class. This committee’s function shall be to enhance the ability of the Curriculum Coordinators to address the issues facing their respective classes and to present united findings and proposals to the DSG.

Section 3 – Professional Conduct Committee. This committee shall be co-chaired by the Board’s Director and the SoDM’s Associate Dean for Student Affairs, or designees of their choice. In addition, the Presidents of each class, or their designees, shall each be members of this committee. SoDM faculty shall also be members of this committee in such manner and in such number as they and the DSG shall mutually agree.

Section 4 – Social Committee. This committee shall be led by the most senior of the Social Coordinators to have been elected from each year’s dental class. The remaining Social Coordinators shall staff this committee equally. This committee’s function shall be to enhance the ability of the Social Coordinators to explore cost-effective, innovative ways to engage the SoDM student body, the DSG, and SoDM faculty and administrators in edifying social opportunities.

Section 5 – Student Affairs Committee. This committee shall be co-chaired by the Board’s Director and the SoDM’s Associate Dean for Student Affairs, or designees of their choice. In addition, the Presidents of each class, or their designees, shall each be members of this committee. SoDM faculty shall also be members of this committee in such manner and in such number as they and the DSG shall mutually agree.

Section 6 – Additional Committees. As additional committees form, the DSG and the SoDM’s Office of Student Affairs will work with the student body to organize and facilitate their development.

Article X – Student Organizations
Student organizations within the SoDM may seek funding from East Carolina University only through the DSG. In order to apply for funding, a student organization must present the following for to the DSG for review: (i) the organization’s constitution, (ii) a summary of its objectives, assets, membership, and achievements, and (iii) an organized budget outlining the amount of funding required and the objectives of said funds.

Article XI – Hazing

The DSG, in keeping with East Carolina University’s expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of the DSG or the DSG itself may engage in or plan any activity that may be defined as hazing.

The DSG opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy any individual’s freedom of thought and choice.

According to Section 14-35 of the North Carolina General Statutes, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. Hazing is defined under the law as “subject[ing] another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” Such hazing is punishable as a Class 2 misdemeanor.

Section 14-35 is hereby incorporated as part of this Constitution and will serve as a guide for action by the university and the SoDM if there is an instance of hazing by the DSG or its members. It will be the duty of the officers of the DSG to educate its members regarding this policy.

Article XII – Amendments

Any proposed amendment to this Constitution must be submitted in writing, electronically or on paper, at a regular meeting of the DSG. Proposed amendments will be voted upon at a subsequent meeting at which a quorum is present as defined under Article VII, Section 3. The affirmative vote of two-thirds of the members described in Article III, Section 4 is required in order for the proposed amendment to be adopted. Once adopted, the amendment will be effective immediately.

Article XIII – Ratification

Read and ratified in Greenville, North Carolina on the eleventh day of April, 2012, by a two-thirds majority of the students of the inaugural class of the SoDM.
Graduate & Professional Student Senate (GPSS):

The GPSS is a council that serves as the unified voice of the graduate and professional student body at ECU. The GPSS promotes and supports the Graduate Student Organizations (GSOs), and also allocates funding to registered GSOs.

Please see the Director of Student Services for a copy of a sample constitution.
Guidelines for Travel Requests

Thank you for your interest in representing the East Carolina University School of Dental Medicine at a professional meeting.

As you prepare to request an absence to a professional meeting, ensure that you are in good academic standing and have consulted with all faculty whose activities (class or lab) you may miss.

If you will miss clinic, you must request a clinical absence through axiUm. Your absence must be approved by both your Patient Care Coordinator and GPG Leader. If you are on rotation at a CSLC, your absence must be approved by the CSLC Clinic Director.

All permissions must be granted before travel occurs. An approved travel request in PiratePort is not an approval from faculty. Reimbursement for travel may take 4 or more weeks. If this will be an economic hardship, reconsideration may be in order.

Secure your funding source for the trip and then consult with the Office of Student Affairs. Once your request to travel has been approved by the Office of Student Affairs and all necessary faculty, notify your course coordinator of your planned absence. Please be aware that the Associate Dean for Student Affairs is the only person able to excuse any student from an exam, including CIEs.

While you are traveling, please understand that the East Carolina University School of Dental Medicine Code of Conduct must be upheld.

If you have questions or concerns, please consult the Office of Student Affairs in Ross Hall 3160.
Reimbursement Guidelines for Approved Travel

Thank you for your participation and willingness to represent the East Carolina University School of Dental Medicine.

To receive reimbursement for your travel, you must conform to the University of North Carolina System’s state auditing requirements. These requirements are as follows:

• Original itemized receipts must be submitted to substantiate all costs except those specifically exempted by the State Budget Manual.

• The documentation provided with the reimbursement request must clearly substantiate the appropriateness and accuracy of the item, the method of payment (cash, check or the last four digits of a credit card), the amount, and that the traveler paid for the item. Evidence includes original itemized receipts, hotel bill (if applicable) with a $0 balance or proof of payment, conference agendas (if applicable), and other documentation appropriate to the situation. If the method of payment is not indicated on the receipt, provide front and back copies of the cancelled check, a bank statement or a credit card statement. Sensitive information (including bank account number, routing number, credit card number – except the last four digits, etc.) must be redacted by the traveler.

• The documentation must also accurately indicate the times of travel and items submitted for reimbursement must conform to that period.

Specific circumstances and requirements:

• Airline itinerary – If the traveler is requesting reimbursement you must include a copy of the itinerary and proof of payment by the traveler with any sensitive information redacted.
  
  o All receipts must be original and show proof of payment:
    
    a. Airline, Hotel, Taxi (if applicable)

• Agenda- If provided, with notation of meals. Example notations are:
Reimbursement may take 4 or more weeks to process. If this is an economic hardship, please reconsider the travel arrangement. Depending on the funding source and with prior approval from the Office of Student Affairs, your airline tickets and hotel reservations may be able to be charged to the university procurement card. You will not receive reimbursement if you have not received prior approval to travel from all necessary faculty, your clinical director, and the Office of Student Affairs.

If the ECU School of Dental Medicine provides funding, we request in return that you electronically provide pictures from the professional meeting and a 1-2 paragraph summary describing the meeting and your role as a participant within a week of your return to Ross Hall.

Thank you for representing East Carolina University School of Dental Medicine.

Please note all necessary documentation including receipts must be turned in no later than 5 calendar days after returning to the School of Dental Medicine.

If questions arise, you may find this information and more on the East Carolina University Travel Office’s Website here:
http://www.ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm

and also through East Carolina University’s Financial Office here
http://www.ecu.edu/PRR/07/80/01
Students or student organizations seeking to utilize the various meeting and conference spaces in Ross Hall must seek approval from the Office of Student Affairs and reserve those spaces in advance.

Reservations of the learning halls (Room 2310 and 2312) and break out rooms between the hours of 8:00 AM and 5:00 PM on weekdays should be coordinated through the Course Coordinators or Director of Course Management.

Reservations for all other meeting spaces, including conference rooms, the atrium and the rotunda, should be coordinated through the Director of Student Services.

Reservations for events after 5:00 PM or on weekends should be coordinated through the Director of Student Services.
The East Carolina University’s motto is Servire, which means, “to serve”. The commitment to service has been one of the enduring values since the University’s founding in the early part of the 20th Century. In this tradition, the School of Dental Medicine (SoDM) believes that community service and outreach are fundamental to fulfilling our mission. In alignment with our mission and core values, we are dedicated to preparing leaders with outstanding clinical skills, and ethical bearing, sound judgment, and a passion to serve. We are committed to encouraging our faculty, staff, residents and students to engage in community service and outreach activities that improve the health and oral health of the people of North Carolina.

A Community Service and Outreach Committee was formed to help direct student service activities. The function of the committee is to:

• Promote the value of community service and outreach in the School of Dental Medicine including the Community Service Learning Centers.

• Serve as an advocate for community service and outreach.

• Establish criteria and process for evaluating the effectiveness of SoDM community service and outreach activities.

• Regularly evaluate ongoing service activities, within the context of mission alignment and availability resources; determine which activities should continue and which activities may need to be discontinued.

• Evaluate new opportunities as presented by members of the SoDM community; determine which opportunities should be adopted as official activities of the SoDM.

• Recommend potential service and outreach venues for student, resident, faculty and staff professional involvement to the Associate Dean of for Clinical Affairs so he/she can seek appropriate approval from the North Carolina Board of Dental Examiners.

• Serve as a liaison to collaborating professional service organizations.
• Periodically review the charge to the Committee and make recommendations for changes to the Dean or the Dean’s Advisory Council.

The Community Service and Outreach Committee is composed of representatives from clinical faculty, clinical staff, each of the dental classes, a postgraduate resident, and the DSG Community Service Chair. The committee is chaired by the Assistant Dean for Extramural Clinical Affairs and Director of Community Dental Practices.

Meetings for this committee occur bimonthly (once every two months). Volunteer Service activities are tracked and monitored within the School of Dental Medicine using OrgSync, a web hosted platform that creates an online community that facilitates communication, information sharing, collaboration and reporting of all community service activities within the East Carolina University campus.
Community service and outreach activities are integral to the Vision, Mission, and Values of the East Carolina University School of Dental Medicine and key to building trust, developing valuable relationships, and improving the health of children and adult patient populations across the State of North Carolina. Consistent with the mission of the SoDM, faculty, staff, resident and student participation in volunteer service and outreach activities is highly encouraged throughout the state of North Carolina, including Pitt County and surrounding counties, and the regions in which the Community Service Learning Centers reside.

**Approval and Supervision of Activities**

Community service activities in which SoDM residents and students provide direct patient care activities must be approved and sanctioned by the Community Service and Outreach Committee (CSOC) and require supervision of at least one SoDM clinical faculty member with a faculty appointment of 0.5 FTE or greater, within appropriate faculty to student/resident ratios (i.e., no more than eight student/resident providers per supervising faculty member). Prior to approving and sanctioning community service activities, the CSOC insures that the activities meet the highest ethical and safety standards, that all liability concerns are appropriately considered, and that the SoDM clinical faculty member referenced above will supervise the students’ and residents’ clinical activities. Once community service activities receive CSOC approval, the Assistant Dean for Extramural Clinical Practices notifies the NC State Board of Dental Examiners that the specific service outreach activities are to be considered part of the SoDM curriculum.

The CSOC may consider a proposal for a specific community service activity that occurs outside of the state of North Carolina for approval. In those instances, the same requirements for CSOC approval and 0.5 FTE or greater faculty supervision must be met.

Students choosing to attend non-approved events must have received appropriate training in infection control, clinical safety and sterilization procedures, and must limit their activities to assisting and observation.
When students, residents, staff and faculty are participating in community service events, they must realize that they are representing the SoDM. All professional conduct must be characterized by honesty, integrity and fairness in all circumstances, and all participants must respect the rights, differences, and property of others. All participants must strive to provide the best of care resulting in positive outcomes for our patients while insuring their confidentiality. This standard protocol outlines the purpose, applicability and scope of these events and strives to insure safety and wellbeing of all SoDM participants and the absolute best interest of all patients served.

Ethical Conduct and Professional Behavior at Community Service Events

All ethical conduct and professional behavior should not vary from ECU SoDM established standards. All faculty, students, residents and staff are expected to maintain high standards of moral and ethical behavior and conduct themselves in a professional manner at all times. The goal of all care must consider the best interest of the patient served as well as his or her privacy. It is required that any untoward event (e.g., patient injury or complaint, blood borne pathogen exposure, participant injury) be reported to the dedicated SoDM attending faculty and that appropriate measures are followed. As representatives of the ECU SoDM, all participants must be aware that it is incumbent on each to strive for the best patient and event outcome while displaying compassion, integrity and concern for others and to conform to the appropriate standards of professional conduct and ethical behavior.

Faculty Responsibilities, Oversight, Review and Monitoring of Events

Any faculty member providing care at an ECU SoDM community event must be in possession of an active full or instructor license issued by the North Carolina State Board of Dental Examiners. At least one dedicated 0.5 FTE or greater ECU SoDM faculty member must be present on site and be responsible for all event activities including clinical procedures to be performed by any students or residents. This faculty member should introduce him or herself to the event coordinator as the designated SoDM attending faculty. The faculty member should insure that appropriate emergency procedures and protocols are satisfactorily established in case any emergency situation arises involving SoDM personnel or their patients. The faculty member must be satisfied that the event environment complies with all OSHA, safety, and infection control measures for all SoDM personnel and their patients. Additionally, this faculty member should insure appropriate patient health history screening, vital signs recording, preliminary examination, radiographs and treatment planning occur prior to any student or resident providing treatment.
Students and residents may only perform procedures that are first approved by the designated, on site attending 0.5 FTE or greater faculty member(s). The approving faculty member should be comfortable in accomplishing each approved procedure in the event that the student is unable to complete that approved procedure. Students who hold a valid dental hygiene license and provide dental hygiene services for patients will be considered practicing under the license of the attending faculty member.

A student who has passed the clinical skills assessment(s) for a particular procedure may provide patient care under the supervision of attending 0.5 FTE faculty, under the conditions described above. In the event that a student has not passed a clinical skills assessment for a specific procedure, the student may be allowed to perform that procedure, but only under the supervision of an SoDM faculty member who would normally evaluate that procedure in an ECU clinic. For an example, a student who has not passed an OMFS clinical skills assessment may be permitted to perform extractions if approved and performed under the supervision of a 0.5 FTE or greater OMFS faculty member.

Prior to each patient dismissal, the supervising faculty member must evaluate each approved student or resident procedure in order to assure quality of care and satisfactory completion.

Student and Resident Community Service Event Participation

Students and residents are strongly encouraged to participate in community service and outreach events for the many enriching experiences they provide and to deliver care to the underserved as an essential part of the SoDM’s mission. It is highly desirable that students and residents be involved in planning and implementing the logistical activities for community service projects to provide beneficial strategic and logistical experiences.

It is imperative that any student or resident must have participated in appropriate infection control, sharps and safety training prior to providing any clinical procedures or dental assisting. Students who currently hold active dental assisting certification or dental hygiene licenses are considered proficient in infection control, sharps and safety training.

Any student or resident that experiences a blood borne pathogen exposure or injury of any type must take appropriate immediate precautions and report the occurrence to the designated, supervising faculty member. D2, D3, and D4 students must have satisfactorily completed the appropriate clinical skills assessments to be considered proficient to perform any oral surgical, periodontal, endodontic or restorative dentistry procedures under direct faculty supervision. The designated responsible faculty member must be comfortable with the student’s or resident’s proficiency level before approving any procedures. Students who have passed skills assessments in
local anesthesia may provide local anesthesia under the direction of a 0.5 FTE or greater faculty member.

Students may not miss any mandatory classes, seminars, or clinic sessions to participate in service activities without appropriate prior approval from the Office of Student Affairs. Such approval may be granted only in rare instances. Residents must obtain prior approval from their program director. Additionally, students must be in good overall academic, clinical, and professional standing to be eligible to participate in volunteer events.

Any SoDM owned equipment, instrumentation or supplies should not be used outside of the SoDM without prior approval and check out from the Assistant Dean for Extramural Clinical Practices.

Students and residents are to report hours served, number of patients encountered, and breadth of procedures accomplished to the Office of Student Affairs and to the Community Service and Outreach Committee.
Health Services

All dental students have access to East Carolina University’s Student Health Services, a primary health care facility located on central campus. For information on the services offered, please visit:

http://www.ecu.edu/cs-studentaffairs/studenthealth/index.cfm

Anytime Student Health Services is closed, students still have access to medical advice. If a student wants to talk to a nurse, they may call 252-328-6841 to be transferred to a free, 24 hour nurse line. For emergencies, students should call 911.

For students at a Community Service Learning Center (CSLC), each CSLC has a list of contact information for healthcare services, including counseling services, within close proximity of the CSLC.
Counseling Services

The ECU SoDM is dedicated to maximizing the academic success, personal development and graduation of all dental students. In order to reach this goal, the SoDM has arranged several counseling options available to all enrolled students who are experiencing any personal, academic or career related issues.

Ms. Kimberly Werth, Director of Counseling and Student Development, provides a variety of services for the ECU SoDM students, including:

- Assessment and interventions in the areas of study skills, reading, learning and cognitive development.
- Assessment and interventions related to academic deficiencies and performance anxiety.
- Assessment, interventions and referrals related to the personal concerns and problems of students.

Ms. Kimberly Werth, MA, LPC
Email: werthk14@ecu.edu
Phone: 252-737-7856
Office: Ross Hall, Room 3170

The ECU SoDM has also arranged a contract with the Carolina Centre, to provide expedited professional counseling services in an off-campus setting. For students who subscribe to the University’s health insurance, once the deductible has been met, the SoDM will cover the cost of a students co-pay for services. The Carolina Centre is a private practice group of professionals who have provided a broad array of mental health, education, wellness and industrial/organizational service to eastern North Carolina for the past 27 years.

The Carolina Centre
702 Johns Hopkins Drive
Greenville, NC 27834
Phone: 252-757-0123
Website: http://www.carolinacentre.com/index.html
Email: contact@carolinacentre.com

SoDM students are also eligible for counseling services offered through the ECU Counseling Center. Students may contact the Office of Student Affairs to learn more about the counseling options that are available or to help access immediate care in emergency situations.
Students at a Community Service Learning Center (CSLC) may utilize video teleconferencing for counseling services with Ms. Kimberly Werth. In addition, each of the CSLCs has contact information for counseling services within close proximity of the CSLC.
Student Advocacy

The SoDM is dedicated to the welfare and success of each of its students. Students who have any concerns, questions or suggestions should contact the Office of Student Affairs. Generally the initial contact is through the Director of Student Services, and the Associate Dean for Student Affairs is also available. The Office of Student Affairs will work with the student(s) to find a resolution to the stated concern.

The SoDM’s Director of Counseling and Student Development is a key member of the Student Affairs team, and students may contact her directly as needed.

**Student Affairs Committee:**

The Student Affairs Committee is a voluntary committee consisting of SoDM faculty, staff and student members. The Committee was established in order to promote the welfare of the student body, address any ongoing issues and develop new processes related to student life. The Committee meets monthly. Student members are appointed by their class and Dental Student Government officers. Students who have a topic or concern they would like to be discussed at a Student Affairs Committee meeting should contact the Class President and request that the topic be added to the agenda for the next Committee meeting.
Students are able to purchase a B Zone parking permit beginning in June of each year. Students can register their vehicle and purchase a parking permit through their ECU OneStop account.

Annual permits are valid from July 1 through June 30 of the following year.

Any vehicle that parks on ECU campus must display a valid permit or utilize a parking meter. Since meters are open to everyone, permit holders must also keep meters activated when parked at one. All parking on campus is zoned parking. There are signs posted at the entrance to all Ross Hall associated parking lots, indicating zone restrictions and times of enforcement.

Please visit the ECU Parking and Transportation website for more information [http://www.ecu.edu/cs-admin/parkingandtransportation/index.cfm](http://www.ecu.edu/cs-admin/parkingandtransportation/index.cfm).

Please see below links to view maps of the Health Sciences and Main Campus.

Health Sciences Campus – [http://www.ecu.edu/cs-admin/mktg/customcf/maps/ECU_Health_Sciences_Campus.pdf](http://www.ecu.edu/cs-admin/mktg/customcf/maps/ECU_Health_Sciences_Campus.pdf)

Main Campus – [http://www.ecu.edu/cs-admin/mktg/customcf/maps/ECU_Main_Campus.pdf](http://www.ecu.edu/cs-admin/mktg/customcf/maps/ECU_Main_Campus.pdf)

This section of the Handbook on Enrollment Services provides information related to registration, records, and student accounts.

The Office of Student Affairs strives to make these services available to students where, when and how they need them, and works closely with other ECU offices to ensure that current information is provided to students in order to alleviate the need to visit numerous offices to obtain that information.
Every SoDM student is automatically registered for classes by the Office of Academic Success each term. If there is a hold on the student record, the student will be notified by Registrar and the Director of Academic Success. Students cannot be registered for classes until all holds are removed from their record.

**ACADEMIC HOLDS:**
A hold on a student’s record can prevent him/her from registering, receiving official transcripts, buying a parking pass, and graduating. Please follow the link for more information regarding academic holds and removal: [http://www.ecu.edu/cs-acad/advising/holds.cfm](http://www.ecu.edu/cs-acad/advising/holds.cfm)
SoDM students are assigned ECU email accounts and Pirate IDs prior to dental school matriculation. It is each student’s responsibility to check his/her ECU email account DAILY for important messages and announcements from ECU and from the School of Dental Medicine.

The Pirate ID, or username, is a user’s last name, first initial (may include other initials), and year of admittance. Note this example:

Name: PeeDee T. Pirate (Admitted in 2011)
Pirate ID: Piratep11
E-mail Address: Piratep11@students.ecu.edu

Note: Every 90 days users are required to change their passphrase. For more information, go to the Passphrase Resource page. http://www.ecu.edu/cs-itcs/ithelpdesk/passphrase.cfm
In compliance with the ECU policy regarding Identification Cards, all faculty, staff, students and residents must display, or present upon request, a valid ECU 1 Card/identification badge while in any ECU or SoDM facilities.

Fraudulently obtaining, using, or permitting another person to use an ECU 1 Card is in violation of university policies and/or the law. Anyone found guilty of such an offense shall face disciplinary measures by the university and/or legal action.
ECU Pirate Port allows ECU students, staff and faculty to access secure internal campus resources and services. These include course registration, tuition payments, staff payroll information, parking services, address information and more.

Users log in using their PirateID and passphrase.

Banner Self Service:

Allows students, faculty, advisors and staff to access Registration, Course Offerings, Student Contacts, Financial Aid and Cashier Information.

Access to Banner Self Service is through the Pirate Port tools page. If you do not have access, please contact the ECU Help Desk for assistance, http://www.ecu.edu/9866/ or 252-328-9866.

Other records/processes students can use with Banner Self Service:

- Financial Aid status
- Holds on records
- End of term grades
- Course and grade history
- Degree evaluation
- Course catalog
- Change of mailing address

SoDM students should not use Banner Self Service to request the following items. Specific instructions for requesting these items can be found in this handbook.

- Transcript request
- Degree evaluation
- Course catalog
- Enrollment verification request
The SoDM Student Financial Support Manager, Ms. Hillary Harrell, is the primary point of initial contact for SoDM students with questions related to financial aid. For answers to unique or more complex questions, students may contact the ECU Office of Student Financial Aid:

East Carolina University  
2103 Old Cafeteria Complex  
Mail Stop 510  
Greenville, NC 27834  
Website: [http://www.ecu.edu/financial/](http://www.ecu.edu/financial/)  
Phone: 252-328-6610 or 252-737-6610  
Fax: 252-328-4347  
Email: faques@ecu.edu

**Free Application for Federal Student Aid (FAFSA)**

All students applying for financial aid must complete a FAFSA annually. The preferred date for completing the FAFSA is February 14 for the following academic year. ECU’s Federal School Code = 002923

**Financial Aid Refund Preference**

The TouchNet web portal allows students to view bills, make payments, and create a refund profile. Students have the option for refunds to be direct deposited into a designated bank account of their choice; however, if direct deposit information is not provided, a paper refund check will be mailed to the address on file. In order to set up the direct deposit refund, please follow the steps below:

1. Login to Pirate Port ([https://pirateport.ecu.edu](https://pirateport.ecu.edu))
2. Under the TOOLS tab, clock on the “Tuition Statements, 1098-T Statements, & Payments” link
3. Select the eRefunds tab
4. Click “Set Up Account”
5. Enter information and click “Continue” (Do not enter a debit card here; a routing and account number must be used)
6. Review account information and the ACH agreement
7. Select “I agree” and click “Continue”
8. You should now see your eRfunds account listed under “Direct Deposit Bank Account”

9. Saved bank accounts can be reviewed, modified, and deleted by selecting “My Account” and “Payment Methods”

**Scholarships**

The SoDM has limited scholarships available for students. As scholarship opportunities are available, the Student Financial Support Manager will send email announcements to students.

**Veterans Affairs Educational Benefits**

Students requesting VA benefits and/or military credit should visit the Veteran Affairs website to learn more

http://www.ecu.edu/cs-acad/registrar/Veterans.cfm.
Tuition Payments

East Carolina University’s Electronic Billing (eBill) system is the official means of generating tuition bills to enrolled students. ECU does not mail paper bills to students’ permanent home addresses. Students and their authorized users receive email notifications from cashier@ecu.edu to their Outlook Live student email when a new billing statement is available for review online.

Students can gain access to the eBill system through Pirate Port at https://pirateport.ecu.edu, and by choosing the “TUITION STATEMENTS AND PAYMENTS” link on the “Tools” tab.

Once logged in, students are able to make online payments, view and/or print billing statements, or review current account activity. Students are also able to set up other individuals as authorized users, and these users will be able to view and print billing statements and/or make online payments. Authorized users can gain access to the eBill system by logging into https://epay-banner.ecu.edu/C20694_tsa/web/login.jsp.

Since the delivery method of student bills is through ECU’s Outlook Live student email, it is each student’s responsibility to check his/her ECU email for eBilling notifications so that satisfactory payment arrangements can be made by the deadlines posted in the University’s Tuition and Fee & Payment Schedule Brochure for each semester.

It is also important to understand that the eBill statement will only reflect the charges and credits applied to a student’s account at the date the eBill was generated. If additional charges are incurred after an eBill statement has been generated, it is the student’s responsibility to monitor their financial account through the eBill system to ensure that there are sufficient financial aid/resources and/or payment to cover all charges on account. A partial payment will not secure any of a student’s class schedule.

Students may visit the ECU Cashier’s Office website (http://www.ecu.edu/cs-admin/financial_serv/cashier/tufee.cfm) for the current ECU SoDM Tuition and Fees information along with the payment schedule for tuition.
Health Insurance

Health insurance is a requirement for students meeting specific eligibility criteria. An affordable Student Health Insurance Plan (SHIP) is offered through Student Blue from Blue Cross Blue Shield of North Carolina. Students may elect to keep their current health insurance coverage if they are already covered by an individual plan or through a parents’ plan.

For more information about the SHIP through Blue Cross Blue Shield, please visit: [http://www.ecu.edu/cs-studentaffairs/studenthealth/payment_info/student-health-insurance.cfm](http://www.ecu.edu/cs-studentaffairs/studenthealth/payment_info/student-health-insurance.cfm)
Enrollment verification letters are handled through the SoDM Office of Academic Success. Students must complete the Enrollment Verification Form, found on the Student Forms section for Enrolled Students on the SoDM website.

Once the Enrollment Verification Form is complete, students should submit the completed form to the Office of Academic Success, making sure to include the mailing address or fax number where the information needs to be sent. Students should allow three business days to process all requests.
Transcripts

SoDM students should contact the SoDM Office of Academic Success prior to requesting Official ECU Transcripts.

Official Transcript

Once students have consulted with the Director of Academic Success, requests for Official ECU Transcripts may be made in person or in writing through ECU’s Office of the Registrar. Instructions are provided below. Transcripts are usually processed within one or two working days but may be printed and given to you while you wait. Requests cannot be taken over the telephone or via e-mail.

*Please note that SoDM students are not able to submit online requests for transcripts at this time.*

A transcript is an exact and complete copy of a student’s academic record at the time it is issued. It contains all course work, undergraduate and/or graduate, taken while enrolled at ECU. The University will not issue a partial transcript. Please note the University will automatically send both the undergraduate and the graduate transcript (if applicable).

Transcripts cannot be produced for anyone whose record has a hold tag by any department within the University.

SoDM Official Transcripts include:

- Full Name
- Student Identification Number
- Date of Birth
- Date Issued
- Current Program
- Attempted Hours
- Credit Hours
- Courses and Grades by Semester
- Currently Enrolled Courses
- SoDM Grade Key for Pass/No Pass

If students need information regarding enrollment verification, academic standing, class rank, GPA, etc. not found on the tran-
script, students should consult the section on enrollment verification.

**Transcript Fees**

A fee of $7.00 per copy must be paid at the time of the transcript request. The fee may be paid for with cash, check, or money order.

**In Person Requests for Paper Transcript**

Transcripts may be obtained in person at the Office of the Registrar in Uptown 2017. Transcripts can be printed and given to you while you wait.

**Requests In Writing for Paper Transcript**

To request transcripts in writing, print out the following pdf version form (http://www.ecu.edu/cs-acad/registrar/upload/Transcript-Request-Form-201640.pdf) and fill it out as necessary or send the following information to the Office of the Registrar, along with the fee for each transcript requested:

- Current Name
- Full name under which you attended East Carolina University
- Date of Birth
- Date of attendance
- Banner ID
- Written signature (not computer generated)
- Daytime fax or telephone number
- Specify “individually signed and sealed envelopes” if necessary
- Name and address of the person or institution you want the transcript mailed to

Federal Law prohibits the release of your transcript without written authorization.

If you need a transcript released to another individual, please provide the following information:

- Your Name
- Date of Birth
- Banner ID
- Name of Person who will pick up the Transcript
- # of Copies to be Released
- Written Signature

This request may be faxed or sent with the individual picking up the transcript. Please note that identification will be required before the transcript is released.

**Requests for Faxed Transcript**

A copy of your transcript can be faxed, but it will be considered unofficial. The fee for a faxed transcript is $10.00 per copy.
Unofficial Transcript

Students can review and print an unofficial transcript online through Banner Self Service (now accessed through Pirate Port). Under the Student tab, select Student Records, and then Academic Transcript. Select the Transcript Level and an unofficial transcript will be produced.
Letters of Recommendation

SoDM students may request a letter of recommendation (LOR) for scholarships, special programs, research opportunities, etc.

To request a LOR, please follow the following instructions:

• For a LOR from the Dean, please contact the Director of Student Services.
• For a LOR from the Associate Dean for Student Affairs, please contact the Director of Student Services.
• For a LOR from all other SoDM faculty members, please contact the faculty member directly to inquire.
Students considering pursuing externship opportunities during holidays and breaks should contact the Director of Academic Success for guidance, prior to making contact with any programs.
The ECU School of Dental Medicine’s academic standard operating procedures provide the framework for the orderly conduct of the DMD program. The ECU School of Dental Medicine’s non-academic standard operating procedures provide the framework for the orderly conduct of non-academic matters within Ross Hall, the CSLC’s and the community at large. The policies and procedures described in this chapter have been reviewed and approved by the SoDM Dean’s Executive Council and the Dean, and are intended to ensure a thorough and complete education for each of the SoDM’s graduates. The Standard Operating Procedures described in this chapter do not supersede any university policies.
Access to Standard Operating Procedures

Students are able to view standard operating procedures in share point by clicking here: SOPs for Students

Academic standard operation procedures may be found in the course handbook as well as share point.

Students may access share point by logging in with their pirate id and passphrase. If students need assistance, they may contact the Director of Student Services.
Attendance and Participation Policy

Procedure:

In the process of developing into future professionals, dental students assume professional obligations they will emulate in their careers, which include regular, consistent and punctual attendance for all academic and clinical activities. Regular attendance maximizes student learning, facilitates integration and application of knowledge and skills, and encourages critical thinking essential for future professional success. Students are therefore expected to attend all academic and clinical activities. The Office of Student Affairs maintains historical records regarding reported student absences.

In the Learning Halls

Students are expected to attend 100% of all didactic sessions. Course Coordinators track students’ attendance and punctuality by regularly taking and recording student attendance, and students’ attendance is regularly reported to the Student Progress Committee. Students who meet attendance expectations may earn up to 120 points per term toward overall competence during the D1, D2 and D3 years. (Refer to Standard Operating Procedure ESFD #001-SoDM Student Assessment for additional details.)

Students who do not meet attendance requirements may lead to academic consequences, including but not limited to:

• Receiving a grade of Not Pass (DP) in the 8X30 course.
• Being deemed ineligible for remediation or re-examination in a course or module where they otherwise might have been deemed eligible, if the attendance requirement had been met.
• Being placed on Academic Probation in accordance with Standard Operating Procedure ESFD #008 - SoDM Student Progress.
• Being ineligible to serve as an officer in SoDM student organizations.
• Being ineligible to represent the SoDM at professional meetings.
Additionally, individual module directors may choose to adopt specific criteria related to the attendance requirement. In these instances, a written statement outlining the details of such criteria will be provided to the students at the beginning of each module.

**In the Bench Lab and Simulation Lab**

Module directors monitor attendance in the laboratories and report attendance concerns to the Student Progress Committee for information and potential action, including the academic consequences outlined above.

**In the Clinical Environment – in Ross Hall and at the Community Service Learning Centers**

Students are expected to attend and perform assigned patient treatment during 100% of the scheduled clinical sessions. Unannounced are considered unprofessional behavior and will adversely impact the final grade for the 8X50 Assessment and Treatment Course and could lead to failure of the course.

A limited number of approved clinical absences are allowed, and are subject to pre-approval by the Group Leader. Absences from clinical activity must not exceed 20 half-day sessions total (10 full days) for the entire 8X50 course (cumulative throughout the D2, D3, and D4 years). Absences due to medical and personal emergencies are included in the 20 half-day limit. Absence due to residency interviews, national meetings, and the like need to be carefully planned and are also included in the 20 half-day limit.

In situations where an extended absence may be justified (e.g., significant illness, injury, pregnancy, etc.), the 8X50 Course Director may allow additional time after the completion of the term to complete required activities. If granted, additional points do not accrue during the extension period, and procedures must be completed prior to the stated deadline. If all required elements are not completed by the end of a term, the 8X50 grade will be reported as an In Progress (IP) or Not Pass (DP). A clinical extension must be requested at the time that the condition or situation is noted, and not at the end of the course. Situations will be considered on a case-by-case basis.

**Reporting Absences**

Students must notify the Office of Student Affairs regarding all absences, in advance of the scheduled educational activity to be missed, by emailing the Director of Student Services. If prior notice is not practical, notification should occur at the earliest opportunity after the missed educational activity.

Additional individuals must also receive notification of an absence, as delineated below.
For *absences from didactic and laboratory activities*, the student must also notify:

- SoDM Course Director
- Director of Course Management (for D3 and D4 students)
- Course Coordinators (for D1 and D2 students)

For *absences from clinical activities in Ross Hall*, the student must also notify:

- The Office of Clinical Affairs
- The student’s Patient Care Coordinator
- The student’s General Practice Group Leader.

For reporting purposes, the Clinical Absence Explanation Form, available from the Patient Care Coordinators, is to be used as described in the Clinic Handbook.

For *absences from clinical activities at the Community Service Learning Centers*, the student must also notify:

- The CSLC Business Manager
- The CSLC Director

**Planned Absences**

Students who know in advance that they will be absent from school (e.g., when representing the School at a professional meeting) must notify the Office of Student Affairs at least two weeks prior to the planned absence in order to discuss the impact of the planned absence on the students’ academic progress.

Students with patient care responsibilities must also notify and seek approval from the Office of Clinical Affairs, the appropriate PCC, and the GPG Leader, at least two weeks in advance of the requested absence.

**Guidelines for Religious Observance**

The School of Dental Medicine fully complies with State and University policies regarding nondiscrimination. (See ECU PRR 05.25.01.)

Students whose religious observance will preclude their participation in scheduled academic and clinical activities should contact the Office of Student Affairs two weeks in advance of the date of the religious observance. Residents should contact their Program Director. The interfaith calendar, [www.interfaithcalendar.org](http://www.interfaithcalendar.org), notes days for religious observance.

Students and residents who are unable to participate in scheduled academic and clinical activities due to their religious observance will be given the opportunity to make up exams and work missed, without penalty. At their discretion, faculty may use alternative examination and assignment formats, which do not penalize the student/resident for being absent.
Students considering taking action to separate from the SoDM have two potential options: withdrawal and leave of absence. To initiate either of these processes, the student must first meet with the Associate Dean for Student Affairs to discuss the specific reasons leading to this decision, and to discuss the two options.

After meeting with the Associate Dean for Student Affairs, a student wishing to withdraw from the DMD program may do so by submitting a letter of intent to the Dean. Once the Dean has reviewed the student's letter, the Dean may request to meet with the student, although withdrawals from the program do not require approval by the Dean. The Director of Student Services will work with the Offices of Clinical Affairs and Academic Success and other offices and with the student who is withdrawing, to ensure the completion of all necessary steps for separation from the SoDM. A student who has previously withdrawn from the SoDM must apply for readmission should the student wish to resume study at the SoDM.

After meeting with the Associate Dean for Student Affairs, a student wishing to request a leave of absence from the academic program may do so by submitting a request, in writing, to the Dean, who will make a determination regarding whether the request can be granted. Generally, leaves of absence are approved in the event of extenuating personal circumstances, and for the remainder of the academic year. Leaves of absence are generally only considered for students who are in good academic standing and who have no outstanding disciplinary concerns. The request for the leave of absence should specify the reason for the request, the requested time frame, and as appropriate, should include supporting documentation (e.g., letter from physician).

The Dean may request to meet with the student, and after careful review and consideration of the circumstances, the Dean will notify the student regarding the disposition of the request. For approved requests, the Dean will specify the time frame for the leave and the conditions for return to the program. Depending on the duration of the leave of absence, a student may be required to successfully complete specific coursework, projects, skills assessments, and remediation activities or repeat a year of the curriculum before returning to the program.
Any tuition and fee adjustments will occur in accordance with University and SoDM policies.

If a student does not return to the academic program in the timeframe for the leave of absence granted by the Dean, the student’s status will be changed from leave of absence to withdrawal from the program.
Procedures for Addressing Student and Resident Concerns and Complaints

The School of Dental Medicine is committed to providing a supportive learning environment for its students and residents, in which their concerns are addressed in a prompt and fair manner. Many concerns can and should be addressed informally, at the level of the concern. However, there are times when a serious concern may rise to the level of a complaint, and for such instances, the SoDM has developed this procedure for addressing specific complaints that are not addressed by other SoDM or ECU policies, procedures, and guidelines.

Specific policies, procedures and guidelines currently exist for the following matters and are not covered by these procedures:

- Academic progress
- Professional conduct
- Discrimination
- Sexual harassment
- Grades or grading

SoDM COMPLAINT PROCEDURES

Informal Process

The SoDM encourages students/residents to seek informal resolution of concerns through direct communication with the party(ies) involved (e.g., faculty member, staff person or student/resident), or with the individual's direct supervisor. In this case, there is no requirement for documentation of the complaint. Attempts at informal resolutions should be initiated within 30 days of the occurrence.

Initiating a Formal Complaint

If the informal attempt at resolution is unsuccessful, the student/resident may initiate the more formal complaint procedure, within 30 days. All formal complaints must be submitted in writing, with the possible exception of complaints involving safety issues that require immediate action.

Formal complaints from students/residents should be directed to the Office of Student Affairs. To submit a complaint, you may visit https://cuspid.ecu.edu or open Self Service. You will need to
be connected via an ethernet cable or wirelessly using a secure connection to our network via VPN (Cisco Anyconnect). Complaints are sent to the Associate Dean for Student Affairs. Upon receipt of a student complaint the Associate Dean for Student Affairs (or designee) will notify the student that the complaint has been received. This notification will occur in a reasonable and timely manner, normally within five business days.

Required Documentation

Formal complaints require the following documentation:

- Name of student/resident initiating the complaint
- Name of the individual or office against whom the complaint is being initiated
- Full description of the complaint, including the behavior or action that resulted in the complaint
- Names of individuals who have knowledge of the events surrounding the complaint
- Description of the informal attempt at concern resolution, or if this step did not occur, the reasons that it did not occur
- Desired outcome
- Verification of identity (e.g., Pirate ID) of student/resident submitting the complaint

Complaint Review

The Associate Dean for Student Affairs will meet with the student/resident initiating the complaint as needed for clarification of the concern. If the Associate Dean for Student Affairs believes that the complaint possesses merit, the Associate Dean for Student Affairs will either work to resolve the complaint (if the complaint falls within the purview of the Office of Student Affairs) or refer the complaint to the appropriate authority (e.g., assistant/associate dean, department chair, program director, supervisor) for resolution.

If the Associate Dean for Student Affairs believes that the complaint lacks merit, the student/resident may require that the complaint be reviewed by an ad hoc group of faculty and students/residents, appointed by the Associate Dean for Student Affairs. If the ad hoc group finds that the complaint does possess merit, the group will advise the Associate Dean for Student Affairs, who will, in turn refer the complaint to the appropriate authority as described above.

Complaint Resolution

The designated authority to whom the complaint is referred, in consultation with the Associate Dean for Student Affairs and others, will determine what actions, if any will be taken in response to the complaint. That individual/office will provide the Associate
Dean for Student Affairs with a written description of the final resolution or actions taken.

To the extent possible, the Associate Dean for Student Affairs will ensure that the student/residents who has brought the complaint is informed of the ultimate disposition of the complaint.

**Recordkeeping**

The Office of Student Affairs will develop and maintain a complaint log that includes:

- a summary of the written complaint
- pertinent dates
- the person or office charged resolving the complaint
- the final resolution or actions taken in response to the complaint

The Associate Dean for Student Affairs will act as a point of contact for information pertaining to student/resident complaints, and will provide information regarding complaints to the Dean on a monthly basis. The Associate Dean for Student Affairs will also provide aggregate and de-identified data regarding complaints to the Dean’s Executive Council at least quarterly.

Confidentiality

Any written complaint that contains personally identifiable information about students/residents, as well as records associated with the written complaint, along with information in the log, may be subject to FERPA and must be protected against improper disclosure.

Prohibition Against Retaliation

Provided that the student/resident is acting in good faith, a student/resident may file a complaint without fear of retaliation. If a complaint is filed without basis or with the intent to harm a member of the SoDM community, disciplinary action may be taken. Students/residents who believe that retaliatory actions have been taken against them because they have filed a complaint or provided information in connection with a complaint should communicate their concerns immediately to the Associate Dean for Student Affairs.

**PROCEDURES BEYOND SoDM**

SoDM students/residents may also initiate complaints through the ECU Office of the Dean of Students [http://www.ecu.edu/deanofstudents/student-grievances-inquiries.cfm](http://www.ecu.edu/deanofstudents/student-grievances-inquiries.cfm)
If a student/resident complaint cannot be resolved through the SoDM or ECU procedures, the student/resident may file a complaint with the following agencies:

- The University of North Carolina General Administration, Post-Secondary Education Complaints, c/o Assistant Director of Licensure and Workforce Studies, 910 Raleigh Road, Chapel Hill, NC 27515-2688, (919) 962-4558, or e-mail at studentcomplaint@northcarolina.edu.

- The Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500, or visit the website http://sacs.org.

Apple MacBook and iPad Loan Program for Students

Purpose: To guide SoDM students regarding the steps and procedures for utilizing the Apple Laptop and iPad loan program during the repair process.

Procedure: The School of Dental Medicine requires all students to purchase a specific Apple Technology Bundle, including the Apple MacBook Pro and iPad, from the University Bookstore, prior to new student orientation (SOP # 420.0.5). In the event that a student’s laptop or iPad must be repaired or serviced, the student may obtain a temporary loaner laptop or iPad if one is available, provided by the SoDM’s Office of Informatics.

Students wishing to borrow a laptop or iPad must submit a request, in person, through the SoDM Informatics Office located on the first floor of Ross Hall, room 1174. The guidelines below define the parameters for the loan of each device.

Guidelines for MacBook Loan Program:

• To be eligible for a loaner laptop you must first contact your course coordinator to start the repair process.

• In the event your laptop has to be repaired you will be provided a repair receipt from either SoDM Informatics or the ECU Pirate Techs. This receipt is required upon checking out a loaner.

• The borrower must complete and sign a Property Assignment Form upon checking out the laptop.

• The laptop loan will include a laptop, power cord, purple Ethernet cable, Ethernet dongle, and a carrying case.

• The borrower may not add or remove software, or modify the laptop configuration.

• The borrower will be held financially responsible for damage and/or loss of any loaned equipment, and University records may be tagged if not resolved.

• If the borrower’s use of the laptop violates the University’s computer use policies in any way, the borrower will no longer be eligible for laptop checkout in the future.
Borrowers are responsible for ensuring the security of the laptop while it is in their possession. Laptops should not be left unattended.

After receiving notification that your repair is complete you must return the loaner laptop within 24 hours. The laptop and all accompanying equipment items must be returned to the SoDM Informatics Office in good condition.

The borrower may not add or remove software, or modify the laptop configuration.

The borrower will be held financially responsible for damage and/or loss of any loaned equipment, and University records may be tagged if not resolved.

If the borrower's use of the laptop violates the University's computer use policies in any way, the borrower will no longer be eligible for laptop checkout in the future.

Borrowers are responsible for ensuring the security of the laptop while it is in their possession. Laptops should not be left unattended.

Guidelines for iPad Loan Program:

To be eligible for a loaner iPad you must first contact your course coordinator to start the repair process.

In the event your iPad has to be repaired you will be provided a repair receipt from either SoDM Informatics or the ECU Pirate Techs. This receipt is required upon checking out a loaner.

The borrower must complete and sign a Property Assignment Form upon checking out the iPad from the SoDM Informatics Office.

The iPad loan will include an iPad, power cord, and carrying case.

The borrower may not add or remove software, or modify the iPad configuration.

The borrower will be held financially responsible for damage and/or loss of any loaned equipment, and university records may be tagged if not resolved.

If the borrower's use of the iPad violates the University computer use policies in any way, the borrower will no longer be eligible for iPad checkout in the future.

Borrowers are responsible for ensuring the security of the iPad while it is in their possession. iPads should not be left unattended.

After receiving notification that your repair is complete you must return the loaner iPad within 24 hours. The iPad and all
accompanying equipment must be returned to the SoDM Informatics Office in good condition.

• The borrower may not add or remove software, or modify the iPad configuration.

• The borrower will be held financially responsible for damage and/or loss of any loaned equipment, and university records may be tagged if not resolved.

• If the borrower's use of the iPad violates the University computer use policies in any way, the borrower will no longer be eligible for iPad checkout in the future.

• Borrowers are responsible for ensuring the security of the iPad while it is in their possession. iPads should not be left unattended
Code of Ethical Conduct and Professional Behavior for Students and Residents

I. Preamble

The purpose of the East Carolina University (“ECU”) School of Dental Medicine’s Code of Ethical Conduct and Professional Behavior for Students and Resident (“the Code”) is to articulate guidelines for expected personal, academic and professional behavior of students (“Students”) in the pre-doctoral program and residents in the Advanced Education in General Dentistry and Pediatric Dentistry programs (“Residents”). The Chancellor of ECU has designated the Dean of the School of Dental Medicine as the person responsible for the administration of the Code. The Code fully complies with the University of North Carolina (“UNC”) Code and Policies.

In keeping with a key facet of the mission of the School of Dental Medicine – to prepare leaders with outstanding clinical skills, an ethical bearing, sound judgment and a passion to serve – the Code provides a framework for personal honor and integrity. The profession is responsible for monitoring its own ethical standards, and this practice must begin in dental school. The Code incorporates the principles and spirit of the American Dental Association’s Principles of Ethics and Code of Professional Con-

duct and the American Student Dental Association’s Code of Ethics. Promoting an environment of professionalism in which ethical standards define day-to-day activities requires full cooperation and support of all members of the School of Dental Medicine community, including students, residents, staff and faculty. Each Student/Resident is expected to show an appreciation of the trust placed in her/himself, and is expected to insist upon the same standards among fellow Students and Residents.

II. Ethical Conduct and Professional Behavior

All Students and Residents are expected to maintain high standards of moral and ethical behavior and to conduct themselves in a professional manner at all times, both on and off campus. This includes, but is not limited to, such settings as: the learning halls, laboratories, clinical care areas and other ECU facilities; at the Community Service Learning Centers; at community-based clinical activities; at meetings of community service or professional organizations; at social events or in personal encounters with other individuals; and when using social media.
Ethical conduct and professional behavior are characterized by honesty, integrity, and fairness in all circumstances; respect for the rights, differences, and property of others; concern for the welfare of others, including patients, always striving to do one’s best in providing care, and preserving patient confidentiality.

Examples of misconduct include, but are not limited to:

- Acts of academic dishonesty, including, but not limited to, cheating on examinations, violation of examination procedures, plagiarism, submitting work for evaluation that is not one’s own effort; or,

- Patient mismanagement, including, but not limited to, failure to provide a diligent and appropriate continuation of treatment, violation of patient confidentiality, provision of unsupervised treatment, patient abandonment; or,

- Alteration of patient records, entering false information into patient records, using faculty “swipe” cards to authorize treatment in axiUm; or,

- Posting of confidential faculty, student, resident, staff or patient information on personal websites or blogs; or,

- Actions prohibited by ECU Students, as delineated in section 2 of the ECU Student Conduct Process [http://www.ecu.edu/PRR/11/30/01](http://www.ecu.edu/PRR/11/30/01); or,

- Violation of ECU or School of Dental Medicine policies, or federal, state or local laws.

All Students and Residents will endorse and pledge to abide by the principles included in this Code at the beginning of their education at the ECU School of Dental Medicine, during orientation, and at the beginning of each subsequent academic year. The affirmation will be in writing, and will express the individual’s commitment to ethical conduct and professional behavior.

The School of Dental Medicine reserves the right to investigate instances of unacceptable behavior, even after a Student or Resident has graduated, if such acts contributed to the fulfillment of graduation requirements and were not evident prior to graduation. In such instances, sanctions could potentially include rescinding the degree or certificate.

**III. Reporting and Initial Review of Perceived Violations**

A student, resident, faculty or staff member (the “Complainant”) who has reason to believe that a violation of the Code has occurred has a duty to report the violation. The report must be in writing, and submitted to the Associate Dean for Student Affairs as soon as possible after the event occurs, preferably within five working days of the violation, and no longer than 30 working days after the violation.

The report of perceived violation must be in the form of a dated, signed letter, and should include:
The name(s) of the Student(s) and/or Resident(s) (the “Respondent”) involved; and,

Names of additional individuals who may have witnessed what occurred, if applicable; and,

Names of individuals who may be able to provide information that may be pertinent to the complaint.

The Associate Dean, in consultation with the Program Director as appropriate in allegations related to residents, will conduct an investigation to determine whether the alleged infraction has merit and/or whether it can be addressed administratively by mutual consent of the parties involved, in a manner acceptable to the Associate Dean for Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings. If the matter cannot be addressed by mutual consent, the Professional Conduct Committee (the “Committee”) will be convened to review the alleged infraction.

IV. Interim Suspension

In the following instances and in the Dean’s sole discretion, the Dean, or a designee, may impose an interim suspension prior to the Hearing:

- To ensure the safety and well-being of members of the School of Dental Medicine or the ECU community, or the preservation of School of Dental Medicine or ECU property; or,

- To ensure the Student’s or Resident’s own physical or emotional safety and well-being; or,

- If the Student or Resident poses a threat of disruption of or interference with the normal operations of the School of Dental Medicine.

During the interim suspension the Respondent shall be denied access to School of Dental Medicine classes or other activities and privileges for which the Respondent would otherwise be eligible. Respondents who are placed on an interim suspension will be granted a Hearing within five to fifteen working days after notice of the interim suspension at which time they will be given an opportunity to show cause as to why the interim suspension should not continue. In the event that the Hearing finds that the Respondent charged did not violate the Code, all information related to the interim suspension will be expunged from the Student’s/Resident’s confidential record.

V. Professional Conduct Committee

The charge to the Professional Conduct Committee is:

- To uphold the standards of personal, academic and professional behavior expected of School of Dental Medicine Students and Residents, and to sustain the School of Dental Medicine’s core values of excellence, service, leadership, diversity and professionalism.
To review reported violations of the Code and determine whether a violation has occurred.

To recommend appropriate disciplinary and educational sanctions in instances where a violation has occurred.

To be a standard-bearer for professional conduct for the School of Dental Medicine community by educating all members and by modeling principles and practices that reflects the autonomous (or self-governing) nature of dentistry.

The Committee will be comprised of seven voting members: three Students, one Resident and three faculty members, appointed by the Dean. Students and Residents will be appointed for one-year terms and faculty will be appointed for two-year terms. The Dean will appoint a fourth faculty member to serve as the Faculty Co-Chair. The Faculty Co-Chair will be a non-voting member of the Committee. The Committee will elect the Student Co-Chair from the Student/Resident members; the Student Co-Chair will be a voting member of the Committee. Committee members will receive training annually, coordinated by the Associate Dean for Student Affairs in collaboration with the ECU Office of Student Rights and Responsibilities (“OSRR”) and the ECU Office of University Counsel (“OUC”).

A quorum is at least five Committee members, including at least three Student/Resident members and two voting faculty members, in addition to the Faculty Co-Chair. In each instance where the Respondent is a resident then the resident member of the Committee shall serve on the Committee that holds the Hearing. No member of the Committee may hold a law degree. The Associate Dean for Student Affairs will be an ex-officio, non-voting member and shall provide administrative assistance to ensure that the Hearing is conducted in accordance with the procedural rules defined in the Code. The Associate Dean and Co-Chairs will consult with the OUC and the OSSR, and, at the request of the hearing Chair, a member of the OUC and the OSRR may attend the Hearing, in the event that questions arise during the process.

Respondent Notification: The Faculty Co-Chair of the Committee shall notify the Respondent and Complainant in writing of the following: the alleged infraction; the date and the time set for the Hearing; the right to a fair Hearing; the right to have a non-legal advisor present during the process, unless the Student/Resident is facing pending criminal charges stemming from the incident in question; the right to review all evidence; the right to provide a written response to the allegations(s); and the right to appeal any decision to the Dean. The scheduling of the Hearing should be no less than five days and no more than 15 days from the date of the Respondent notification. For good cause shown by either party the Chair of the Committee may extend the date for the Hearing beyond 15 days.

The Faculty Co-Chair will also provide the Complainant with copies of documents that will be reviewed at the hearing.
Hearing Procedures: The Faculty Co-Chair will conduct the Hearing, consulting with the Associate Dean for Student Affairs as needed. Confidentiality of the proceedings and transcripts will be maintained at all times, and in compliance with Family Education Rights Privacy Act (“FERPA”). The Complainant and the Respondent each have the right to be assisted by an advisor, at their own expense. The advisor may not be an attorney unless criminal charges are pending or anticipated. If the Student’s advisor is an attorney, the attorney may only advise his or her client. The attorney is not permitted to ask questions or present information. In all cases, the advisor may be present and provide consultation, but may not speak on behalf of the individual represented or address the Committee.

Committee members will be impartial, and any member who lacks impartiality must remove her/himself from the proceedings. The Dean may replace such an individual(s) as necessary to allow the process to proceed.

The Committee may accept pertinent records, exhibits and written statements, provided by the Complainant or the Respondent. These materials must be provided to the Faculty Co-Chair at least three business days in advance of the hearing, so that information provided by the Respondent may be shared with the Complainant, and any additional information provided by the Complainant may be shared with the Respondent.

The Respondent has the right to appear at the hearing, to make formal statements on her/his own behalf, to present witnesses and to examine evidence. Neither the Respondent nor the Complainant is permitted to confront or cross-examine witnesses directly but may filter their questions through the Committee. The Committee shall have the right to question witnesses. All procedural questions are subject to the final decision of the Co-Chairs of the Committee, in consultation with the Associate Dean for Student Affairs.

There will be a single verbatim record (e.g., an audio recording) of the Committee hearing. Committee deliberations will not be audio-recorded. The recording and all written materials presented shall be the property of the School of Dental Medicine, and are governed by the same confidentiality and file retention policies applicable to other educational records. In cases where a finding of violation has occurred, the Respondent may, upon request, receive a copy of the recording of the hearing proceedings. Recording quality problems and/or malfunctions will not invalidate or nullify the decision of the Committee.

Committee Deliberations and Report to the Dean: After the hearing, the Committee will deliberate to determine whether a violation of the Code has occurred. The Student Co-Chair will chair the deliberations. Neither the Respondent, nor the Complainant, nor any witnesses may be present during Committee deliberations. The Committee’s determination shall be on the basis that the preponderance of evidence (which is the same as the “greater
weight of the evidence”) presented supports the conclusion that the Respondent violated the Code. In order to make a determination that the Respondent has violated the Code, a simple majority vote is required.

In the event that the Committee determines that a violation of the Code has occurred, the Committee will present its findings, conclusions and recommendations for disciplinary action in writing to the Dean, in a letter composed by the Student Co-Chair, with assistance by the Faculty Co-Chair. The Dean will consider this information in the ultimate disposition of the case.

The Committee may recommend one or more sanctions to the Dean, and may formulate individualized penalties or rehabilitative or remedial measures at its discretion. Sanctions should reflect the nature of the misconduct, and may include, but are not limited to, warning, counseling, restitution, formal apology, community service, additional coursework, letter of reprimand, repeat of examination, repeat of course, disciplinary probation, loss of privileges, suspension, repeat of academic year, or expulsion from the School of Dental Medicine.

A student or Resident found to have committed a second violation of the Code, or to have failed to comply with imposed sanctions, may be subject to expulsion.

VI. The Dean’s Review

The Dean will review the letter from the Committee, and at the Dean’s discretion, may meet with members of the Committee, the Complainant and/or the Respondent. The Dean may not change the finding of the Professional Conduct Committee, but may modify the sanction(s).

The Dean will notify the Respondent, the Complainant, the Committee, the Associate Dean for Student Affairs, and the OSSR of the findings in the case, and the sanctions to be imposed.

VII. Process Protections for Students

The Respondent may elect to participate, or not to participate, in the hearing. No student may be found to have violated the Code of Conduct simply because the student failed to appear before the Committee considering the student’s case. In all cases, the evidence in support of the charges shall be presented and considered.

All Students and Residents shall have the right to a fair hearing, the presumption of innocence until found responsible, the right to know the information in support of a violation and to face witnesses testifying against him or her and the right to such advice and assistance in his or her own defense as may be allowable as noted above.

Disciplinary sanctions will remain part of the Student’s/Resident’s confidential academic record during the time of enrollment at the School of Dental Medicine. At the time of the Student’s/
Resident’s graduation or program completion, upon written application by the student to, and approval by the Associate Dean for Student Affairs, the School of Dental Medicine may expunge the Student’s/Resident’s confidential record of disciplinary actions other than suspension or expulsion.

**VIII. Appeal Process**

The Respondent may appeal an adverse decision and action, provided that he/she can demonstrate that there was a violation of due process, or that there is additional, compelling information not originally considered by the Committee and the Dean. The appeal must be submitted to the Dean, in writing, within five days of receiving the written decision, and must clearly delineate the specific basis for the appeal.

In the event of an appeal, the Dean will appoint an ad hoc committee, comprised of two faculty members and three Students or Resident, who were not part of the original process, to hear the case. The Dean has the discretion to determine whether sanctions or other interim restrictions should be imposed while an appeal is in process. The ad hoc committee will follow the same hearing guidelines and following due deliberations, will make a written recommendation to the Dean who may accept or reject the recommendation. The Dean will inform the Respondent, both orally and in writing, of the Dean’s decision.

The Respondent may appeal an adverse decision and action, provided that the Respondent can demonstrate a violation of due process or that there is additional compelling information not considered by the Dean, to the Vice Chancellor for Health Sciences, whose decision shall be final. The appeal must be submitted to the Dean, in writing, within five days of receiving the Dean’s written decision, and must clearly delineate the specific basis for the appeal. The Vice Chancellor for Health Sciences shall consider the appeal on the record.
Professionalism and Social Networking

Purpose: To describe parameters for appropriate use of social media by SoDM students and residents.

All Students and residents of the SoDM are expected to maintain high standards of moral, ethical, and professional behavior, whether they are on or off campus. This includes, but is not limited to, settings such as: meetings, social events, learning halls, laboratories, clinical care areas, Community Service Learning Centers, other ECU facilities, and when using social media. The Internet has many viable resources and has the ability to increase communication between millions of people but it also increases the risk of damaging students’ and residents’ professional credibility and impacting the images of ECU and the SoDM.

Definitions

Professionalism: Honesty, integrity, and fairness in all circumstances, respect for the rights, differences, and property of others; concern for the welfare of others, including patients, and always striving to preserve patients’ confidentiality.

Social Networking: The use of various Internet sites including but not limited to Facebook, Twitter, MySpace, Flickr, Instagram, Vine, Snap Chat, Student Doctor Network, web blogs/forums, and chat rooms.

Students and residents of the School of Dental Medicine:

• Should take steps to guarantee that their social networking sites are appropriately equipped with the correct privacy settings to avoid information being disclosed to individuals outside of their control.

• May not post pictures, descriptions, or narratives related to clinical or laboratory procedures. Doing so could knowingly or unknowingly violate a patient’s right to privacy and the trust inherent in the patient-doctor relationship.

• May not write defamatory comments about faculty, staff, students, patients, cadavers, or health professionals.

• May not post pictures or descriptions that demonstrate participation of students, faculty, or staff engaging in unprofessional behavior.
If there is the slightest hint of impropriety, individuals should err on the side of caution and refrain from posting. All members of the SoDM community must uphold the professional norms of the School in respecting themselves, patients, faculty, staff, students, and other health professionals. Images portrayed through social media reflect upon the ECU SoDM and its members, and that image should be held with the utmost respect.

Actions outside of these parameters are violations of the Code of Ethical Conduct and Professional Behavior for Students and Residents and must be referred to the Professional Conduct Committee for adjudication.
Standards for Professional Attire

The School of Dental Medicine (SoDM) establishes the following dress standards in the spirit of creating a professional atmosphere, which is dignified, conducive to patient care and meets applicable state and federal regulations. It is the responsibility of all students, residents, faculty and staff to maintain these standards of dress, neatness of appearance and cleanliness.

The minimum standards for acceptable attire are:

• For males: A collared shirt (a small insignia is acceptable), tucked in, khaki or similar dress slacks, belt, socks and dress shoes. Athletic shoes may only be worn with scrubs.
• For women: A professional blouse, sweater or top and dress slacks or skirt, or dress, and dress shoes. Skirt lengths should be no more than three inches above the knee. Athletic shoes may only be worn with scrubs.
• For all residents and students: Official SoDM scrubs, in the approved color for each specific class, are required in the Bench Lab, Simulation Lab, and all clinical areas. Clean, conservative athletic shoes and socks may only be worn with scrubs. A scrub top, worn with dress slacks and dress shoes and socks, is an acceptable alternative.
• While residency program directors may make exceptions regarding resident attire, all clinical staff in CSLCs must wear scrubs.
• A clearly displayed ECU identification badge should be worn at all times.

Personal grooming must include cleanliness of hair, body, breath and fingernails. Beards and mustaches must be clean, neatly trimmed and well groomed.

In patient treatment areas, including the Simulation Lab and Bench Lab, additional standards include:

• Disposable over-gowns (in patient treatment areas only)
• No open toed shoes
• Minimal jewelry, that does not interfere with clinical asepsis
• Long hair pulled back and clasped/anchored in a ponytail type style
• Name tags, displaying clinical credentials for clinical staff, faculty, residents and students
• Name tags for administrative staff who have patient contact
The Clinic Handbook provides additional guidelines specific to the clinical areas, Bench Lab and Simulation Lab.

Unacceptable attire includes:
- Denim pants of any color, cargo pants, shorts, sweat pants, leggings, overalls
- Flip flops
- Non-religious or non-surgical head coverings
- Tube tops, halter tops, midriff-baring tops, bare shoulder tops, miniskirts, immodest attire or attire that reveals undergarments
- T-shirts, sweatshirts, with the exception of sweatshirts worn in the learning halls for student comfort
- Sunglasses, unless medically required

Potentially offensive tattoos must be covered. Tongue and lip pierced rings or studs are prohibited.

When questions arise regarding interpretation of these standards, final arbitration rests with the administration.
Industry Involvement in SoDM Education, Service and Research Activities

General Principles:

1. An overriding goal of these guidelines is to increase transparency respecting industry interactions and to effectively manage conflicts of interest created by these interactions.

2. The caregiver’s primary responsibility is to the patient.

3. Research must be free of any potential for bias.

4. It is appropriate for there to be interactions between industry and faculty, residents, students and staff. The boundaries of those interactions must be clearly delineated and continually monitored.

5. The goal of these guidelines is to ensure all individuals are aware of their responsibilities with regard to industry relations. To that end all faculty, residents, students and staff should have specific instructions tailored to their roles in appropriate academic-industry interaction.

6. The institution and individuals are accountable for their actions. These standard operating procedures apply to all ECU SoDM personnel. This document is supplemental to, and does not supersede, the ECU policy regarding the disclosure of outside activities, financial interests and conflict of interest, which is applicable to all ECU employees.

Industry Presentations and General Guidelines:

1. It is appropriate for the School to participate in industry-sponsored events. However, such participation should not and does not imply endorsement by the School.

2. The administration, faculty or department, or a recognized student organization may sponsor industry presentations at the School. Student organizations must solicit faculty input and appropriate approval prior to pursuing School- or industry-sponsored educational events.

3. Full disclosure of corporate sponsorships and/or industry relationships must occur prior to any presentation.

4. Specific faculty may invite industry representatives to make presentations, if the faculty member wishes to include such a
5. Otherwise, industry representatives wishing to make presentations to students must submit a Vendor Approval Form (VAF) to the Office of Student Affairs for review.

6. A review committee comprised of faculty, and including student representation, will review VAF submissions and select presenters to ensure that the information presented is balanced, unbiased, and educationally appropriate, and supplements the curriculum.

7. Based on the outcome of the faculty review process, the Office of Student Affairs will extend invitations for industry representatives to make presentations to students. The Office of Student Affairs will schedule and coordinate such presentations.

8. A responsible faculty member must be present for the presentation to ensure that the content is presented in a balanced and unbiased manner.

9. Vendors may distribute gifts (e.g., products or devices) of a nominal amount to all students for educational and product comparison purposes.

10. Vendors may not directly provide refreshments for events. However, industry may make a contribution to the SoDM via an unrestricted educational grant. In such instances, it would be permissible for a placard to be displayed, indicating that X is providing funding for refreshments.

11. Industry off-site sponsored activities that include food and refreshments are discouraged unless the SoDM sanctions the activity.

On Site Access by Industry:

On-site access by industry is restricted to areas otherwise open to the public. All industry representatives are required to register with the Office of Clinical Affairs. At that time, each will receive a lanyard, identifying that they have registered. Failure to register shall result in penalties up to, and including denial of access. Access to patient-care areas, faculty offices, and other non-public areas may be permitted when industry presence is necessary for educational purposes, product demonstration, or “vendor fairs”.

Representatives who have access to patient care areas will need to complete HIPAA for vendors training found at: http://www.ecu.edu/cs-dhs/hipaa/privacy/training.cfm.

Representatives will be required to present a training completion certificate and completed and signed Confidentiality Statement at the time of registration with the Office of Clinical Affairs.

Industry Support:

1. Gifts must primarily benefit patients and have educational value. Gifts (e.g., promotional materials and product samples)
intended for patients must be not have the appearance, ability, or perception of influencing patients or providers as such influence is prohibited by Federal laws. Samples of dental products such as toothpaste, toothbrushes, etc. are acceptable for patients. There can be no inherent expectation in return for such support.

2. Awards, travel funds, funds to support academic activities, scholarships and gifts are permissible if they specify the purpose of the educational, programmatic, or research activities and is properly administered by ECU and SoDM.

3. When School-sponsored events take place, industry support is permissible if support is recognized on all printed materials and acknowledged at the beginning of presentations.

4. Neither pre-doctoral nor postdoctoral curriculum content may be influenced by industry. Reference to specific corporate branding must be presented in an unbiased manner.

5. Both School and industry representatives must be continually sensitive to purchasing guidelines and ensure that no undue influence is placed on the respective School’s purchasing agent. This is especially important in purchasing decisions made in the clinical pre- and post-doctoral, and faculty practice environments.

6. Faculty and staff involved in industry-supported speaker bureaus, advisory panels, and consulting should comply with University of North Carolina Guidelines at http://www.northcarolina.edu/legal/index.htm, and with the University’s guidelines on External Professional Activities.

7. Ghostwriting is not acceptable.

8. Industry representatives should contact the Associate Dean for Clinical Affairs for clarification of policies.

Industry Supported Research:

All industry-sponsored research should follow guidelines and policies developed by the ECU Division of Research and Graduate Studies. Investigators should comply with research ethical guidelines and complete respective ECU conflict of interest documentation in a timely manner. All issues are to be referred to the Associate Dean for Research in the School of Dental Medicine.

Philanthropy:

Gifts of a philanthropic nature from industry to the School may be accepted by the Dean in consultation with an appropriate department chair or associate/assistant dean based on the congruence of the donor’s corporate mission with the mission of the School. Whenever there is ambiguity in this regard, the final determination shall be made by the Dean. Anticipated gift arrangements will also be reviewed with the School’s Director of Development.

Continuing Education (CE):
Dental continuing education arrangements will follow American Dental Association Continuing Education Recognition Program (CERP) guidelines as related to industry relationships.

Compliance:

For questions of general industry conflict, the Associate Dean for Clinical Affairs should be consulted. For questions of conflict related to industry-supported research, issues should be discussed with the Associate Dean for Research. The respective associate dean will provide oversight of compliance through monitoring of these policies and make determinations of violation in consultation with the Dean. The School’s faculty, residents, students, and staff who do not comply with these policies are subject to disciplinary action as defined in University policies on conflict of interest.
SoDM students and/or student organizations may prepare messages concerning news, deadlines, events, opportunities and other SoDM related information to all students, residents, faculty and staff.

Students must submit the message(s) they would like distributed to the Director of Student Services at cravene@ecu.edu.

Students follow the following guidelines when submitting requests:

1. The same message should not be sent more than once.

2. The author of the message should check and recheck the message before sending, making sure it is complete and accurate!

3. Students may not send personal messages or questions.

4. Students should allow 24 hours for message to be sent.

5. Messages should be in a readable format.

6. Messages should use upper and lower case letters, not all CAPS. All caps signal that the sender is angry or yelling.

7. The message must include a subject with the message.

Solicitations and messages that are not SoDM related are prohibited. Students may also utilize other resources to promote events and activities.
Food and Beverages

Beverages in covered containers and non-messy snacks are permitted in the learning halls during regularly scheduled lectures, provided that an appropriate level of cleanliness of facilities is maintained.

Guest presentations may be conducted in the learning halls and lunch can be served with advance approval from the Office of Student Affairs, provided that an appropriate level of cleanliness of the facilities is maintained.

Failure to maintain cleanliness will result in discontinuation of this privilege.

Beverages and food of any type are NOT permitted in the preclinical lab or in clinical areas.
The SoDM seeks to keep the School community informed of upcoming events and opportunities. Recognizing that Ross Hall and the Community Service Learning Centers are both educational facilities and centers for patient care, the School has established parameters regarding posters and flyers.

All posted items – whether posted digitally on the monitors or posted as flyers in Ross Hall – must be approved by the Office of Dean or the Office of Student Affairs and must relate to University or SoDM business or associated activities.

Approved posters and flyers may be posted digitally on monitors in public areas. Flyers and posters may only be placed in non-public areas, such as the Student Lounge and designated faculty/staff areas, and may not be posted in the learning halls, break out rooms, patient care areas, elevators, in the stairwells or in public areas.

To submit information for display on the SoDM monitors, please see the Director of Student Services. The Director of Student Services will coordinate with the Director of External Affairs for posting on monitors.
Student Travel Policy and Procedures

The School of Dental Medicine (SoDM) establishes the following guidelines for Student Travel related to approval and reimbursement.

Pre-approval:
- All students must submit a SoDM Student Travel Request Form to the Director of Student Services at least 30 days prior to the travel date. The meeting/conference itinerary must be attached to this form.
- All students must have pre-approval to travel on behalf of the ECU SoDM from the Associate Dean for Student Affairs.
- All students must submit emails from any instructor(s), showing that their absence is excused for the day(s) missed.

Registration fee: The SoDM will cover the cost of registration fees for pre-approved travel on behalf of the student who is traveling. The amount of the registration must be included in the SoDM Student Travel Request Form, which must be submitted at least 30 days prior to the travel date.

Airline Ticket Purchasing:
- Students will be responsible for making flight arrangements and purchasing tickets.
- Students must provide evidence that the flight chosen is the least expensive option.
- If leaving from the Raleigh-Durham Airport (RDU), students must supply evidence that there is not a less expensive flight leaving from Pitt-Greenville Airport.

Travel Reimbursement: Students must turn in all applicable items from the Travel Reimbursement Checklist (see below) within 10 days of the completion of the trip. If deadlines are not met, reimbursements WILL NOT be processed.

Travel Reimbursement Checklist
1. Departure date and time and return date and time
2. Airline itinerary and original receipt
3. Original hotel bill including itemized statement, showing payment in full (-0- balance)
4. Meeting itinerary with dates, times and places
5. All original receipts for expenses claimed (e.g., taxis, parking). There is no direct reimbursement for food; please see below for information on daily meal per diem rates.

**Meals:** Students will be reimbursed a fixed amount for meals. Reimbursement rates for meals have been set by the ECU Travel Office (the amount differs for in-state and out-of-state travel) and can be found on the ECU Financial Services section of the ECU website at [http://www.ecu.edu/cs-admin/financial_serv/accountspayable/quickrates.cfm](http://www.ecu.edu/cs-admin/financial_serv/accountspayable/quickrates.cfm).

- ✴ Students cannot be reimbursed for food if the meal is provided at the conference/seminar.
- ✴ There can be no reimbursement for alcoholic beverages.

**Transportation:** Students will be reimbursed a fixed amount for mileage when using a personal vehicle to drive to and from a destination. Mileage rates have been set by the ECU Travel Office and can be found on the ECU Financial Services section of the ECU website at [http://www.ecu.edu/cs-admin/financial_serv/accountspayable/quickrates.cfm](http://www.ecu.edu/cs-admin/financial_serv/accountspayable/quickrates.cfm).

- ✴ If flying from RDU, students may be reimbursed for personal car use and reimbursed for the airport parking fee (must have receipt for parking). Rental car fees cannot be reimbursed.

**Photo and post-trip description:** Students traveling to a professional meeting/conference must be sure to take several pictures of the student(s) in proximity of the meeting/conference welcome sign and/or registration table. Students must also submit a brief description of the event and explain what they found beneficial about their experience. This information must be submitted along with the items described in the above Travel Reimbursement Checklist.

**Travel Insurance**
Students will not be reimbursed for travel insurance.
Adverse Weather and Emergency Events

The ECU School of Dental Medicine follows the University Adverse Weather and Emergency Event Policy ([http://www.ecu.edu/prr/06/45/02](http://www.ecu.edu/prr/06/45/02)) by following locale-specific conditions.

Condition 1 (Reduced Operations)

The University remains open, but certain non-mandatory operations may be reduced due to more limited staffing. Mandatory employees must report to and remain at work. All other employees have the option to report late, leave early, or not work at all; however, the employee is responsible for informing his/her supervisory chair in a timely manner of all decisions.

Condition 2 (Suspended Operations)

Due to significant and sustained emergency conditions, University facilities are closed; this can apply to the entirety of the university or one or more specific buildings based on the type of incident involved. All or only a limited number of mandatory employees may be directed to remain at or report to work under this condition. This is intended to assure an orderly shutdown of campus facilities and to sustain only the most critical campus utilities and services. All other employees, including those who are otherwise designated as mandatory but not needed for the particular event, are not permitted to report to or remain at work. To assure consistency across institutions, Condition 3 is reserved for use by the Chancellor and will only be declared when endorsed or advised by UNC General Administration.

The ECU SoDM Associate Dean for Clinical Affairs will activate the Adverse Weather and Emergency Operations mandatory employee team and coordinate the management of patient care for Ross Hall operations. Delayed or suspended operations at a CSLC will be based on local weather conditions. The ECU SoDM Assistant Dean for Extramural Clinical Operations, under the advisement of the site directors, will determine the Adverse Weather Condition and coordinate the management of patient care for the CSLCs.

Reduced or suspended operations at Ledyard E. Ross Hall and Hospital Dentistry will coincide with university operations in the Greenville, NC area.

If the University remains open, but cancels classes, faculty and staff are expected to report to work and adhere to the following criteria:

Faculty and staff will be expected to report for work.
Students involved in classroom and preclinical lab activities will have an excused absence.
Residents and students involved in patient care and clinical activities will be expected to attend clinics and see patients, even if the resident or student does not have a patient scheduled for the clinical session.

If the University delays opening or closes early due to adverse weather:

Faculty, staff and residents will be expected to arrive and begin preparations to see scheduled patients one hour prior to the designated opening time and remain beyond the designated closing time as needed. If the University designates that faculty and staff is delayed until 10AM, resident clinics will be open at 10AM and faculty, staff and residents should arrive at 9AM.

If starting times for Student Clinics are delayed due to adverse weather, the student clinics will open at the next full clinic session (a session is either a.m. or p.m.) For example, if student clinics are delayed beyond the normal starting time of a morning session, that clinic will be canceled and students will report for the afternoon session as scheduled.

Clinical faculty who are on call for SoDM clinics or Vidant Medical Center during a university designated adverse weather or emergency event will make a substantial and good faith effort to be accessible and able to report to and/or remain at the hospital for the duration of the event if necessary.