

# STUDENT AFFAIRS

## Campus Services, Requirements, and Resources

### Campus Police and Public Safety

The Campus Police and Public Safety's website (<http://www.ouhsc.edu/police/Home.aspx>) includes policies and procedures of interest to students regarding right to know, general safety, hazardous weather, and emergency services. Information regarding campus closing due to hazardous weather is announced on the OUHSC home page and is available at 405.271.6499 (OKC) and 918.660.3999 (Tulsa) and through the University's Emergency Communication System (ECS). The University of Oklahoma's Emergency Communication System (ECS) enables the University to send time-sensitive notifications about emergency situations to all students, faculty, staff, and identified campus affiliates. These urgent messages will be transmitted to all available voice service, e-mail and text messaging options. Students in clinical assignments are considered professionals-in-training and are learning the responsibilities of health care providers whose services are vital to patients, clinics and hospitals. Therefore, they too are responsible for meeting their obligations regardless of inclement weather unless relieved of these duties by their instructor/clinical supervisor.

OU police officers are invested with the same powers as sheriffs and municipal police officers. They have the same authority to enforce state laws, including making arrests when appropriate.

Officers are on duty 7 days a week, 24 hours a day. Phone number 405.271.4300, located at 934 NE 8th St. Emergency telephones are located in strategic areas in the parking lots. Aside from regular law enforcement duties, they are equipped with jumper cables, air tanks, and first aid kits. They are trained in CPR and First Aid.

Update your contact information for the Emergency Communications System at <http://www.ouhsc.edu/ecs/>

### Counseling Services

All students on the Health Science Center campus have access to a myriad of services offered through the Office of Student Affairs to include individual therapy, group therapy, student wellness, and TAO Connect. Dental and dental hygiene students enrolled on the OUHSC campus are assessed a Counseling Services Fee each semester, making them eligible for specific counseling services. Distance site students are now also included in the fees so they are offered counseling through telehealth. Services are available to all students at all sites. All services are strictly confidential and are at no additional cost to HSC students.

#### Counseling Services Provided

- Individual Counseling
- Group Therapy
- TAO Connect
- Academic Coaching (Study and Test-Taking Skills)
- Psychological Assessment (For a Fee)
- Educational Programs and Workshops
- Couples Counseling

#### Common Concerns Addressed Through Counseling Services

- Improving Study and Test-Taking Skills
- Problems with Drugs/Alcohol

- Reducing Test/Evaluation Anxiety
- Sexual Difficulties
- Difficulty Concentrating
- Harassment /Discrimination
- Depression
- Difficulty Sleeping
- Anxiety
- Perfectionism
- Stress Management
- Personal Growth
- Relationship Difficulties
- ADD Evaluations (for an extra charge)
- Suicidal Thoughts
- Difficulties Adjusting to New Culture/Customs

To schedule an appointment or for information regarding a workshop call (405) 271- 7336 or e-mail [counselors@ouhsc.edu](mailto:counselors@ouhsc.edu). They are located in the Student Union, Room 300.

For additional information visit: <https://students.ouhsc.edu/SCS> (<https://students.ouhsc.edu/SCS/>)

All services are strictly confidential and are at no additional cost to HSC students.

Hours of Operation:

Monday through Friday 8:00 a.m. to 5:00 p.m.

Mental Health Emergency Information:

If life-threatening situation occurs after business hours, call Campus Police at (405) 271- 4911 or 911.

### Disability Resource Center

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email, [drc@ou.edu](mailto:drc@ou.edu), or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability every semester. DRC staff will review the documentation and send e-mail to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within 15 University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the Disability Resource Center staff. During this appointment DRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and review policies/procedures. Information on policies and registration with DRC may be found on the DRC website at [www.ou.edu/drc](http://www.ou.edu/drc) (<http://www.ou.edu/drc/>)

## International Student Services

The Office of Admissions and Records provides assistance to international students at the point of application and continuing through their education. Advisors are available to assist students with all immigration-related issues.

All international students should bring their original immigration documents to check in with International Student Services as soon as they arrive on campus, and will not be allowed to enroll until they do so. International students are also required to have health, hospitalization, and repatriation insurance while at the Health Sciences Center.

For additional information visit: <https://students.ouhsc.edu/Student-Services/ISS> (<https://students.ouhsc.edu/Student-Services/ISS/>)

## Self Service

Students can login to <http://www.ouhsc.edu/selfserve.aspx> to view/accept/decline financial aid, update addresses, view e-bills, pay tuition, apply for graduation, request a transcript, access other student records, financial aid, and bursar functions.

You can request an official copy of your transcript be mailed to X address by logging into self-service where you view your unofficial transcript. You can also fill out a transcript request form (<https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Transcript%20Request%20Form%202019.pdf>) and email it to [admissions@ouhsc.edu](mailto:admissions@ouhsc.edu). If you need it sent electronically or via express mail, you will need to request it via the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/welcome/>) and there is a charge.

It is the student's responsibility to take care of outstanding balances before enrollment, otherwise a hold will prevent the student from being enrolled in a timely manner and may delay financial aid disbursement. This will also cause a delay in getting access to D2L and Canvas.

Students should have contact information updated at all times.

## Student Health Services

Comprehensive health services for all Health Sciences Center campus students are offered in the Family Medicine Center. Those services are usually provided by family physicians, including pediatric, medical and gynecological care. X-ray facilities are also available.

Each dental student and HSC dental hygiene student, at the time of enrollment for each semester, is charged a fee to defray the cost of these services, without regard to the number of hours he or she is enrolled. The health fee does not cover most labs, x-ray reading, and immunizations. Each student admitted to the University on the Health Sciences Center campus receives a health form that must be completed prior to enrollment. Student ID and insurance cards must be presented at each visit. Distance dental hygiene students are not assessed the Student Health Care fee and cannot access services through the Family Medicine Center.

All students enrolled in OUHSC programs must either

- Purchase the OUHSC Student Health Insurance Plan or
- Submit a waiver to show alternative coverage via the Student Health Insurance waiver program each semester of enrollment.

The University Health Club is available for enrolled students to guide them to achieve optimal health, improve physical and mental

performance, and enhance their lifestyles. They are located at the Harold Hamm Diabetes Center building or you can visit The University Research Park location which offers 24/7 access.

For additional information visit: <https://students.ouhsc.edu/HRS> (<https://students.ouhsc.edu/HRS/>)

## Veteran Student Services

Veterans who are eligible to receive benefits through the Department of Veteran's Affairs (VA) are also advised through the Office of Admissions and Records located in the Library room 121. Veterans must have their enrollment status certified by the advisors each semester in order to receive payment from the VA. Students should contact the advisors upon arrival on campus in order to ensure that the correct paperwork is completed so that the enrollment may be certified and payments made by the VA as soon as possible.

For additional information visit: <https://students.ouhsc.edu/Student-Services/VMA> (<https://students.ouhsc.edu/Student-Services/VMA/>)

## Release of Student Information

The Office of Admissions and Records provides annual notice of the Family Educational Rights and Privacy Act (FERPA) rights afforded to current students with respect to their educational records. FERPA permits the release of "directory information" about students without the student's written consent. Directory information routinely appears in student directories and alumni publications and may be freely released. Upon written request, students may opt to withhold the routine disclosure of their directory information, in which case, such information will be treated as confidential and released only with the student's written consent, or as permitted, or required by law.

Directory information includes: Student's name, home and permanent address, e-mail address, telephone/cell number, major field of study, class year, enrollment status, anticipated degree date, participation in officially recognized University activities, degree and awards received, and most recent previous educational institution attended.

Students should be advised that by withholding directory information, University officials are prohibited from disclosing any form of information without the student's consent. This means that inquiries about the status of students, who apply for an auto loan, good student discount, apartment lease, employment verification, enrollment verification, loan deferments, etc., will not be verified by University officials unless accompanied by a written release from the student.

For further information, please refer to Section 3.8.10 - Release of Student Information and Access to Student Records in the OUHSC Student Handbook.

## Family Education Rights and Privacy Act

Information maintained by the University of Oklahoma about students is covered under the Family Educational Rights and Privacy Act (FERPA). FERPA is defined as either directory or confidential. The College of Dentistry follows the FERPA policy maintained by the OUHSC Office of Admissions and Records.

For additional information visit: <https://admissions.ouhsc.edu/FERPA> (<https://admissions.ouhsc.edu/FERPA/>)

## Letters of Standing, Rank, Recommendations, or Transcripts

To request a letter of good standing or know your class rank, please email the Student Affairs Staff in the College of Dentistry.

To verify enrollment or degree attainment, submit an Enrollment Verification Form to the Office of Admissions and Records. Transcript Requests are also done by the Office of Admissions and Records. You can request an official copy of your transcript be mailed to X address by logging into self-service where you view your unofficial transcript. You can also fill out a transcript request form (<https://admissions.ouhsc.edu/Portals/1047/assets/documents/Forms/Transcript%20Request%20Form%202019.pdf>) and email it to [admissions@ouhsc.edu](mailto:admissions@ouhsc.edu). If you need it sent electronically or via express mail, you will need to request it via the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/welcome/>) and there is a charge.

To request a letter of recommendation, submit a completed Consent of Authorization form to the Dean of Student Affairs in the Dean's Office for recordkeeping.

All forms can be found on the Admissions and Records Office website:

<https://admissions.ouhsc.edu/Current-Students/Forms> (<https://admissions.ouhsc.edu/Current-Students/Forms/>)

## Student Awards, Honors, and Scholarships

The College of Dentistry is fortunate to have a great variety of scholarship opportunities available to students. Award amounts may vary from several hundred to several thousand dollars per semester, depending upon the specific award. There are typically about 70 students who receive scholarships totaling approximately \$300,000.

Applicants must have the FAFSA on file for the upcoming academic term prior to submitting an application for OU College of Dentistry scholarships. Applicants must also be in good academic standing. When applying for OU College of Dentistry scholarships, applicants will be required to submit responses to a few short-answer questions. Some scholarships may prompt applicants to submit supplemental material to be considered.

Criteria for each scholarship is dependent on each foundation account and they are allocated per year or per semester dependent on the amount. Students can find the application on Self-Service during the spring term. Refer to the scholarship link on the OUCOD website for more information.

### Dean's Award of Academic Excellence

Presented for attaining the highest academic standing during the prescribed years of study at the University of Oklahoma College of Dentistry.

### Distinction

#### Dental Student Distinction

Distinction recognition is given to fourth year students. No student who has been subject to disciplinary action will be granted a degree with distinction, special distinction or outstanding distinction.

Outstanding distinction: Awarded to the number one student in the graduating class. Depending on the differential of cumulative GPA, there may be two students who receive this distinction.

Special Distinction: Awarded to the top 5% of the class.

Distinction: Awarded to the remaining 15% of the class.

### Dental Hygiene Student Distinction

Distinction recognition is given to second year students. No student who has been subject to disciplinary action will be granted a degree with distinction or special distinction.

Special Distinction: Awarded to the top 5% of the class.

Distinction: Awarded to the remaining 10% of the class.

## Departmental and Divisional Awards

There are several awards given out by Department, Division, or National Groups. The criteria is based upon performance in each of those specific courses of that Department or Division.

The awards are typically presented at the Senior Awards Ceremony prior to graduation or at the ODA Annual Meeting.

## Omicron Kappa Upsilon

Omicron Kappa Upsilon is a national dental honorary society founded in 1914. It recognizes graduates exhibiting achievements in scholarship, exemplary traits of strong character, and professional potential. Members receive a stole representing the society for graduation.

## Sigma Phi Alpha National Dental Hygiene Honor Society

Sigma Phi Alpha is a national dental hygiene honorary society founded in 1958. Membership is based upon scholarship, leadership, character, and service to the profession. Members receive a certificate and a pin representing the society for graduation.

## Attendance

College of Dentistry students pursuing the Doctor of Dental Surgery degree are aspiring to a profession in which full participation in the learning environment is an essential component of lifelong learning and aligns with accreditation and licensing standards. Professional development dictates that students are expected to make their education program their highest priority. Attendance and participation are expected in all educational activities, and are required for all other sessions specified by the Course Directors.

Definitions: an absence is any instance when a student is not physically present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience.

A limited number of reasons justify being absent. These include, but are not limited to:

1. An illness, personal emergency, or family tragedy.
2. Presentation or representation in a leadership capacity at regional or national professional meetings.
3. Residency Interviews. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled activities.
4. Access to health services and counseling. Students may be excused to attend necessary health care and counseling appointments.

Students are strongly encouraged to make all such appointments during non-required activities like independent study time.

5. Jury Duty.
6. Other reasons for an excused absence will be considered on a case-by-case basis.

## Policy

1. Attendance is expected for all class and clinic activities, unless specifically advised otherwise by the course/clinic director.
2. Students are expected to arrive on time for all class and clinic activities.
3. Requests for excused absences that are anticipated must be made in writing to the Course/Clinic Director for the courses and/or clinics to be missed.
4. Unanticipated absences (i.e. illness, injury, etc...) are to be reported to the Office of Student Affairs as soon as possible. If patient care is to be delivered that day, then the clinic course director and/or GPD, and the student's assigned PSC is to be notified.

## Dental Hygiene Student Procedure for Reporting Absences

### Didactic Absences

1. Attendance is mandatory for didactic courses unless specifically advised otherwise by the Course Director. Each unexcused absence for didactic courses will result in a 2-point deduction from the final course grade.

### Clinic Tardiness/Absences

**Attendance in all clinic and rotation sessions are mandatory.**

1. Students are required to arrive on time for all clinic activities. Late clinic arrival (<10 minutes) will result in an N in Professionalism-Punctual on the Clinic Evaluation Form according to the DH I and DH II Clinical Evaluation Rubric. Mandatory clinic arrival times are located in the Dental Hygiene Reference Documents. **Students will be counted as absent (unexcused) if they are more than 10 minutes late for the clinic or rotation.**
2. If a student leaves without permission s/he will be counted as absent (unexcused).
3. Failure to attend a clinic or rotation session without notifying the proper faculty will result in an unexcused absence.

**In the event of an unexcused absence the student will receive a 10 point grade deduction from their overall clinic grade.**

### Reporting Absences

Requests for excused absences that are anticipated must be made in writing to:

- The Course / Clinic Director for the courses and/or clinics to be missed
- The Dental Hygiene Program Director
- Site Coordinator

Unanticipated absences (i.e. illness, injury, etc...) are to be reported prior to the scheduled class or clinic session on the date the absence occurs. Unanticipated absences are to be reported to:

- The individual Course / Clinic Director
- The Dental Hygiene Program Director
- Site Coordinator

- If patient care is to be delivered that day, then it is your responsibility to notify the patient if that is your specific site's policy.

For all absences related to illness, students must provide a doctor's note that includes date and time of service (that matches date of absence) and diagnosis.

## Leave of Absence

Leave of Absence (LOA) is defined as time away from the college for greater than one week during normal semester hours. Leaves of absence must be requested in writing, and will be granted or denied by the Dean in consultation with the appropriate administrative deans.

1. In situations of extraordinary personal/family problems or illness, students may request a leave of absence (LOA). Academic difficulty in itself is not a sufficient reason to request an LOA. Lengthy absences for less compelling reasons usually are not approved because of the adverse effects of a hiatus on the systematically integrated medical curriculum.
2. LOAs that are requested for personal/family problems or illness may be granted for up to one year and require review and approval by the Dean of Student Affairs. All requests must be made through the LOA form (<https://admissions.ouhsc.edu/Portals/1047/assets/StudentLeaveRequest2016.pdf>).
3. Students who are granted an LOA for health concerns will be required to submit a letter from a medical or mental health provider before re-enrolling.
4. Students who are on an LOA are not enrolled in the College of Dentistry. Any dental assisting or dental volunteering activity must be in compliance with the Rules and Regulations of the Oklahoma State Board of Dentistry.
5. Health and disability insurance coverage may be affected while on leave.
6. Students on a LOA cannot receive financial aid.
7. Students on a LOA are subject to adhering to all University and College compliance requirements, to include, but not limited to urine drug screen, national criminal background check, etc.

## Religious Holiday Observance

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/ or required clinical, lab, or class work that may fall on religious holidays.

## Volunteer/MissionTrip/External Externships/Etc.

The College of Dentistry recognizes the need to develop its students as active and engaged members of the profession. Organizations such as ASDA and ADEA are instrumental in developing attitudes regarding the nature of our profession in society. As such, students are encouraged to participate in the several formal local, state, and national organizations.

However, students must also recognize that their primary focus while enrolled is their own professional development. Participation in extracurricular organizations, especially at officer level, is often time consuming and inherently competes with the time available for their own



basic professional education. The College cannot allow extracurricular involvement to compromise the integrity of the student's professional growth and their inherent role in direct patient care.

Students holding leadership positions in recognized student professional organizations must be deemed to be making satisfactory academic and clinical progress in all areas of their scholastic and clinical activities. Those who do not show satisfactory progression will not be allowed to attend conferences at the expense of the College, nor will they be allowed excused absences to attend. In general, students enrolled in coursework involving preclinical activity must have the permission of the course director as well as the Deans Office in writing prior to making any plans to attend conferences.

It must be understood that the educational programs here at the college are graduate professional programs and the emphasis of learning and attending all courses both clinical and pre-clinical programs are of the highest priority for entering into the profession of dentistry. This priority will always be considered as paramount for consideration of any student to attend such events.

The following policy became effective June 1, 2017 for any and all students requesting to attend any elective external events/conferences. This policy is specific for any student requesting absence from any lecture, classroom, didactic, pre-clinical, or clinical session where attendance is required for the dental or hygiene educational program at the University of Oklahoma College of Dentistry.

Any student that is requesting to attend such events:

1. Be currently and maintain rank in the top 75% of their current class.
2. Currently have at least a 3.00 GPA grade average.
3. Must have written approval from all specific course directors
4. Must have all clinical requirements at minimum level projected for on-time graduation and/or direct approval from clinical course director.
5. Must not have any Professional Concerns Reports or Skills Development Reports on record for the current or preceding semester at the time of the days requested for absence; further any student receiving a Professional Concerns Report or Skills Development Reports will be ineligible for any such request during the current academic year.

All of these items will be monitored by the administration up to the point of the specific days requested to be absent and any student that does not meet any of the five criteria listed above, will have this privilege revoked immediately. Any student with this request revoked due to violation of the criteria of the policy may apply for a subsequent event(s) after approval from the Dean of Student Affairs.

Please fill out travel form below:

Student Travel Form (<https://dentistry.ouhsc.edu/Portals/1328/assets/Documents/Current%20Students/Student%20Travel%20Form%201.docx?ver=2022-11-03-114925-133>)

### Volunteering for Dental Events

1. All events at which students are invited to provide clinical service must be approved by the Administration of the College of Dentistry.
2. Students are not permitted to provide any form of direct care to patients, at any event or location, except under the direct supervision of approved College faculty.

3. Failure to comply with this policy will be ground for disciplinary action, including the possibility of dismissal from the College of Dentistry.

## Tuition and Fees

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. The Academic Calendar can be accessed online at:

<https://admissions.ouhsc.edu/> (<https://admissions.ouhsc.edu/Academic-Calendar/>)

Questions about tuition and fee payment should be directed to the Bursar. Estimated cost of tuition and fees can be found here (<https://financialservices.ouhsc.edu/Departments/Student-Financial-Aid/OUHSC-Estimated-Costs/Costs/>).

## Student Life

Participation in a student organization gives students opportunities to expand and enhance their overall educational experience, improve social life, gain self confidence, acquire leadership skills, and learn how to function as a member of a group or a team. Students should explore the various student organizations offered and become actively involved.

College of Dentistry Organizations include:

- Albert F. Staples Society (<https://dentistry.ouhsc.edu/ProspectiveStudents/StaplesSociety.aspx>)
- American Student Dental Association (ASDA) (<https://dentistry.ouhsc.edu/ProspectiveStudents/ASDA.aspx>)
- Diversity Council (<https://dentistry.ouhsc.edu/Prospective-Students/Diversity-Council/>)
- Oklahoma Association of Women Dentists (OAWD) (<https://dentistry.ouhsc.edu/ProspectiveStudents/OAWD.aspx>)
- Rural Dentistry Interest Group (RDIG) (<https://dentistry.ouhsc.edu/Prospective-Students/RDIG/>)
- Student American Dental Hygiene Association (SADHA) (<https://dentistry.ouhsc.edu/Prospective-Students/SADHA/>)
- Student Research Group-Oklahoma Chapter (SRG) (<https://dentistry.ouhsc.edu/ProspectiveStudents/SRG.aspx>)
- Student Council (<https://dentistry.ouhsc.edu/ProspectiveStudents/STUCO.aspx>)
- Student Professionalism and Ethics Association (SPEA) (<https://dentistry.ouhsc.edu/ProspectiveStudents/SPEA.aspx>)

Find more information under organizations on the COD website.

## Professional Conduct at Events

Students who are sponsored by or participate in any events hosted or recognized by the College of Dentistry or OUHSC are expected to remember their obligation as students and as developing professionals. Academic standing and satisfactory progress are critical factors and can be deciding factors when allowing students to participate in official extracurricular activities. Whether on campus or off, students will be held to the Student Professionalism Code of Conduct when attending such meetings.

## Involvement of the Faculty Advisor

1. Faculty sponsors must be informed of all organization activities. Faculty sponsors should be invited to, and if possible attend in all

meetings of the organization's officers, and certainly its general membership meetings.

2. Officers contacted by professional organizations outside of the College of Dentistry (i.e. ODA, ASDA, OAWD, etc...) are to contact their faculty advisor prior to making any plans or commitments with said organization.

## Scheduling of Events

1. Insure that space is available. Events requiring space within the college should be scheduled a minimum of 30 days in advance.
2. Complete the Event form, available under Student Organizations on the COD Website. The form must be completed in its entirety, including the faculty advisor's signature, before any room will be reserved.

## Consequences

Failing to follow the above procedures may result in the following sanctions being enforced against the organization:

1. Loss of funding
2. Inability to schedule events
3. Administrative removal of organization officer(s)

## Travel

Any student or representative of a student organization wanting to attend professional conferences must receive prior approval to making any plans and complete the requisite travel paperwork. (See Policy 3.4.3 **Extracurricular Participation** regarding participation). In general students **will not** receive approval to attend these conferences unless:

1. The conference must provide a scientifically sound, unique learning opportunity that is not currently being provided at the College of Dentistry. "Scientifically sound" will be determined by the College, not the student or the continuing education course director.
2. Additional special permission must be received from the Dean of Student Affairs, Academic Affairs, and the Dean of Clinic Affairs if applicable.

The above policy should not be construed as to deny students the opportunity to attend a continuing education programs at times other than usual college hours. However, the College will not sponsor a student for travel excepting conditions #1 and #2 have been met, as well as the terms of Policy 3.4.3.

Students must fill out the student travel form Student Travel Form (<https://dentistry.ouhsc.edu/Portals/1328/assets/Documents/Current%20Students/Manuals/Student%20Travel%20Form.pdf>) found on the COD Website.

## Tutoring Services

Tutoring services are available through the Office of Student Affairs and sponsored by the J. Dean Robertson Foundation. At risk students can request a tutor through the Director of Student Services or tutoring can be requested through the course director. Students will be paired up with an upperclassmen to help navigate course content and tips on how to study at no cost to them.

Throughout the curriculum, students who receive a failing or marginal grade on assessments will meet with the Dean of Academic Affairs. These meetings will identify specific academic difficulty of each student and to institute appropriate remedial activities.

The Dean of Academic Affairs will continue to follow the academic progress of all students throughout each semester by monitoring the student's examination performance. Particular attention will be paid to those students on probation. All students are encouraged to meet with appropriate individuals e.g. faculty, counselor or learning specialists to discuss any difficulties they are having in dental school.

Written progress notes for counseling sessions will be generated and included in each student's file.

Student academic progress will be periodically reviewed.

A student in need of special accommodations for examinations will be required to schedule an appointment to meet with the Disability Resource Center Director. The Director of the Disability Resource Center will notify the College directly if special accommodations need to be arranged for the student. Refer to the HSC student handbook.

Academic counseling in a particular course is provided by the course director. If a student is having difficulty in multiple courses, academic counseling is provided by the Dean of Student Affairs.