UNIVERSITY *of* PIKEVILLE
TANNER COLLEGE *of* DENTAL MEDICINE



UNIVERSITY OF PIKEVILLE
TANNER COLLEGE OF DENTAL MEDICINE
Student Handbook | 2026-2027

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ACADEMIC CALENDAR
2026-2027

Summer 2026	
June 1 - June 5, 2026	Orientation
June 8, 2026	Summer Semester Begins
June 19, 2026	Juneteenth Observance (No Class)
July 3, 2026	Independence Day Observance (No Class)
August 14, 2026	White Coat Ceremony
September 4, 2026	Summer Semester Ends
Fall 2026	
September 7, 2026	Labor Day (No Class)
September 8, 2026	Fall Semester Begins
November 26 - 27, 2026	Thanksgiving (No Class)
December 18, 2026	Fall Semester Ends
Spring 2027	
January 4, 2027	Spring Semester Begins
January 18, 2027	Martin Luther King Jr. Day (No Class)
March 15 - March 19, 2027	Spring Break (No Class)
May 24, 2027	Memorial Day (No Class)
May 28, 2027	Spring Semester Ends
May 31 - June 4, 2027	Summer Break

INTRODUCTION

This Student Handbook is intended to provide dental students with general information relevant to their dental education at the University of Pikeville-Tanner College of Dental Medicine (TCDM)**.** All TCDM students are expected to become familiar with the requirements of the academic program and the policies governing student academic performance and conduct.

TCDM students work closely with advisors, administrators, faculty, and staff throughout their educational experience. However, each student is ultimately responsible for understanding the policies and requirements that govern the dentalx education program. Students are also responsible for remaining informed of any changes to TCDM policies, procedures, or program requirements.

In addition, each student is responsible for fulfilling all academic, professional, and financial obligations required by TCDM. Successful completion of these responsibilities is necessary to earn the Doctor of Dental Medicine (DMD) degree. TCDM students should note that they are also subject to University of Pikeville policies and procedures including the **Code of Conduct.**

Further, the principles and practices of dental professionalism are embedded throughout the curriculum, student programs, and policies at TCDM to guide and facilitate the professional development of TCDM students as future dentists. Any questions concerning TCDM programs and policies should be directed to the TCDM Office of Student Affairs.

It also must be recognized that, as circumstances dictate, TCDM reserves the right to make any changes to its programs, courses, schedules, policies, requirements, and the content of this document with or without advance notice. New policies or modifications to existing guidelines must be approved by the TCDM Dean. Students will be notified of any changes in a timely manner via university email.

Mission Statement

At the University of Pikeville Tanner College of Dental Medicine, our mission is to educate dental professionals to address the oral health needs of Central Appalachia and beyond through contemporary dental education, interprofessional, patient-centered care focusing on underserved populations, innovative public health research and service to our community. (Educate - Innovate - Serve)

Ethical Values Statement

A graduate is expected to embody and demonstrate:

- A commitment to lifelong learning and provision of the highest standard of care.
- The ability to incorporate ethical principles into decisions affecting patient care and the practice of dentistry.
- A respect for other health care professionals and a commitment to willingly collaborate with colleagues in healthcare and research to optimize current and future patient care delivery.
- The ability to formulate reasonable and informed decisions that are consistent with the interests and needs of the patient and broader community.
- An understanding and application of professional ethics in the practice of dentistry to always keep the patient's welfare foremost.
- Professionalism, by demonstrating honesty and integrity in all interactions with patients and their families, colleagues, and others with whom the dentist must engage in their professional life.

- A respect for the dignity of every patient and a commitment to empathetic and confidential care.
- A commitment to be actively involved in the dental profession and service to the community.
- A commitment to provide care to patients with financial constraints and to act as an advocate for underserved populations.
- A commitment to embrace the needs of Appalachia and rural America beyond oral health needs to include their general health and well-being.
- A commitment to abide by federal and state laws and regulations, including the Dental Practice Act of Kentucky.

TCDM Administration

Name	Title
Dr. Jill Keaton	Dean of the Tanner College of Dental Medicine
Dr. EJ Newness	Associate Dean for Clinical Affairs
Dr. Sheila Brear	Associate Dean for Academic Affairs
Dr. Ayesha Fahim	Associate Dean for Research
Dr. Karen Pruett	Director of Student Affairs and Academic Excellence

Interpretation and Revision

Any question of interpretation or application of the Student Handbook shall be referred to TCDM Student Affairs. Neither this handbook nor anything in it is meant to be a contract between the University and its students. The University reserves the right to edit the Student Handbook at any time; any such revisions will be posted to and noted in this online version of the Student Handbook. When revisions require immediate changes to policy and/or procedures, students will receive written notification of such changes via university email.

INSTITUTIONAL INFORMATION

Notice of Nondiscrimination

The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring or the admission of students.

The following person has been designated to handle inquiries regarding non-discrimination policies under Title IX, including but not limited to incidents of sexual misconduct as defined by the University's Sexual Misconduct Policy.

Bethany Kingery, JD
Executive Director of Compliance and Legal Affairs
Title IX Coordinator
University of Pikeville
147 Sycamore St., Pikeville, KY 41501

bethkingery@upike.edu
(606) 218-5344

The following person is designated to handle inquiries regarding other nondiscrimination policies:

Lindsey Wertz
Associate Vice President of Operations and Human Resources
University of Pikeville
147 Sycamore St. 2025 - 41501
lindseywertz@upike.edu
(606) 218-5942

If either individual is unavailable, inquiries concerning any nondiscrimination policy may be directed to the other individual.

UPIKE Accreditation Statement

The University of Pikeville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. Questions about the accreditation of the University of Pikeville may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).The following link outlines the University Accreditation: **https://www.upike.edu/about/accreditation-and-disclosures/**

Accreditation Statements

The University of Pikeville Tanner College of Dental Medicine is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of "initial accreditation". The Commission on Dental Accreditation (CODA) is an independent organization but tied to the American Dental Association (ADA). CODA is recognized by the United States Department of Education to accredit dental schools both within and outside the United States to American standards. CODA may be contacted at 401 North Michigan Ave., Suite 3300, Chicago, Illinois 60611-4250 [1], 800.621.8099, 312.440.4653, or **https://www.ada.org/en/coda.**

FERPA Statement

The University of Pikeville's Family Educational Rights and Privacy Act of 1974 (FERPA) Statement can be found at **UPIKE-FERPA-POLICY_Update_2024.pdf**

University Leadership

The following website outlines the administrative leadership for the University of Pikeville:

http://www.upike.edu/About/executivestaff

FINANCIAL AID & TUITION

Financial aid counseling and assistance are provided through the University of Pikeville Office of Financial Aid. While the Office of Financial Aid assists students in identifying and securing funding for their education, each student is ultimately responsible for meeting all financial obligations associated with enrollment, including submitting required documentation, maintaining eligibility for financial aid programs, and completing all application requirements.

Students seeking federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) and any additional documentation required by the Office of Financial Aid. Financial aid eligibility, borrowing limits, and disbursements are subject to applicable federal regulations, institutional policies, and the TCDM cost of attendance.

According to the American Dental Association, the average dental school graduate is approximately $300,000 in debt by the time they graduate from a college of dentistry. TCDM encourages students to borrow responsibly and to manage educational expenses prudently. Financial aid counseling, debt management resources, and individualized assistance are available through the Office of Financial Aid throughout a student's enrollment.

Students will receive information regarding financial aid requirements, deadlines, and updates through their university email account and other official university communication channels. For additional information regarding Financial Aid and Tuition please refer to the TCDM Academic Catalog or contact the UPIKE Office of Financial Aid.

Tuition and Fees

TCDM tuition is billed per semester, and payment is due at the time of invoicing unless special payment arrangements have been made with the University of Pikeville Business Office. Tuition payments for students with financial aid are processed by the University of Pikeville Business Office. Tuition is subject to change annually. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to current as well as future students.

Tuition Refunds

A request for a tuition fee refund requires written notification to the TCDM Office of Student Affairs. This request must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from TCDM. The tuition fee refund shall be prorated as follows:

- 100 percent during the first week of an academic semester;
- 75 percent during the second week of an academic semester;
- 50 percent during the third week of an academic semester; and
- 25 percent during the fourth week of an academic semester.

No part of the tuition fee will be refunded to a student who withdraws for any reason after the fourth week of the beginning of an academic semester.

No course, clerkship, or rotation will be credited toward promotion, graduation, or subsequent credit if a student has not paid the required tuition and fees, including any additional tuition incurred by repeating any portion of the regular program.

The Board of Trustees of the University of Pikeville reserves the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of TCDM, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed advisable. All inquiries concerning the above policies and all requests for refunds should be directed to the University of Pikeville Business Office and TCDM Office of Student Affairs

Scholarships and Grants

Scholarships and grants generally do not have to be repaid and are awarded based on academic performance, financial need, and/or other criteria specifically outlined. Contract scholarships normally require a service commitment after graduation for a specific number of years. Please note that if a student signs a service commitment scholarship while enrolled, the student may not be eligible to participate in certain state or federal loan-repayment programs after graduation. To be eligible to participate in most loan repayment programs, prior commitments must be fulfilled by service or repayment plan.

External Scholarships may be made available to TCDM students based on qualifying factors. The Scholarship and Awards Committee, in conjunction with the TCDM Office of Student Affairs, coordinates outside scholarship opportunities. Additionally, there are several comprehensive scholarship databases that provide access to private, local, and national scholarships, fellowships, and grants.

Military Health Professions Scholarship Program (HPSP)

The United States Armed Forces may offer competitive scholarships for full tuition, applicable fees, and a monthly stipend through the Air Force, Army, and Navy. Health Professions Scholarship Program (HPSP) recipients are commissioned as officers upon graduation and may be required to serve for a specific period of time, as determined by the United States Armed Forces. Applications and additional information are available online and directly from Army, Navy, and Air Force recruitment officers.

Loans

The primary loan sources for dental students are the federal Stafford loan programs. These programs have maximum borrowing amounts, based on criteria defined by the U.S. Department of Education, the TCDM standardized student budget, and the student's level of federal loan indebtedness. The Unsubsidized Stafford Loan accrues interest from the disbursement date. Borrowers should consider the repayment implications and avoid excessive borrowing. TCDM has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will

receive counseling annually while in school about the nature of his or her debt and the projected payment schedule.

Borrowing money from these programs is a privilege, not a right; regulations controlling these programs change periodically. Student loans are only to be used for approved education-related expenses and personal living expenses.

Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. TCDM encourages students to borrow responsibly, budget prudently, and limit living costs. If a student's loan goes into default, the University, the lender, the state, and the federal government can all take action to recover the money. The federal government can deny a school's participation in student loan programs if the school's default rate is too high. Further, the University will withhold release of student records of any individual who is in arrears or in default under any loan or loan program, where such arrears or default adversely affects the University in any way.

Federal Loan Eligibility Requirement - Satisfactory Academic Progress (SAP)

TCDM complies with the Federal requirement that all students who receive financial assistance from Title IV and Title VII funds must maintain satisfactory academic progress toward attainment of the degree of Doctor of Dental Medicine (DMD).

For TCDM students, the maximum time frame for financial aid eligibility is six years. A TCDM student may need additional time to complete the curriculum due to academic or personal situations, fellowships, or other circumstances. The Financial Aid Office monitors student academic progress using information from the TCDM Committee on Academic Progress (CAPS) and TCDM Student Affairs. The Financial Aid Office will notify students who are ineligible for continued assistance and will provide them with information regarding their repayment status. Students who exceed the six-year maximum time frame may consult the Financial Aid Office for other funding options.

TCDM Advantage

It is important to TCDM that every student has access to the same educational opportunities and tools for success, regardless of their financial background. To achieve this goal, TCDM provides entering students with an iPad, digital textbooks, scrubs, a white coat, the first attempt at the Integrated National Board Dental Examination (INBDE), and loupes. If a student is dismissed or withdraws from the program, the student is required to return all items provided as part of the TCDM Advantage to the TCDM Office of Student Affairs. Upon termination of student status, all memberships included in the TCDM Advantage shall be inactivated.

STUDENT ORGANIZATIONS & ACTIVITIES GUIDELINES

Student Government Association (SGA)

The TCDM Student Government Association (SGA) is the official voice for all TCDM students. The TCDM Office of Student Affairs advises the SGA and serves as its administrative liaison. The SGA is responsible for fostering student professionalism through the TCDM Student Honor Code, acting as liaison for the student body, promoting dental medicine, supporting club and classroom activities, and working to improve the quality of life for all TCDM students. The TCDM Student Government Association Executive Board is composed of the following members: President, Vice-President, Secretary, Treasurer, one Senator from each class, the Mental Health Chair, and the Diversity Chair.

Course Liaisons

First- and second-year students shall select a representative for each course during their academic year. Each course liaison is responsible for representing student concerns regarding academic and clinical matters in each course with the Associate Dean of Academic Affairs or the Associate Dean of Clinical Affairs.

Student Clubs and Organizations

TCDM promotes an environment in which students can engage academically, professionally, and socially through student-led clubs and organizations to promote learning, growth, and development. All TCDM clubs and organizations must be open to all TCDM students. Student clubs and organizations are supported by the TCDM SGA and the Office of Student Affairs.

Each club or organization is required to have a minimum of a President, Vice President and Treasurer and must register with the TCDM SGA and the TCDM Office of Student Affairs each academic year. Recognized clubs and organizations that are in good standing with the TCDM SGA and TCDM Office of Student Affairs may be eligible to receive funding, reserve space on campus, and host events. However, no club or organization is authorized to maintain an external checking account. All TCDM student organizations' funds are managed by the TCDM Office of Student Affairs Student clubs and organizations are required to follow all relevant TCDM and institutional policies and procedures to remain in good standing.

Donations, Sponsorships & Solicitation

No student or student organization may solicit donations or sponsorships from any individual, company, organization, or industry. All student requests for donations or sponsorships must be submitted to and approved by the TCDM Office of Student Affairs and the University of Pikeville Office of Advancement.

Travel to Approved National Conferences

Students on academic warning/probation or disciplinary probation may not travel to professional association meetings, conferences, or represent TCDM in any professional association until such time as they are off warning or probationary status.

Further, students that attend approved national conferences must attend at least 10 hours of meetings, lectures, and/or conference learning opportunities. Documentation of said attendance must be submitted to the Director of Student Affairs and Academic Excellence within one week of returning to campus.

International Travel

Students wishing to travel internationally for academic or professional development reasons should notify the Office of Student Affairs in advance. For safety and security reasons, students cannot travel to countries or areas with a Level 3 or Level 4 Travel Advisory from the U.S. State Department.

Event Planning Process

All student organization events, including but not limited to recurring and special meetings, social activities, professional development, guest speakers, dinners, formal events, and seminars, must be scheduled and approved by completing the event planning form in the TCDM Student Affairs Office. This applies to events held on or off campus as well as online. Recurring meetings should be scheduled at least two weeks ahead of the desired time and special activities and events that require a reservation of venue, catering and/or additional set-up must be booked no later than 30 days in advance. Organizations should schedule large-scale events annually, when possible, by communicating with the TCDM Student Affairs Office. Additionally, all guest lists and invitations to events must be approved by the TCDM Student Affairs Office prior to sending.

All club and organization fundraisers, whether on or off campus, must be approved at least two weeks in advance by the TCDM Office of Student Affairs. Students may not use personal cash applications (Venmo, PayPal, etc.) to conduct organizational business, however, student organizations may work with the TCDM Office of Student Affairs and the Office of Advancement to create online payment options that accept credit card and cash application purchases.

Use of Logos/Branding

The university logo is the cornerstone of UPIKE's visual identity. Another level of logos under the primary university logo are individual college logos, such as the Kentucky College of Optometry, the Kentucky College of Osteopathic Medicine, and the Tanner College of Dental Medicine, which brand each college within the university. The logos can be used in place of the main university logo on promotional materials, provided they are used correctly. Additional university marks, such as the TCDM or university seal or patch, are not to be used without approval from UPIKE Public Affairs. These marks have specific usage criteria and guidelines.

Approved logo usage is outlined in the university's official brand guidelines. Student organizations should work directly with the UPIKE MarComm team when using any official marks or logos. For questions, email **PR@upike.edu**.

Mail for Student Organizations

Official student organizations may receive mail at UPIKE's address. Mail is to be addressed to the UPIKE TCDM Office of Student Affairs to the attention of the student organization. See the example below:

Tanner College of Dental Medicine
Office of Student Affairs
c/o STUDENT ORGANIZATION NAME
147 Sycamore Street
Pikeville, KY 41501

Use of University Facilities

Student organizations are permitted to use TCDM facilities on a pre-arranged basis, provided that these arrangements do not conflict with other scheduled TCDM activities or established policies.

Volunteer Service Activities

TCDM encourages students to participate in volunteer and community service activities that support professional development and service to others. Students are expected to schedule such activities outside of required classes, laboratories, clinical assignments, and other educational obligations whenever possible.

In limited circumstances, participation in a volunteer or service activity may warrant consideration for an excused absence. Requests must be submitted to the Office of Student Affairs using the appropriate absence request process at least five (5) business days in advance of the activity and are subject to review and approval. Approval is not guaranteed and will be based on the nature of the activity and the student's academic and clinical responsibilities.

SPECIAL EVENTS

New Student Orientation

New Student Orientation is held prior to the start of the academic year for each entering dental class. Orientation provides students with important information regarding academic and clinical expectations, university policies, student resources, technology systems, and support services. It also offers an opportunity for students to meet faculty, staff, and classmates and to prepare for a successful transition into the dental curriculum.

White Coat Ceremony

The White Coat Ceremony marks the formal entry of students into the dental profession and emphasizes the values of professionalism, ethical conduct, service, and patient-centered care. During the ceremony, students are presented with their white coats and welcomed by college leadership, faculty, and members of the dental community. The ceremony serves as an important milestone in the students' professional development and their commitment to the responsibilities of the profession. Family and friends are invited to attend.

Commencement

Commencement is the official ceremony at which degrees are conferred upon students who have successfully completed all requirements for graduation. The ceremony recognizes the academic accomplishments of graduates and marks their transition into the dental profession. Family members, friends, faculty, staff, and alumni are invited to attend.

TCDM STUDENT AFFAIRS & ACADEMIC EXCELLENCE

The TCDM Student Affairs & Academic Excellence oversees student issues, services, policies, assists the administration in interpreting student needs and concerns, advocates on students' behalf, and manages a variety of student activities that include the TCDM Student Government Association and student clubs. The TCDM Office of Student Affairs & Academic Excellence is located in the TCDM Administration Building.

Academic Advising

All dental students are assigned a faculty advisor through the TCDM Office of Student Affairs. Faculty advisors support students' academic progress, professional development, and overall success throughout dental school. Student performance is reviewed regularly to identify concerns and provide timely support when needed. Students experiencing academic, personal, or other challenges may be referred to the TCDM Office of Student Affairs for additional assistance and resources.

Academic Support Services

The Office of Student Affairs serves as a resource for students seeking academic support, study strategies, test-taking assistance, and referrals to appropriate academic resources. This office serves as a resource to both faculty and students to promote the academic success of TCDM students with the Integrated National Board Dental Examination (INBDE). ***Please note:*** TCDM *students may always contact the TCDM Student Affairs Office regarding any academic or non-academic issues that are of concern to a student and that may be impeding student progress.*

Attendance & Enrollment

Regular attendance and participation in all scheduled educational activities are expected as part of the professional responsibilities of a dental student. Because the TCDM curriculum integrates

classroom, simulation, laboratory, clinical, and collaborative learning experiences, absences may negatively affect a student's academic progress and professional development.

Students are responsible for complying with attendance requirements established by individual courses, clinics, and rotations. Specific attendance policies and expectations will be outlined in the applicable syllabus or course materials.

Excused Absences

Students are expected to abide by the attendance policies as noted in each course syllabus and must make every effort to attend required course activities. Students who are unable to attend a required educational activity should submit an Excused Absence Request Form to the TCDM Office of Student Affairs in advance of the absence whenever possible. In emergency situations or circumstances beyond the student's control, the request should be submitted as soon as practicable.

Requests for excused absences will be reviewed on a case-by-case basis, taking into consideration the circumstances, the student's academic responsibilities, and any applicable course, clinic or rotation requirements. Students may be required to provide supporting documentation sufficient to verify the reason for the absence.

Students should make every effort to schedule personal appointments, travel, and other non-academic commitments so that they do not interfere with required educational activities. Missed quizzes, examinations, assignments, clinical activities, or other graded exercises may be eligible for make-up opportunities only when an absence has been approved as excused and the nature of the activity permits a make-up opportunity, as determined by the course director. Absences that are not approved as excused may result in loss of credit for missed activities.

Nothing in this policy shall limit a student's rights under an approved accommodation or supportive measure, including but not limited to accommodations provided by disability laws, Title IX, pregnancy or related conditions, or other applicable university policies. Students approved for such accommodations should work with the appropriate university office and their instructors regarding attendance, make-up work, and academic requirements.

Student Bereavement/Funeral Leave

TCDM students who experience the death of an immediate family member may request up to three days of bereavement leave to attend funeral services. Students should submit an Excused Absence Request Form to request bereavement/funeral leave. Immediate family is defined as spouse or domestic partner, child, stepchild, parent, stepparent, parent-in-law, sibling (including step and half), grandparent, grandchild, sister-in-law, brother-in-law, or other person whose relationship is similar.

Examinations

Students are expected to attend all examinations on the date the examination is scheduled. Only under exceptional circumstances, such as emergencies or acute illness (documentation may be

required), will students be permitted to take examinations at a time other than the regularly scheduled examination period, and are subject to TCDM's examination policy. Requests to reschedule an examination are subject to the Excused Absence policy and must also be approved by the Associate Dean for Academic Affairs.

Clinic Attendance

Attendance at all clinical sessions is mandatory. Unexcused absences may result in disciplinary action and may affect a student's ability to satisfy clinical course, rotation, or graduation requirements.

Requests for excused absences from clinical activities are subject to the Excused Absence policy outlined in this handbook. In addition, students must notify and obtain approval from the applicable Course Director, Rotation Director, or Clinical Supervisor as soon as practicable and, except in emergencies, prior to the absence.

The approval of an excused absence does not relieve a student of the responsibility to complete missed clinical requirements, patient care obligations, competencies, or other educational activities.

Tardiness

Students are expected to arrive on time and be prepared to participate in all scheduled educational and clinical activities. Tardiness may disrupt the learning environment, interfere with patient care, and impede the educational experience of others.

Repeated or excessive tardiness may be considered a professionalism concern and may result in academic or disciplinary action in accordance with TCDM and University policies. Course Directors may establish attendance and tardiness expectations, including any academic consequences, in course syllabi or other course materials.

Students are responsible for complying with all published attendance and punctuality requirements for their courses, laboratories, simulation activities, and clinical assignments.

Leave of Absence

It may be necessary for a student to request a leave of absence for personal or medical reasons. Students seeking a leave of absence must complete the Leave of Absence Request Form, which will be reviewed for approval by the TCDM Dean.

In order to make an informed decision, the TCDM Dean may request additional information, may request to meet with the student, and may request information from Academic Affairs, Student Affairs, the Business Office, or other departments to gather relevant information. By submitting the Leave of Absence Request Form, a student gives permission for those offices to release information requested by the TCDM Dean.

Requests for a medical leave of absence must be supported by documentation from an appropriately licensed healthcare provider. The college may require documentation demonstrating a student's readiness to return prior to re-enrollment following a medical leave.

Leaves of Absence may be granted for a maximum period of one year. During a leave of absence, a student is considered enrolled but not registered for classes. At the end of the approved leave of absence, the student must return to active enrollment or withdraw from the program. Students who do not return to active enrollment or withdraw at the end of the leave may be dismissed by the Dean.

- A Leave of Absence -Good Academic Standing is the designation used when a student has no failures at the time the request is granted.

- A Leave of Absence-Not in Good Academic Standing, is the designation used when a student has one or more failed TCDM courses or the Integrated National Board Dental Examination.

A Leave of Absence may have a significant impact on student loans, deferment, and tuition. Accordingly, students must consult with the Financial Aid Office and Business Office prior to the start of the leave. Students are not eligible for financial aid while on a leave of absence and are not eligible to register or sit for the Integrated National Board Dental Examination without prior written approval from the Dean or their Designee.

Students will be withdrawn from all courses in progress at the start of their leave of absence. The student’s transcript will reflect the start/end dates of the approved leave of absence.

Requirements for Students on a Leave of Absence

Students on a Leave of Absence are still considered enrolled and still have responsibilities. These responsibilities will be communicated to the student in writing when their Leave of Absence request is approved and will vary depending on the nature of the leave.

Request to Return

Following a leave of absence, a student must submit a written request to return to the Dean of TCDM and must have completed all steps outlined in their Leave of Absence approval letterand submitted all requested documentation (if applicable). For example, students granted a Leave of Absence for medical reasons are typically required to submit documentation from their physician or medical provider indicating that they are well enough to continue their medical education. Students may also be required by the TCDM Dean to meet with the Committee on Academic Performance and Standards (CAPS).

Students cannot register for classes or return to coursework after a Leave of Absence until all obligations to the University (financial, etc.) are fulfilled, and all directives by the TCDM Dean and/or their designee(s) have been completed.

Administrative Leave

The TCDM Dean may place a student on Administrative Leave when they determine it to be in the best interest of the student to overcome challenges hindering their academic and/or professional success. The Committee on Academic Performance and Standards (CAPS), Health Professions Professional Conduct and Ethics (PC&E) Committee, and/or TCDM Director of Student Affairs and Academic Excellence may recommend students for Administrative Leave. Students placed on Administrative Leave will be notified by the TCDM Dean in writing, including the start date, length, and requirements

Withdrawal and Dismissal Procedures

TCDM strongly encourages students who are considering withdrawal to speak with the TCDM Director of Student Affairs and their faculty advisor before making a final decision. Students who intend to withdraw are required to meet with the TCDM Dean prior to submitting a withdrawal request. Withdrawal from TCDM is not finalized until all required procedures have been completed and approved.

Students who withdraw or are dismissed from TCDM must complete the institutional exit procedure to ensure that all required documentation is in order and that all obligations to the University and TCDM have been met. The exit procedure includes returning the student's University identification card, returning TCDM-issued equipment, and obtaining required signatures from the Library, Business Office, and Financial Aid Office to certify that all obligations have been satisfied.

All TCDM-issued equipment must be returned within ten (10) business days of the student's separation from TCDM. The University of Pikeville may withhold student records until the exit procedure is completed and all required equipment is returned. Students may also be subject to additional penalties in accordance with published University policies and procedures for failing to complete required exit procedures or returning University property.

Career and Residency Advising

Individualized career advising and counseling are available to all dental students through the TCDM Student Affairs Office, faculty mentors, and all full-time clinical faculty. The UPIKE Office of Career and Professional Development is also available for all dental students.

Administrator and Faculty Access

TCDM administrators and faculty maintain an open-door policy regarding students. All faculty, advisors, and administrators are available for advice and guidance. Students should meet regularly with their faculty advisors. Appointments are recommended but not required.

Student Contact Information and Communication Capability

Students must ensure that they can always receive communications from TCDM. To this end, TCDM students are responsible for ensuring that the TCDM Student Affairs Office always has their current mailing address, email address, and phone number(s) on file, as well as their

emergency contact information. Further, TCDM students must keep their university student e-mail accounts active so they can always receive messages from TCDM administration, faculty, and staff. Students must respond promptly to communications from the University and TCDM administration, faculty, and staff.

Document Requests

Students may request official documents from the TCDM Office of Student Affairs. These documents may include requests for letters of good standing and requests to be excused from jury duty. Verification of enrollment and requests for transcripts should be made to the UPIKE Registrar's Office in accordance with their published policies and procedures.

STUDENT HEALTH, SAFETY & COMPLIANCE

Criminal Background Check

TCDM requires all students to successfully complete a criminal background check prior to matriculation and may require additional criminal background checks at designated points during the curriculum, including prior to participation in extramural rotations or other clinical education experiences.

The method, scope, and vendor utilized for criminal background screening shall be determined by the College. Information disclosed through a background check may be reviewed by appropriate University officials and, when warranted, referred for further review in accordance with applicable University policies and procedures.

Certain criminal history findings may affect a student's eligibility to participate in clinical education experiences, obtain licensure, complete program requirements, or continue enrollment in the program. TCDM reserves the right to require additional information, documentation, or review when circumstances warrant.

Drug Testing

University of Pikeville policy prohibits the unlawful use, possession, or distribution of drugs and other controlled substances. TCDM requires two drug tests: a random drug screening during the first semester at TCDM and prior to the beginning of-extramural rotations. Positive findings will be reviewed by the TCDM Office of Student Affairs and/or the Associate Dean for Clinical Affairs, who may refer the student to the appropriate conduct process. In some cases, further evaluation by external professional consultants may be required.

A student may also be directed to complete additional drug testing if there is a reasonable suspicion that the student has violated University or TCDM drug policies. In these cases, testing will be conducted at no cost to the student.

Immunization and Titer Requirements

The mission of TCDM is to educate dental professionals to address the oral health needs of Central Appalachia and beyond, through contemporary dental education, interprofessional, patient-centered care focusing on underserved populations, innovative public health research, and service to our community. To achieve this mission, the College has affiliation agreements and contracts with several healthcare facilities throughout the region to provide TCDM students with clinical education experiences.

Because of both patient contact and potential exposure to infectious material from patients during these clinical experiences, TCDM students may be exposed to (and possibly transmit) vaccine-preventable diseases. Dental Students are included in the definition of unpaid health-care personnel (HCP) and therefore included in the Centers for Disease Control and Prevention (CDC) Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP). It is therefore incumbent on the College, and required by our clinical education partners, that all TCDM students provide documentation of required immunizations and titers prior to matriculation at TCDM and throughout their TCDM enrollment. This documentation must be uploaded to the Viewpoint website for dissemination to clinical education sites throughout the students' enrollment at TCDM.

The cost of all immunizations and testing, including titers, is the student's responsibility. Medical insurance may pay a portion of these costs, but this is between the student and their insurance company, and not the responsibility of the University or TCDM.

Please see the following chart for the TCDM requirements, which are based on ACIP Recommendations.

TCDM Immunization and Titer Requirement.			
Vaccine	**Schedule**	**Titers**	**Notes**
Hepatitis B	Total of 3 doses. 4 weeks between dose 1 and dose 2; 5 months between dose 2 and 3. Pre-vaccination serologic screening is not indicated.	Titers are required to document immunity and should be drawn 1-2 months after a 3-dose series. In the case of childhood HepB vaccination, students must still have a positive titer prior to matriculating at TCDM.	If no documented immunity, repeat the 3-dose series and retest for immunity. If still not immune, consult with the Associate Dean for Clinical Affairs at TCDM (Phone number: (606) 218-5274 for recommendations.
Measles, Mumps, Rubella (MMR)	2 doses SC; > 28 days apart	Titers are not required to document immunity if the 2-dose series was received at the recommended interval.	

Varicella (Chicken Pox)	2 doses SC; 4-8 weeks apart if age 13 or older. If laboratory evidence of immunity (via positive antibody test results), immunization may be waived.	Titers are not required to document immunity if the 2-dose series was received at the recommended interval. A titer is required if the only documentation is a personal history of chickenpox.	A personal history of chickenpox alone is not proof of immunity. Titers are required in that case, and if not immune, will need to undergo immunization.
Adult Tetanus, Diphtheria, Pertussis (Tdap)	At least one Tdap prior to matriculation, then a Td booster every 10 years	No titers	
Annual Influenza	Must be updated yearly	No titers	
Annual TB test; may do Mantoux skin testing, or blood testing via T- spot or QFT-GIT.	Must be updated yearly; Any positive result or history of positive results requires a chest radiograph every 3 years (except for BCG vaccinated individuals – see note)	No titers	For those persons who received a BCG vaccine, an Interferon Gamma Release Assay (IGRA), such as T-SPOT-TB or QuantiFERON-TB, must be performed annually.
COVID -19 (May be required by clinical facilities/sites)	Per CDC/FDA recommendations	No titers	Vaccination requirements may be subject to modifications as recommendations and conditions evolve. Information regarding requests for exemptions from COVID-19 vaccination requirements can be obtained from TCDM Clinical Affairs.

Exemptions from Immunizations

Requests for exemptions or temporary deferrals from immunization requirements may be considered on a case-by-case basis in accordance with applicable law and university policy. Students seeking an exemption or deferral may be required to provide supporting documentation from an appropriately licensed healthcare provider or other documentation as determined by the university.

Approval of an exemption or deferral is not guaranteed and may not eliminate the need to satisfy requirements imposed by clinical education sites. As a result, an approved exemption or deferral may affect a student's ability to participate in certain clinical experiences, meet program requirements, progress in the curriculum, or complete the program.

For information about immunization exemptions, please contact TCDM Student Affairs.

Universal Precautions

All TCDM students receive instruction on HIV and on Universal Precautions that address the Centers for Disease Control and Prevention (CDC) current relevant universal exposure precautions, the post-exposure reporting process, prophylactic treatment for blood-borne pathogens (BBP), and other transmitted diseases, as indicated.

Exposure Events

Students who experience an occupational exposure to blood, body fluids, or other potentially infectious materials must immediately report the incident to their supervising faculty member, preceptor, or clinical supervisor and follow the applicable exposure control procedures.

Students will be evaluated and managed in accordance with the college's exposure control and post-exposure protocols, which may include medical evaluation, laboratory testing, counseling, follow-up care, and post-exposure prophylaxis when appropriate. Source patient testing may be requested and conducted in accordance with applicable laws, regulations, and clinical policies.

Additional information regarding exposure reporting procedures and post-exposure management will be provided during orientation and through ongoing clinical training.

Medical History

Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed medical provider prior to matriculation.

Medical Insurance

TCDM students must maintain personal health insurance throughout their enrollment at TCDM. TCDM students are responsible for the costs of their health insurance. All students are required to enroll in the TCDM student health insurance plan or obtain a waiver from the TCDM insurance administrator, HSA Consulting, Inc. Information about the student health insurance plan, including enrollment and waiver procedures, is available on the UPIKE Student Health Insurance Plan website.

Students are encouraged to maintain a relationship with a personal healthcare provider. Students are encouraged to contact the TCDM Office of Student Affairs whenever they are having a health-related issue, especially if the issue could affect their academic performance or attendance.

Medical Liability Insurance

TCDM provides its students with medical liability insurance that covers them only when participating in TCDM-approved clinical rotations or activities.

Mandatory Self-Reporting for Criminal Behavior

All accepted and currently enrolled dental students are required to promptly (within 10 calendar days) report any criminal charges filed against them to the TCDM Office of Student Affairs. Criminal behavior includes any violation of the law, whether a felony or a misdemeanor. It includes speeding tickets, but excludes minor traffic violations, such as parking tickets. Any charges that were previously disclosed on the AADSAS (American Association of Dental Schools Application Service) application need not be reported again. Student violations of the law will be reviewed by the TCDM Office of Student Affairs in the context of future implications for licensure, threat to patient safety, and the ability to be an appropriate member of the dental profession. Depending on the nature and severity of the criminal offense, student suspension or dismissal is possible.

CAMPUS RESOURCES

Housing

Students are responsible for securing their own housing. For information regarding area rentals and real estate, please contact Admissions. Limited housing options are available through the Office of Residence Life (606-218-5224). Official requests for on-campus housing should be directed to housing@upike.edu. Residential Living Guidelines for on-campus student housing can be found on the website.

Dining Facilities

Campus dining facilities are open to students and their guests and accept cash, credit, and debit cards. TCDM students are also eligible to purchase one of the university's meal plan options. The dining services department is capable of meeting most special diets; however, students with special dietary needs are encouraged to consult with dining services management before purchasing a meal plan. Please visit the Dining Services Website for more information.

Library

The Frank M. Allara Library welcomes all students, faculty, and staff at the University of Pikeville, as well as members of the surrounding community. Librarians and staff are available to assist with reference questions, textbook access, database searches, general computer assistance, and instruction on library resources and research.

The health sciences collection, located on the third floor of the Frank M. Allara Library, supports dental education, training, and research through a combination of traditional resources and innovative services. The library provides access to a wide variety of materials in both print and electronic formats, including an extensive collection of health sciences and dental resources. Most specialized health sciences resources are available online, while a collection of print materials is maintained on the third floor.

Library staff offer individual and group bibliographic instruction, research support, and assistance with locating scholarly resources. The library participates in local, regional, and national cooperatives that allow users to obtain materials not owned by the library through interlibrary loan services.

The library also provides a variety of learning environments to support both independent study and collaboration. A 24-hour study space is located on the ground floor, including a room dedicated to health professions students. Group and individual study spaces are also located throughout the building.

The first floor serves as a social and collaborative hub where users may check out books and other materials, browse magazines and journals, use computers, and access comfortable seating areas. This floor also houses the library makerspace, which includes a 3D printer, a Cricut cutting machine, and a button maker available for student use.

Information Technology

To facilitate their engagement with the TCDM curriculum, TCDM students are provided with the use of an iPad. Technical assistance concerning iPads, student email, software, and web-based course programs may be obtained from the University's Information Technology staff. Assistance may be requested by phoning (606) 218-5300, and/or emailing: userservices@upike.edu.

Parking

Students may park at no cost in the public parking garage on Hambley Boulevard. Student parking on campus is limited and is by permit only. Violators will be ticketed. Unpaid tickets will be charged to the student's account. Any appeals for parking tickets must adhere to the appeals procedures specified by the University of Pikeville Public Safety Department. The University is not responsible for damage to any vehicles parked on campus. Requests for handicapped parking permits are made to the UPIKE Department of Public Safety.

Fitness Center

The UPIKE Fitness Center is available exclusively to UPIKE students, faculty, and staff through key card access. The Fitness Center is open seven days a week from 6:00 a.m. to 11:59 p.m. The center is equipped with the latest fitness equipment, including treadmills, ellipticals, recumbent bikes, rowing machines, etc. and a cardio room. Campus Community members will need their ID card to sign in and out of the Fitness Center. Additionally, students have access to membership at the local Pikeville YMCA. Students must provide their student ID to claim their membership.

Mother's Room

The University provides four designated Mother's Rooms for faculty, staff, students, and visitors who need a private, comfortable space for lactation or nursing. These rooms are located on the Mezzanine level of the Coal Building, the fourth floor of the Health Professions Education

Building (HPE), the first floor of Bears Tower, and within the Tanner College of Dental Medicine Administration Building.

Each room provides privacy, comfortable seating, electrical outlets, and access to refrigeration for the storage of expressed milk. Rooms are intended solely for lactation and nursing purposes.

Individuals who need access to a Mother's Room should contact the Office of Compliance and Legal Affairs at bethkingery@upike.edu or 606-218-5344.

Health Services

Pikeville Medical Center (PMC) is approximately five minutes from campus and is located at 911 South Bypass Road, Pikeville, KY 41501. The PMC network contains a wide array of healthcare providers available to students. PMC's Emergency Department is available 24/7 for urgent medical and mental health needs. The cost of care is the student's responsibility.

Students are required to keep their Emergency Contacts on file with the TCDM Office of Student Affairs so that appropriate parties may be contacted in the event of a student emergency.

The Pike County Health Department is directly across from the Pikeville Medical Center and is located at 119 W River Dr (606) 437-5500. They can provide students with immunizations, physicals, and same-day scheduling.

BetterMynd. TCDM students also have free access to BetterMynd digital mental health service, which provides immediate access to licensed counselors by video, phone, chat, or message 24-hours a day. Students should call +1 (919) 866-3211 for more information. Students complete the following steps below to utilize BetterMynd services once the number has been dialed.
1. Let the counselor know you're a student at the University of Pikeville and your current location.
2. Share a callback number where you can be reached.
3. Wait for BetterMynd to immediately call you back on the number you provided for real-time support.

UPIKE offers a telehealth office so that you can connect with telehealth services that utilize your personal insurance. This room is in Coal 515 and contains all the technology for your telehealth visit.

THRIVE Counseling Center

University of Pikeville Thrive Counseling Center is available free of charge to TCDM students Monday-Friday, 8 am-5 pm, and after hours by appointment. The THRIVE Counseling Center is located directly off the Benefactor Plaza within the Record Memorial Building, Room 601. Students can meet regularly with a licensed mental healthcare provider who meets with students to address a wide range of mental health concerns. The THRIVE Center can be contacted at counseling@upike.edu or (606) 218-4357.

External Site Resources

TCDM students completing clinical rotations at external sites are encouraged to utilize their local health networks, walk-in clinics, urgent care centers, or the emergency room of the local medical center as needs may arise in the community where they are placed.

TCDM students are encouraged to maintain a relationship with a personal healthcare provider and to attend to their personal and preventive health. Students, throughout all years of the curriculum, should contact the TCDM Director of Student Affairs whenever they have a health-related issue, especially if it could affect their academic performance or attendance.

Spiritual Life

The University of Pikeville recognizes that spiritual and religious beliefs may be an important part of many students' lives and supports the free exercise of religion and individual expression consistent with university policies. Opportunities for spiritual engagement are available through a variety of campus and community activities, including worship services, religious and spiritual discussion groups, service opportunities, and student organizations representing diverse faith traditions and perspectives.

TCDM students may choose to participate in faith-based student organizations and other spiritual or religious activities that align with their individual interests and beliefs. Participation in all spiritual and religious activities is voluntary.

The University Chaplain/Instructor of Religious Studies, Rob Musick (robertmusick@upike.edu), is available to provide support, assist students in connecting with spiritual and religious resources, facilitate worship opportunities, and help address spiritual needs as requested.

Religious Accommodations

TCDM respects its students' sincerely held religious beliefs and practices and will consider requests for reasonable religious accommodations in accordance with applicable law and university policy. Accommodations may be granted when they do not create undue hardship or fundamentally alter academic, clinical, or program requirements.
Students seeking religious accommodation should submit their request to the Office of Student Affairs as far in advance as possible of the need for the accommodation.

Disability Accommodations

The University of Pikeville is committed to providing reasonable accommodations to qualified students with disabilities in accordance with applicable federal and state laws.

Students requesting disability-related accommodations should contact the UPIKE Disability Resource Center. Accommodations are determined through an interactive process that may require appropriate supporting documentation.

Approved accommodations are intended to provide equal access to educational programs and activities and do not require the University to fundamentally alter academic, technical, clinical, or professional standards or requirements.

Students are responsible for communicating approved accommodations to the appropriate faculty members and for complying with any procedures established by the University regarding accommodations.

Pregnancy and Related Conditions

In accordance with Title IX, the University provides reasonable modifications, supportive measures, and other assistance to students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, lactation, recovery from pregnancy, and related medical conditions.

Students seeking assistance should contact the Office of Title IX as soon as possible to discuss available supportive measures and reasonable modifications.

Student Lounge

TCDM provides a student lounge located within the Preclinical Simulation Center. The lounge is intended for the use of TCDM students and includes amenities such as microwaves, a refrigerator, and coffee machines. The space is available for studying, relaxation, and informal interaction with classmates between academic and clinical responsibilities.

Study Space

Group and individual study spaces are available to TCDM students in the Allara library and in the TCDM Preclinical Simulation Center. In addition, study spaces in other campus buildings, such as the Health Professions Education Building and the Coal Building, are available to TCDM students 24 hours a day, 7 days a week. Space in Coal and HPE is limited and must be reserved in advance.

CAMPUS SAFETY

UPIKE and the TCDM are committed to maintaining a safe and secure learning environment for students, faculty, staff, and visitors. The University of Pikeville Office of Public Safety, located in Laughlin Cottage, operates 24 hours a day, 7 days a week. Criminal activity, suspicious behavior, safety concerns, and emergencies should be reported promptly to the appropriate authorities. In an emergency, call 911 immediately.

The Office of Public Safety provides a variety of services to support campus safety, including patrol operations, incident response, crime prevention initiatives, facility security, event support, parking management, safety assessments, hazard inspections, and personal escorts. Access to certain campus facilities may be restricted outside of normal business hours and may require authorized credentials for entry.

The Office of Public Safety also offers educational programming and resources designed to promote personal safety, security awareness, and emergency preparedness throughout the university community.

Public Safety is available 24/7 and may be reached at (606) 477-0262 (cell/text) or (606) 218-5940 (office).

Clery Act Information

The Clery Act is a federal statute requiring all colleges and universities participating in federal student aid programs to publish an annual security report that accurately discloses campus crime statistics and security information. This report may be found on the UPIKE website at http://www.Upike.edu/Student-Services/publicsafety/crime_reporting

Sexual Assault Prevention

The University of Pikeville is committed to maintaining an educational and working environment free from sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation. The University does not tolerate conduct that violates its Title IX and nondiscrimination policies and is committed to responding promptly and equitably to reports of prohibited conduct.

The University's Title IX Coordinator oversees compliance with Title IX and coordinates the institution's efforts to prevent and address sex discrimination and related misconduct. Students, employees, and visitors who experience or become aware of conduct that may violate the University's Title IX policy are encouraged to report the matter to the Title IX Coordinator.

Individuals experiencing an emergency, immediate threat to their safety, or requiring urgent law enforcement assistance should call 911 or contact the UPIKE Office of Public Safety immediately.

Additional information regarding the University's Title IX policies, reporting options, supportive measures, and grievance procedures is available at https://www.upike.edu/titleix.

Reports may be made to:

Bethany Kingery, J.D.
Title IX Coordinator
BethKingery@upike.edu
(606) 218-5344

Bear Alert Emergency Notification System

All students, staff, and faculty members of the University of Pikeville are urged to subscribe to the Bear Alert Service. The University of Pikeville has partnered with AlertAware to offer an emergency notification system, capable of sending users text, voice, and email messages. The University of Pikeville will only send you messages related to emergencies. You will never

receive advertisements, and your information will never be shared with advertisers. Any student, staff or faculty member of the University of Pikeville can subscribe to the Bear Alert service. Bear Alert is a free service provided by UPIKE. However, normal message fees may apply.

Sign up for alerts at https://www.upike.edu/undergraduate/student-affairs/public-safety/bearalert/. You can register your email address and/or your phone number to receive voice messages. All U.S. mobile carriers are supported. If your mobile number ever changes, please log in to the Bear Alert site to update your contact details. The messages will come from 606-218-5940 for voice or text notifications. We encourage you to save this number on your phone, so you will recognize it when messages are sent. To stop receiving messages, contact Public Safety at 606-218-5940 or email publicsafety@upike.edu.

In the event of an unidentifiable or less imminent threat, a "Campus Threat Notice" will be issued that consists of publishing the specifics of the actual threat or incident. Campus electronic and voice systems are tested annually, and evacuation and emergency response procedures are tested several times a year. All TCDM students are strongly encouraged to subscribe to the Bear Alert Emergency Notification System.



Inclement Weather Plan

In the event of extreme weather conditions, the University of Pikeville will defer to the Inclement Weather Plan, which can be found on the university website. However, we recognize that road conditions vary on isolated mountain roads. Information about closing the campus or implementing the snow plan will be communicated via university email and on the UPIKE website. The university also communicates inclement weather information to local media outlets and UPIKE's official social media platforms. No communication means that the university is open for business as usual.

GUIDELINES FOR STUDENT PROFESSIONALISM

Introduction to Professionalism

Professionalism is a fundamental competency of the TCDM curriculum and an essential characteristic of the dental profession. Students are expected to consistently demonstrate integrity, accountability, ethical behavior, respect for others, and sound professional judgment in all academic, clinical, and community settings. Accordingly, all members of the TCDM

community are expected to uphold the highest standards of professional conduct in their interactions with patients, peers, faculty, staff, and the broader community.

Adherence to the TCDM Standards of Professional Conduct is required of all students. Conduct inconsistent with these standards may constitute a professionalism violation and result in academic or disciplinary action in accordance with applicable TCDM policies and procedures.

TCDM is committed to maintaining a learning environment that is respectful, inclusive, and free from discrimination, harassment, and other forms of misconduct. Students who experience, observe, or become aware of conduct that may violate professionalism standards or University policies are encouraged to report such concerns promptly to the Director of Student Affairs and Academic Excellence, the Title IX Coordinator, or another appropriate University official.

Allegations involving discrimination, harassment, sexual misconduct, or other matters governed by university policy will be addressed in accordance with applicable university procedures. When a matter falls within the jurisdiction of the University's Title IX or Sexual Misconduct Policy, those procedures will govern the investigation and resolution of the allegation. Professionalism proceedings may be delayed pending the outcome of any applicable University investigation or adjudication process.

Student Expectations:

- Demonstrate professionalism, courtesy, and respect toward faculty, staff, patients, and peers in all academic, clinical, and professional interactions. This includes maintaining punctual attendance and active participation in required educational and clinical activities.
- Conduct themselves in a manner consistent with the ethical standards of the dental profession and comply with applicable laws, regulations, and institutional policies.
- Demonstrate respect for the dignity, rights, privacy, and well-being of patients, colleagues, and members of the community.
- Demonstrate honesty, integrity, and accountability in academic, clinical, and professional activities, including fulfilling assigned responsibilities and commitments in a timely manner.
- Engage in self-assessment and professional growth by appropriately receiving, reflecting upon, and responding to constructive feedback.
- Recognize the limits of their knowledge and skills, seek assistance when appropriate, and take responsibility for continued personal and professional development.
- Comply with the TCDM dress code and all published University and TCDM policies, procedures, and standards.

The following actions are examples of conduct that may constitute violations of professional standards. This list is illustrative and is not intended to be exhaustive:

- Failure to comply with the TCDM dress code or other published University or TCDM policies;
- Repeated tardiness, unexcused absences, or failure to fulfill academic, clinical, or professional obligations;

- Recording, photographing, distributing, or otherwise capturing educational, clinical, or institutional activities without appropriate authorization;
- Inappropriate, unprofessional, disrespectful, or harassing communications or conduct, including through email, social media, text messaging, or other electronic platforms;
- Misrepresentation or falsification of attendance, participation, academic work, clinical activities, records, or other information submitted to the University or TCDM;
- Alteration, forgery, or unauthorized creation of documents, records, signatures, or other official materials related to University or TCDM activities;
- Use of language or behavior that is disruptive, threatening, discriminatory, harassing, or otherwise inconsistent with professional expectations;
- Sharing, posting, reproducing, soliciting, possessing, or otherwise engaging in the unauthorized distribution or use of examination questions, examination materials, or other secure academic content.

Professionalism is an essential component of academic and clinical performance. Depending on the nature and severity of the conduct, and consistent with the course syllabus and evaluation criteria, a student who fails to meet established professionalism standards may receive a grade of Fail in a course or clinical activity, regardless of performance in other course requirements.

Concerns regarding professionalism may be referred to the Professional Conduct & Ethics Committee (PC&E) for review and appropriate action. Serious, repeated, or egregious violations of professionalism standards may result in disciplinary sanctions, up to and including dismissal from TCDM.

Values within Professionalism

- **Competence:** Acquiring and maintaining a high level of special knowledge, technical ability, and professional behavior necessary for the provision of clinical care to patients and for effective functioning in the dental education environment.
    - Students reflect on performance, strive to improve, and set high standards for themselves.
- **Fairness:** Demonstrating consistency and even-handedness in dealings with others.
    - Students give their best effort, consistently evaluate themselves, and act without prejudice.
- **Integrity & Honesty:** Being honest and demonstrating congruence between one's values, words, and actions.
    - Student puts the patient's interest first, presents all options to patients, credits the source, acts without cheating, and declares any conflict of interest.
- **Responsibility:** Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.
    - Students attend all required courses and clinical experiences promptly. Students engage in evidence-based care and in self-learning. Student is dependable, gives prompt notice if unable to be present, and follows care and use of equipment as directed. Students are available or arrange for care (including emergent care) and direct and deliver patient care in a timely manner. Students should also admit their

mistakes and work to correct them. Students should also not work while under the influence.

- **Respect:** Honoring the worth of others.
    - Within patient care, students must maintain confidentiality, protect patients from harm, and offer choices. Students act within accepted standards of respecting choices and are slow to judge, as facts should be gathered first. Students must act without discrimination, prejudice, or harassment.

- **Service-Mindedness:** Acting for the benefit of the patients and the public we serve and approaching those served with compassion.
    - Students participate in professional activities, volunteer for community service programs, and seek to generate new knowledge.

Civility

Civility is a core component of professionalism. At TCDM, we prioritize civility to promote the pursuit of shared ideas, effective communication, inclusivity, social responsibility, and community engagement. This includes engaging appropriate interpersonal communication, authentic leadership, and empowerment. Incivility negatively affects others' well-being and disrupts the educational environment.

Dress Code

As representatives of TCDM and the dental profession, students are expected to maintain a professional appearance and appropriate personal hygiene in all educational, clinical, and professional settings. Students must comply with dress, safety, and infection control requirements applicable to classrooms, simulation laboratories, clinics, hospitals, and other training sites.

Good personal hygiene and grooming are essential to maintaining a professional environment and reducing the risk of disease transmission in healthcare settings. Students are expected to follow all infection prevention and control policies, including hand hygiene requirements and standards related to fingernails, jewelry, hair, and personal protective equipment.

Hair, including facial hair, must be maintained in a manner that does not interfere with patient care, safety, or the proper use of personal protective equipment. Jewelry and accessories must not create a safety hazard or interfere with clinical activities. Open-toe shoes are prohibited in simulation laboratories, clinics, and other patient care areas.

Additional dress code, uniform, and infection control requirements may be established by the college, clinical sites, or course directors and must be followed at all times.

Business Casual Attire

Unless otherwise specified, students are expected to wear business casual attire while participating in academic, professional, and university-related activities.
Examples of acceptable business casual attire include:

- Dress pants, khakis, chinos, or comparable professional attire
- Dresses, skirts, or other professional attire of an appropriate length
- Collared shirts, dress shirts, blouses, sweaters, cardigans, or professional tops
- Blazers, sport coats, or professional jackets
- Clean, professional footwear, including dress shoes, flats, loafers, boots, or professional sneakers in good condition

Examples of attire that are not considered business casual include:

- Clothing that is excessively casual, revealing, damaged, or inappropriate for a professional educational environment
- Shorts, athletic wear, exercise clothing, or sleepwear
- Flip-flops, beachwear, or footwear that creates a safety concern
- Clothing with offensive language, images, or messages
- Clothing that is excessively tight, excessively short, or exposes the midriff

The college reserves the right to determine whether attire is appropriate for a particular educational, clinical, or professional setting. Additional dress requirements may apply to simulation laboratories, clinics, hospitals, and other experiential learning environments.

Student Scrub Policy

Students are required to wear College-approved scrubs bearing the TCDM logo when participating in patient-facing clinical activities or are present in a clinical setting where actual patients are receiving care, as well as in any other settings designated by the College. TCDM will provide each student with two sets of approved scrubs.

For purposes of this requirement, College approved TCDM scrubs are required when students are assigned to clinic, providing or assisting with patient care, observing patient care, or otherwise interacting with patients in a clinical setting. This requirement does not apply to simulation, skills practice, laboratory activities, or other educational activities in which students practice procedures on one another, and no actual patients are present, unless otherwise directed by the College.

Students who choose to purchase additional scrubs for clinical or patient care activities must obtain them through the College-approved vendor and in accordance with TCDM specifications. Scrubs purchased from other vendors or that do not meet TCDM specifications may not be worn in settings where College approved TCDM scrubs are required.

When College approved TCDM scrubs are not required, students may wear navy blue scrubs of their choosing. Navy blue is the only scrub color permitted. No other color of scrubs may be worn. Scrubs must be clean, properly fitted, and maintained in good condition. Jogger-style scrub pants are not permitted. Pants should be appropriately hemmed to prevent safety hazards and maintain a professional appearance.

Students are required to comply with all infection control, personal protective equipment (PPE), and clinical attire requirements established by the College. Undershirts worn beneath scrubs must be professional in appearance and comply with current clinical and infection control guidelines.
Additional requirements regarding scrub attire, surgical caps, footwear, jewelry, and related matters may be established by Clinical Affairs and communicated to students as needed.

Identification Badges

Identification badges must always be worn or carried by students while on campus or on TCDM assignments, whether on or off campus. The identification badges with affixed student photographs are non-transferable and must be surrendered upon termination of student status. If lost, a fee will be assessed for a replacement.

Employment

Student enrollment at TCDM is full-time. Given the commitment required of students to satisfactorily complete the TCDM curriculum, students may not hold any outside employment positions while enrolled in any courses. This policy also applies to unpaid positions (volunteer, etc.) that require significant time commitments. Students found to be engaged in outside employment while enrolled at TCDM will be referred to the Health Professions Professional Conduct and Ethics Committee.

Email and Social Media Etiquette

Abusive or insensitive language in an email is an inappropriate use of computing resources. Use of electronic means to send harassing, obscene, profane, intimidating, or unlawful messages is prohibited. It is the student's responsibility to check, read, and respond to official communication from UPIKE and TCDM. Always use UPIKE email when corresponding with faculty and staff.

TCDM students are expected to adhere to professional standards and to abide by applicable laws, policies, and rules governing privacy (e.g., HIPAA). No video documentation of clinical and/or educational events without prior consent. Activity on social media is subject to the UPIKE Code of Conduct. Care should be taken when expressing opinions. When expressing opinions, particularly opinions about medical or healthcare issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of TCDM or others.

Electronic Devices and Recording

Electronic devices may be used in educational and clinical settings for authorized educational purposes and in accordance with course requirements, faculty direction, and applicable University policies. Students are expected to use such devices in a manner that does not disrupt instruction, compromise patient care, or interfere with the learning environment.
Audio, video, photographic, or other recordings of educational activities, patients, examinations, course materials, or members of the University community are prohibited unless expressly authorized, required as part of an approved accommodation, or otherwise permitted by

University policy. Students must comply with all applicable privacy, confidentiality, and information security requirements when using electronic devices.

Student Honor Code

As a student at the University of Pikeville Tanner College of Dental Medicine, I pledge to uphold the honor, integrity, and responsibilities of the dental profession. I will strive to provide safe, ethical, and compassionate care and to act in a manner that promotes the well-being, dignity, and trust of those I serve.

I will respect the privacy and confidentiality of patients and protect sensitive information entrusted to me. I will conduct myself with honesty and integrity and will not engage in dishonesty, cheating, theft, fraud, or misrepresentation.

I will treat patients, classmates, faculty, staff, and members of the healthcare team with professionalism, respect, courtesy, and compassion. I will be accountable for my actions and will uphold the academic, ethical, and professional standards of the college and the dental profession.

I will support a culture of integrity and professionalism and will report known or suspected violations of this Honor Code or other professional standards through appropriate university channels.

Any person who believes that an Honor Code violation may have occurred shall file a complaint with the Director of Student Affairs and Academic Excellence. The complaint shall be made in writing and should contain:

- The name of the person filing the complaint; and
- The identity of the person believed to have committed an Honor Code violation; and
- A brief description of the facts to extent known by the complainant that pertains to the violation or complaint.

STUDENT CONDUCT MANAGEMENT

Academic Integrity

Academic integrity is fundamental to the educational mission of the Tanner College of Dental Medicine and the ethical practice of dentistry. Students are expected to conduct themselves honestly in all academic, clinical, research, and professional activities.

Examples of academic misconduct include, but are not limited to:

- Cheating
- Plagiarism
- Unauthorized collaboration
- Falsification or fabrication of academic records or information
- Misrepresentation of facts

- Assisting another individual in committing academic misconduct
- Any other conduct that compromises the integrity of the educational process

Students who become aware of potential academic misconduct are expected to report the matter to an appropriate faculty member, course director, or the Office of Student Affairs.

Allegations of academic misconduct will be reviewed in accordance with applicable university and college policies and may result in disciplinary action.

Student Conduct

Students are expected to comply with the University of Pikeville Code of Conduct, the TCDM Student Handbook, and all applicable University and TCDM policies and procedures. Students are also expected to demonstrate professionalism, integrity, respect, accountability, and ethical conduct in all academic, clinical, and professional settings.

Conduct occurring on campus, off campus, during clinical or educational activities or through electronic communications and online platforms may be subject to review when it adversely affects the University community, educational environment, patient care, clinical activities, or the mission of TCDM.

Reports of alleged violations of the Student Code of Conduct or professionalism standards will be reviewed by the Director of Student Affairs and Academic Excellence. The Director may investigate the matter, seek additional information, and convene an ad hoc review committee or refer the matter to an appropriate university official or committee for review and recommendations.

When a violation is substantiated, corrective action or disciplinary sanctions may be imposed in accordance with university policies. Sanctions may include educational interventions, warnings, probation, suspension, dismissal, or other appropriate measures.

Committee on Academic Performance and Standards (CAPS)

The Committee on Academic Performance and Standards (CAPS) is responsible for reviewing matters related to academic performance, progression, remediation, academic standing, and graduation eligibility.

CAPS consists of faculty members appointed by the college. The Associate Dean for Academic Affairs, Associate Dean for Clinical Affairs, and Director of Student Affairs and Academic Excellence serve as ex officio, non-voting members.

CAPS reviews student academic performance and makes recommendations regarding academic status, remediation, progression, and other academic matters in accordance with college policies. Additional information regarding CAPS and academic progression requirements is available in the TCDM Course Catalog.

REPORTING STUDENT GRIEVANCES

Student Grievances

If, at any time, any student feels that they have been wrongfully treated by a member of the university community in violation of University policy or community standards, the student may submit a grievance to a designated university official by completing the Academic and Non-Academic Issues Complaint Form. Students may submit a complaint/grievance without fear of retaliation. Retaliation against any student for submitting a complaint/grievance is a violation of University policy and will not be tolerated.

A student grievance concerning a faculty member will be forwarded to the TCDM Dean and the appropriate Associate Dean. If the concern is regarding the Dean of TCDM, these concerns will be reviewed by the UPIKE Vice President for Health Affairs. TCDM students' complaints will be reviewed by the Director of Student Affairs and Academic Excellence. After a grievance is received, a response to the grievance will be issued within five business days unless an extension is reasonably needed, in which case the office responsible for responding to the grievance will provide the parties with notice of the need for an extension and a new date by which a response will be issued.

Student Complaints to CODA

The Commission on Dental Accreditation (CODA) will review complaints that relate to a program's compliance with the accreditation standards. CODA 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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. Students may contact the Commission on Dental Accreditation at (800) 232-6108 or the following address.

Commission on Dental Accreditation
401 North Michigan Avenue
Suite 3300
Chicago, IL 60611-4250